

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

**Meeting Lead: Rachel Packard**  
**Meeting Recorder: Brigitta Meyerhofer**

*Minutes*

**Attendance:** **Sherri Baca** (Executive Director), **Amy Nelson** (Director of Public Services), **Terri Daly** (Director of HR), **Jennifer Scroggins** (Rawlings User Services), **Ray Packard** (Pueblo West), **Alyssa Vargas-Lopez** (Rawlings Experiential Learning), **Maria Kropf** (Finance), **Frank Nash Jr.** (Facilities), **Alisha Cunzio** (Local History and Genealogy), **Michele Dagnillo** (Technical Services), **Josh Vicknair** (Information Technology)

**Preliminary Steering Discussion (2:04 pm)**

- Chose new Meeting Lead and Recorder for Q1 in 2025
  - The Steering committee must select a new Meeting Lead and Recorder for Q1 of 2025.
  - The committee decided that since members are leaving and new members are incoming, we should wait until January's meeting to select these positions so that new members would have a chance to volunteer for these roles.
  - Ray Packard (Pueblo West) and Brigitta Meyerhofer (Barkman) have agreed to continue for one more meeting as Meeting Lead and Recorder.
- Basement breakroom (Michelle Dagnillo)
  - Technical Services staff wanted to know if the cubicles in the basement breakroom will remain after the Lucero renovation has been completed.
    - Rawlings staff members agreed that the cubicles make the area cramped and dark.
    - The Committee has agreed to ask Sherri Baca (Executive Director) if these cubicles will remain.
- Wifi booster update (Alisha Cunzio)
  - Alisha asked for an update on the wifi booster at the staff facilities exit.
  - Josh Vicknair (Information Technology) informed the committee that upon further investigation, the Wi-Fi signal fell short in this area because the network was designed specifically to stay within building boundaries.
  - Terri Daly (Director of HR) informed us that Thomas Defrates, Director of Information Technology, agreed to install a signal booster for this area and that Sherri Baca (Executive Director) would give us a further update when she joined us later on in the meeting.
- Policy around patrons using computers in their age-designated areas (Brigitta Meyerhofer)
  - Barkman staff is having an issue where older patrons are using the computers in the teen zone, forcing teens to have to use the computers in the adult section.

- There is also an older adult patron who uses the computers in the children's room.
  - Brigitta wondered if there were any related policies to encourage patrons to use the computers in certain areas.
  - There is currently no policy regarding age-related use of spaces, but there are some changes staff can make in order to gently encourage the use of appropriate spaces.
    - Staff on Rawlings' second floor gently directs patrons to the third floor first before the children's space when computers in the main area are all occupied.
    - Patrons are asked to vacate the teen space computers when a teen program is happening, especially when there is food designated for that program's use.
    - Staff find that the smaller chairs in the youth area discourage adult patrons' use of computers.
    - It can also help to enforce computer time limits.
- New computers (Josh Vicknair)
  - The Information Technology department is seeking feedback from staff on their experiences with the newly installed computer system.
  - Ray Packard (Pueblo West) informed us that they have had an issue with sounds on the patron's computers playing very loudly from the computer tower itself.
    - Brigitta Meyerhofer (Barkman) shared that Barkman keeps cheap headphones at the front desk that patrons can borrow if they're unable to purchase headphones.
    - Other staff also relayed that there are other ways within the operating system to adjust the sound.
  - The general feedback from the rest of the committee was that the computers were a great upgrade, and have improved staff's ability to get work done.
    - Josh says that they are always seeking feedback and improvement, and if any problems arise with the computers staff are encouraged to file tickets through the Helpdesk or send emails with suggestions.
    - Information Technology acknowledges that our district's technology needs will change over time and that this computing system is flexible enough to handle these future changes.
  - Alyssa Vargas-Lopez inquired if eventually there would be plugins and other technology to assist with Zoom calls and meetings.
    - Josh said that IT is working on supplying webcams and headsets for staff that need them for meetings and training.

### **Follow-Up With Executive Director (2:34 pm)**

- Selection of Meeting Lead and Recorder positions.
  - Sherri Baca (Executive Director) agreed that we should wait until the next meeting to select Meeting Lead and Recorder positions so more candidates have the opportunity to volunteer.
- Basement breakroom cubicles
  - Sherri Baca (Executive Director) informed us that after Lucero Library's renovation, there will be no other large-scale construction plans until budget analysis can be conducted in light of the impact of new Colorado property tax law which begins in 2026

- The cubicles can likely be removed at the end of the Lucero renovation project.
  - The Lucero library is anticipated to be finished sometime around August or September of 2025 with a possible early October re-opening date.
- Amy Nelson (Director of Public Services) encouraged staff at Rawlings from all floors to join them in the third-floor breakroom in the administrative wing, as it is open to all staff as well.
- Policy around patrons using computers in their age-related spaces
  - There is no policy against patrons using computers that are not in their age-related space.
  - Patrons can be gently encouraged to use other spaces with the tactics mentioned above, along with asking if they would be open to using a Chromebook and a study room as an alternative accommodation.
    - In the future, we will be switching from Chromebooks to Windows laptops. This might also help us successfully encourage laptop and study room usage.
  - There are also more complicated factors to keep in mind when considering a patron's use of spaces.
    - Some patrons might have intellectual disabilities, which is not something we can visibly see.
    - The district wants to encourage inclusive use of all library spaces.
    - Overall, we should strive to provide great customer service in any situation.
- Monthly focuses (Amy Nelson)
  - Amy has visited staff across the district to collect input on improvements to monthly focuses and highlights.
    - The district started to encourage the use of specific monthly focuses based on feedback from patrons that they would like to see greater diversity in our program and display offerings.
  - This new matrix has 3 columns.
    - Row one are our highlights for the month (eg, Black History Month in February, Women's History Month in March.).
    - Row two consists of suggestions of great events to celebrate (eg, Adult Winter of Reading in January, Valentine's Day in February.).
    - In the last row are optional suggestions of fun or important focuses (eg, National Hobby Month in January, Library Lovers Month in February.).
  - Amy encouraged the Steering Committee to submit feedback, including improvements to these focuses and ideas for possible new focuses.
  - Having several options in each category helps ease the demand for physical materials that each branch uses for related book displays.
    - There are also ways to incorporate digital materials into our displays by providing a scannable QR code that links to the catalog listing.
  - Ideal use.
    - Branches should ideally have one display from each of the two first focus categories, with the last category containing optional suggestions for displays.
    - Branches should ideally have one program per age group (juvenile, teen/tween, adult) for a focus in the first category.
      - We should also pay attention to what works, and do our best to provide programs that are interesting to patrons.

- Programmers can also reach out to each other internally, and collaborate on programs.
  - The district should be effectively coordinated from branch to branch, and we should not duplicate programs or provide the same unsuccessful program over and over in order to use programming money in a responsible way.
    - Sherri Baca (Executive Director) emphasized that the monthly focus and highlight areas are intended to bring consistency to the district and are the library district's designated tool to be used in planning for programs, exhibits, etc.
- There has been a lot of positive feedback from patrons about Alyssa Vargas-Lopez's (Rawlings Experiential Learning) museum exhibits and their inclusivity and diversity.
- New focuses will soon be available in Communico as a tag that you can use when adding a program.
- Alisha Cunzio (Local History and Genealogy) informed the committee that "Autism Awareness Month" is a term created by the controversial organization Autism Speaks, and it would be a better idea to use the term "Autism Self-Advocacy Month," as this is a preferable term for the neurodivergent community.
- Staff is encouraged to use the Program Planning guide located on the portal.
- The focus guide should be finished by the end of December.
  - We do not need to change our January or February event offerings, as the guide might not be finished by the deadline to submit February programs.
- Focuses have flexibility in how we interpret them - we are able to be creative and interpret the same focus in many different ways.
- Wifi booster update
  - The wifi at Rawlings and at the branches is focused on in-building use, and there is limited access in the parking lot where you can access the wifi network.
    - This encourages patrons to come into the library to use our wifi.
  - We have not had overnight parking lot wifi access for a very long time, and this should not be offered to patrons as a service.
    - Patron's devices might see the wifi network, but the service may not be strong enough to connect to.
  - An access point has been installed in the Rawlings staff entrance.
  - Changes to our public wifi access were not made during the COVID pandemic and have not been made since .
- 2025 Budget and Plan (Bri Reyes, Chief Financial Officer)
  - Bri Reyes visited the Steering Committee to provide updates about the 2025 Budget and Annual Plan.
    - These were approved by the board last Thursday, December 12th, 2024.
  - The 2025 budget document begins with sets of objectives.
    - These objectives relate to their respective Strategic Focuses, with designated leaders that help ensure that these objectives are successfully completed.
  - A section is focused on Organizational Culture.
    - These objectives relate to the culture-related document created for us by Moss Adams earlier in the year.

- Nick Potter (Director of Community Relations and Development) is currently working on a section in PCCLD's portal that contains workplace culture-related information.
    - A meeting will be held with the Culture Committee to fine-tune next steps for each objective.
  - Around April, Rawlings will begin repairs on the elevator.
    - The cost of this repair is included in the Building Construction and Improvements section of the 2025 budget.
  - Future construction is possible, but depending on changes in property tax we might need to save for larger projects a longer amount of time.
  - The 2025 financial plan is an official legal document.
  - Managers will meet with the CFO in January to go over this 2025 financial plan to ensure thorough understanding.
  - We received extra funding in 2024 from abatements and a one-time property tax benefit refund.
    - This causes an overall "decrease" in the budget in 2025.
    - Property tax makes up 70% of this income - we are typically funded 98% by property taxes.
      - This drop in percentage is only because we are budgeting for the potential award of a large digital literacy grant in 2024. Without that grant in the budget, the high reliance on property tax as revenue remains consistent as in prior years.
  - Included in the IT section of the budget is money we are very confident that we will receive from a grant that will be used to supply more wifi hotspots.
  - There is a possibility that property tax law in Colorado which was approved by the Colorado legislature in 2025 will begin to impact PCCLD's budget in 2026 and beyond..
    - Mid-year 2025 is when we will see the 2026 proposed budget.
    - If the effects from this lowering of property taxes negatively affects us in an exceptional way, we may need to start cutting costs in 2025 in order to weather the changes in 2026 easier.
  - Alisha Cunzio (Local History and Genealogy) wondered if it was a possibility that we could place a proposition on the ballot for extra funding, similar to the one in 2019.
    - While this is an option, we need to be careful to not ask the voters too often.
- Follow up on previous discussion items (Sherri Baca)
  - Wifi in the parking lots.
    - Amy Nelson (Director of Public Services) will send an email to all staff to inform them about the current wifi situation. WiFi access in parking lots is spotty and available as the WiFi signal spills out of the building.
    - A wireless access point has been installed in the Rawlings staff entrance for staff use.
      - This access should be mainly used for clocking out, not clocking in.

- Staff should be ready to start working when they clock in, and not entering the building or walking to their desk.
- Inclement weather closures.
  - When Sherri Baca (Executive Director) makes the decision to close the branches due to inclement weather and the calling tree is activated to notify managers, concurrently an announcement is placed on the portal and an email is sent out to all staff.
  - Administration is looking into the potential of implementing the texting system SmartNotice, which can send a mass text to staff with important notifications such as inclement weather closures.
- Rawlings janitorial service.
  - The Board of Trustees has approved additional funding to the janitorial budget to hire additional janitorial staff at Rawlings.
- PC deployment.
  - Josh Vicknair (Information Technology) confirmed that the new PC deployment has been finished.
  - IT is now working on upgrading patron computers.
  - They also encourage feedback from staff on our new technology, and suggestions for improvements that can be made.
- Drainage at Rawlings.
  - A stormwater engineer is assessing the water drainage issues that arise when storms impact the area, in the amphitheater area outside of Rawlings.
  - Sherri Baca (Executive Director) wants to ensure that any changes that are made are done correctly the first time.
  - Facilities has made temporary repairs until a more permanent solution is put into place.
- SAM and internet filter update.
  - The move back to SAM and the implementation of an internet filter are both prominent parts of the district's 2025 plans.
- Culture committee.
  - The culture committee has not been forgotten and has been at the forefront of Sherri Baca's (Executive Director) priorities.
  - Related goals are included in our annual plan.
    - There are big, positive changes coming in this area of staff development.
  - Sherri is looking for tagline suggestions, as they would like to brand the efforts so they are more visible to staff.
- Lucero Library renovation.
  - A final contract and amount have been settled and we are on-budget to complete the Lucero Library renovation.
  - The shelving contract has been approved.
  - Three different companies are likely bidding to install the new camera system.
  - The foundation has been dug for the new addition to the building.
  - Fundraising will take place and there is a limit on capital budget spending until the fundraising is finalized, but everything is on track budget-wise.
- Update on land acknowledgment.

- Alisha Cunzio (Local History and Genealogy) requested an update on our land acknowledgment.
- Administration is looking at the land acknowledgment in a different way.
  - We are looking at implementing a research-based narrative in lieu of the land acknowledgment.
    - A researcher has been hired to assist us in this project, so that we may have accurate information and a focus on quality.
- Thank you to outgoing members of the Steering Committee and welcoming new members.
  - Alyssa Vargas-Lopez (Rawlings Experiential Learning), Alisha Cunzio (Local History and Genealogy), Mary Kratz (Lamb/YMCA), and Sandy Hudock (Gidone/Lucero/Greenhorn) will be leaving the Steering Committee.
  - Incoming members will join us on a three-year term.
    - Gabriella Martinez will join us from Lamb/The Y, Jason Thomlinson will join us from Security, Karaline Porter-Halldon will join us from Rawlings Experiential Learning, Blake Hatton will join us from Local History and Genealogy and Alyssa Mestas will join us from Giodone.

The meeting adjourned at 3:44 PM

The next meeting is January 15th, 2025