**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**November 19th 2024, at 2PM at Rawlings Library in Bret Kelly B**

**Present at Meeting**

* **Terri Daly**
* **Cory Reimers**
* **Desi Anderson (Minute Taker)**
* **Thea Martinez**
* **Aaron Ramirez**
* **Marcus Bower**
* **Danielle Cowles**
* **Karaline Porter-Hallden**

The meeting was called to order by Terri Daly at 2:10PM

* Terri handed out copies of the agenda and we went over the minutes from the last meeting.

Old Business:

* As a group, we discussed the Wi-Fi shut off hours of 11:00 pm – 6:00 am that is being considered for all the branches in the district. Each manager should have received an email asking whether they would like this to happen at their branch.
* Danielle updated us on the status of the garden level bathroom located in the basement of Rawlings. It is apparently cleaner and better stocked then it was when we last met.
* We discussed the ongoing issues that we are having with the cleaning crew both at Rawlings and around the district. Items are continuing to go missing or staff find things broken. Cory let us know that $20 went missing from Pueblo West’s books again sales box. Terri indicated that Facilities is aware of some of these issues and are working to resolve these. Desi let the committee know that these issues have stopped at Lamb due to Crystal Talley speaking with the woman in charge who came to take pictures of the branch to see what was happening exactly.
* Aaron Ramirez let us know that the cables that will connect the drug sensors in the bathrooms at Rawlings have been installed.
* Walkie Talkies are now at Rawlings at every desk on each floor. These should only be used for emergencies only. **Tune to CHANNEL 10** for Emergency Communication when at Rawlings. Walkies should be regularly charged.
* Terri asked about the first aid kit at the YMCA. Desi did confirm that it was received and that we have it.

New Business:

* We discussed having someone else possibly be the new minute taker for the meetings in the new year. Danielle Cowles volunteered if she is still on the committee at that time, so did Aaron Ramirez. Desi also stated that she didn’t mind continuing to do it in the new year.
* Marcus asked if it was general library policy for bags not to be allowed in the restrooms. It was noted that if there is no security at any one branch at the time, patrons generally want their items watched which is something library staff can’t always do. It was also suggested that one option that could be looked into if managers thought it appropriate is that branches could get lockers for the patrons to use when necessary. It was also suggested that perhaps a mirror could be installed. This could make it easier for staff to see if patrons are trying to hide items and carry their bags into the restroom at Barkman.
* Next we discussed the bridge at Barkman which can become very icy during the colder months. Marcus asked if something could be done to fix this or make it a bit safer. It was also noted that this same bridge floods when it rains. Terri will check in with Facilities on this.
* Aaron Ramirez let us know that mirrors are being installed on the 3rd floor, so staff there can have a better view of their surroundings while at the main desk. This will also give anyone at the desk a better view of the administration office door.
* A staff member’s car was broken into in the Rawlings parking lot, however, one of the kids that is believed to have done this did return to the Rawlings branch. He was approached by security and the Pueblo police was called. The individual has been suspended.
* Thea asked who would be responsible for getting the branches caution tape. Terri said that she would be able to see about this and each branch was asked if they were in need of some. Cory of Pueblo West was the only one who knew for sure that they had plenty. Lamb is in need of some as is Rawlings. The other members of the committee are going to ask their branch. Caution Tape can be ordered in January as the spending cutoff has already passed.
* We discussed the current construction happening outside Lamb by the side of the building. It is unclear when this will be completed, but it was stated that this branch is down one emergency exit as there is a significant drop from the door to the ground.
* Desi asked if it would be possible for Lamb to get additional security on Saturdays as we have seen an increase in patron conflicts. Terri asked if we had ever had security on Saturday since she thought that all branches had security Monday thru Saturday. Desi said that since she has been at Lamb they have never had security on Saturday. Terri then asked if they would be ok with having security Tuesday thru Saturday. Desi said she wasn’t sure if that would work and that the branch would prefer to have security Monday thru Saturday. As this request would add extra hours to the Security function, Terri will pass this request along to Amy Nelson and Crystal Gonzales.
* Marcus asked if we could get some frosted glass for the windows at Barkman as people keep walking into the glass windows. There were several ideas suggested such as stickers and the like. If frosted glass is needed, Alicia Griebel, Barkman Manager, should request to Facilities via the help desk system.
* Terri let us know that there have been no workman’s comp claims recently.

The next meeting will be Tuesday January 21st at 2PM

**The meeting ended at 2:56PM**