



**Steering Committee Meeting Minutes**  
**2:00 pm September 18th, 2024**  
**Bret Kelly A—Rawlings Library**

**Meeting Lead: Alyssa Vargas Lopez**  
**Meeting Recorder: Jennifer Scroggins**

***Minutes***

**Attendance:** Sherri Baca (Executive Director), Terri Daly (Director of HR), Maria Kropf (Finance), Ray Packard (Pueblo West), Michele Dagnillo (Tech Services), Josh Vicknair (IT), Shelby McCormack (Community Relations/Finance/HR), Jennifer Scroggins (Rawlings User Services), Sandy Hudock (Gidone/Lucero/Greenhorn), Alisha Cunzio (Rawlings Local History & Genealogy), Brigitta Meyerhofer (Barkman).

**Absent:** Frank Nash Jr. (Facilities), Mary Kratz (Lamb/YMCA)

**Preliminary Steering Discussion**

- Welcome to Steering Committee Brigitta Meyerhofer, Assistant Manager/Librarian at Barkman Library
  - YAY! We're all super excited to have you!
  
- Choose 4th Quarter Meeting Lead and Recorder
  - Recorder: Brigitta
  - Lead: Ray
  
- Staff and Patron Feedback About the Presentation of the Amphitheater
  - From Alyssa-patrons questioning what is going to happen at the amphitheater– thought construction was still happening. There have been questions about why did Bates (the street) get blocked if we aren't using that space?
  - IS this a space that can be reserved in Communico?
  - Staff wondering if the space will be used for programming/events?
  - Not an ADA accessible ramp because of the slope and it is blocked off.
  - Patrons have reported finding needles in the area and people sleeping.

- Security at Library polling locations/scheduling programs election week
  - Giodone/PW/GHV are polling places- These locations want to make sure that they will get security during the entire period of being a polling place.
  - Election volunteers aren't getting their own security
  - Logistical questions about programming during this time-should we not have as many programs during this time with the reasons being: safety, space, amount of people coming in and out of the location, etc.
  - "Elections Law Enforcement Guide"
  - What are library policies about literature inside the library, and political/election signs outside. Is there a law about polling locations not having any election promotional materials?
  - Where CAN literature be??
  - The ask from staff is for communication to be sent out to everyone, that includes security measures, and signage policies.
  - Maybe having a pamphlet explaining PCCLD's policies, locations of polling locations, general information about the polling locations (to include what you can and can't have at a polling place), to be given to patrons/have out for patrons at all library locations.

### **Follow-Up with Executive Director (joined at 2:30)**

- Choose 4th Quarter Meeting Lead and Recorder
  - Recorder: Brigitta
  - Lead: Ray
  
- Staff and Patron Feedback About the Presentation of the Amphitheater
  - Damage in the area from flooding- the goal is that it should be repaired by the end of the year (2024). Had to be fixed twice by the contractor during the renovation. The design is flawed, and will need to be fixed permanently.
  - Sherri and the Civil Engineer (Houston Contracting) working on a new design and this design will need to be brought to the board for approval.
  - Sherri will follow up with Facilities about needles in the area.

- Crystal does sweeps in the morning-if there are other concerns let her know.
  - TNT Security after hours at Barkman and Lucero—can't afford 365 days of extra overnight security.
  - Sherri will talk to the Start Team about how the space will be used, how to sign up, etc. There is audio visual equipment with CR, but maybe Public Services can purchase AV equipment in the future.
- Security at Library polling locations/scheduling programs election week
    - Ballot Drop Boxes-Lamb, Barkman, and GHV
    - Polling places- PW, GHV, Giodone
    - Amy Nelson is in contact with Pueblo Clerk and Recorder's Office-Amy will meet w/ managers of branch locations that are polling places.
    - Colorado State Law-Elections and polling (in terms of libraries)
    - Library staff have unofficial “approval” from Pueblo County to take ballots found in AMH book drops and put them in ballot boxes ( as long as the ballot is unopened).
    - Library staff are not allowed to go into the room where polling is taking place. Election Judges are in control.
    - Coordination between Library and local law enforcement will be happening—Admin will let managers know what needs to happen.
    - Campaign materials in library - per library guideline 03.05.02.G3 (within Customer Service Policies)
      - 1 table for campaign literature allowed in library
      - Allowed to be set-up 1 month before election up until election date
      - Table is NOT the library's responsibility to maintain/replenish materials, or monitor any activity surrounding materials/table.
      - To that end, there are questions about what is “public property”, and “library property” at polling places— we need to have clear boundaries.
      - Campaigning and election materials have to stick to the 1 table designated at the library, and may NOT be put anywhere else in the library.
    - Patron information
      - Sherri would prefer to have materials from Pueblo County information about voting (Reference materials)--Jen

- Amy may have contact/more information to get “guides” for patrons.
    - Nick-CR polling location marketing
  - Security(Amy/Sherri will send narrative)
    - Security schedule-Polling Centers ONLY (not ballot box locations). Regulars, substitutes, security staff (not Event people). Security will just focus on library operation and library patrons, NOT voters or polling staff.
    - Election Judges are in charge of their area in the library and have their own protocol in terms of security/law enforcement.
    - Sherri is in contact with David Lucero, Pueblo County Sheriff- is there anything on their radar/that they’re concerned about?
- Upcoming items - employee benefits renewal, spending cutoff, 2025 budget
  - Benefits renewal-Terri will have more information at the October Steering Committee meeting.
  - Spending cut-off: Finance is gathering information about black friday and cyber monday and changing the cut-off date until after these events take place.
  - 2025 budget-October 15th delivered to Board.
  - Steering will get a presentation about the budget.
  - Property tax laws keep changing-how does that impact the library?
- Renovation update
  - Lots of feedback from the Barkman community (they missed having this location and are excited to have a safe/updated space).
  - Lucero
    - There have been a lot of questions from patrons via the Call Center about printing/computing needs at El Centro.
    - Programs in Communico are still showing the location “Lucero” when they are actually at El Centro–Sherri will ask about this.
    - Lucero Team already at Rawlings (Yay and Welcome!).
    - Facilities finishing emptying it out.
    - Contractor pulling a demolition permit
    - City Council Sept. 23rd easement

■ 2nd week in October- start of full construction.

- Culture enhancement update
  - Assessment at Staff Day Oct. 7th (Terri and Sherri)-getting feedback from staff (non-managers) about staff recognition process.
  - 2025 Goals/Objectives will still focus heavily on culture
  
- Staff Day
  - Schedule will be out shortly

**Meeting Adjourned at 3:17pm**