

Steering Committee Meeting
2:00 pm, November 20th, 2024
Bret Kelly A—Rawlings Library

Meeting Lead: Rachel Packard
Meeting Recorder: Brigitta Meyerhofer

Minutes

Attendance: Sherri Baca (Executive Director), 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), Sandy Hudock (Gidone/Lucero/Greenhorn), Alisha Cunzio (Local History and Genealogy)

Preliminary Steering Discussion (2:03 pm)

- Possibility of staff wifi booster at employee entrance (Alisha Cunzio)
 - Rawlings employees are having trouble successfully clocking out on Paylocity when they are leaving through the facility's back entrance/exit.
 - The building's wifi doesn't reach the back entrance.
 - Employees are then unable to clock out on Paylocity once they're in this area.
 - Staff is wondering if a wifi booster could be utilized to fix this so that this process is easier.
 - Employees sometimes need to go back inside to clock out.
 - A less complicated closing procedure would ease PICs' concerns at the end of the day.
 - PICs would not need to let staff back into the building to clock out and then lock the back door a second time
 - Wifi was adjusted and boosted to reach the parking lot during COVID.
 - Could we use the same process or adjustment to help the wifi reach at Rawlings?
 - Ray Packard (Pueblo West) says that the wifi no longer reaches the parking lot at their location.
 - This location also has problems with clocking out, as Wifi doesn't always work once you reach the foyer or are outside.
 - Sometimes this causes a safety concern, as patrons stand right up against the building to use the wifi in the mornings and are there when staff arrive to open.
 - Brigitta Meyerhofer (Barkman) stated that they can clock out just outside of the building if needed and there's no issue with the wifi reaching far enough.
 - Wifi was adjusted to be off during the hours of 11 pm to 6 am to dissuade overnight campers a few years after initial COVID restrictions.

- We are not sure if this is still applicable, and might need to check with IT to see what restrictions are in place at which branch.
 - Terri Daly (Director of HR) stated that this restriction might've only been applied to Rawlings.
 - It was agreed upon that the committee will bring this issue to Sherri Baca (Executive Director) to approve the extension at Rawlings.
- Inclement weather policies for out-of-town employees (Brigitta Meyerhofer)
 - Brigitta expressed concerns about employees needing to use personal leave time when they are unable to commute from out-of-town to the library and wondered if there was a policy in place to address this issue
 - She commutes from Colorado Springs, and during the last bad winter storm had to call out for two days because it was physically impossible to commute.
 - Oftentimes the weather in Pueblo and the weather up north are vastly different, and travel is dangerous or impossible even though our district in Pueblo is running at normal hours.
 - Brigitta and Jennifer Scroggins (Rawlings User Services), who also commutes from Colorado Springs, expressed concerns about having to use sick time if vacation time or personal time is depleted when this happens.
 - Other issues prevent travel
 - During this last storm, I-25 northbound and southbound were briefly closed due to the weather conditions.
 - In October of 2023, travel was nearly impossible due to a bridge that collapsed over I-25.
 - Southbound and northbound lanes were completely closed for about a week.
 - Alternative travel added 2-3 hours onto the normal commute time for staff.
 - Occasionally, exceptionally bad car accidents can halt traffic.
 - Possibility of a work-from-home alternative on days when travel is impossible or dangerous
 - Jennifer Scroggins (Rawlings User Services) suggested that staff could work on training through Niche Academy or pre-recorded webinars.
 - This option would also encourage staff to be safe, instead of feeling the need to travel on dangerous roads to come to work when they have no leave left to use.
 - Set criteria for inclement weather closings might also help staff judge when they should call out and stay home safely
 - During this last storm, the library opened normally at 9 am on Friday and then needed to close at noon.
 - Alisha Cunzio (Local History and Genealogy) also noted that early closures with no advance warning such as these and our 6 pm closures can also be harder on our houseless population.
 - They're unable to stay as long as they expect from our usual hours, and are not able to plan ahead when closings are announced shortly before close.

- Jennifer Scroggins (Rawlings User Services) forwards declarations of temporary emergency housing due to weather to all staff.
 - Sometimes it is too late to print and distribute this information before we close, depending on when the declaration is made.
 - Closing for the day instead of closing early might help our houseless population prepare in advance and get to a shelter before the weather turns.
 - If we possibly knew the day before, we could also inform patrons then and preemptively hand out emergency shelter information.
 - The weather can be very volatile, and it is sometimes impossible to predict ahead of time whether or not we'll close or close early.
- PPLD's weather policy
 - Terri (Director of HR) has contacted PPLD in Colorado Springs to learn more about their policy.
 - Their policy allows for the closing of specific libraries, as the weather in El Paso County can vary wildly.
- Pueblo Decision Support Packet
 - This packet comes from the Sheriff.
 - It includes an outline of the expected weather, relevant weather maps, and a forecast along with other detailed information.
 - Sent to Sherri Baca (Executive Director), Alan Rocco (Facilities Superintendent), and Frank Nash Jr. (Facilities Manager) to help facilitate closure decisions.
- It was agreed upon that the committee would bring this issue to Sherri Baca (Executive Director).
- Update on Culture Assessment (Alyssa Vargas-Lopez)
 - Alyssa inquired about an update to the culture assessment, and if there would be a five-year plan meeting with the Steering committee.
- Steering Committee budget involvement (Alyssa Vargas-Lopez)
 - Alyssa also wondered if there was an update about the budget and if the Steering Committee would have a chance to review it.
 - Maria Kropf (Finance) informed us that the budget will likely not be finalized until December.

Follow-Up With Executive Director (2:29 pm)

- CFO Introduction
 - Our new CFO, Bri Reyes, accompanied Sherri Baca (Executive Director).
 - She has had 7 years of experience working with the City Of Pueblo in the finance department and is a CPA.
- Possibility of staff wifi booster at employee entrance
 - Sherri agreed that this was a great request.
 - She will follow up with IT to see if we would need an adjustment or a piece of equipment to facilitate this.
- Inclement weather policies for out-of-town employees

- Terri Daly (Director of HR) and Sherri Baca (Executive Director) are working to put together a policy for inclement weather affecting commuters.
 - A policy has a wider effect, while procedure is more detailed.
 - This will be brought to the policy meetings in December and February.
- Early closures
 - Closures are judgment and benchmark-oriented.
 - We will always try to be open as much as possible
 - We need to keep in mind that we serve as an informal warming shelter.
 - Decision criteria are based on City, County, and sister organization actions.
 - Sister organizations are organizations like CSU-Pueblo and the school districts.
 - Sometimes this is a difficult criterion to follow. During the last storm, the City didn't close, but the County did.
 - The ability for WFH option for commuters.
 - Potential for too much flexibility.
 - Concerns about not enough staff being at a branch to keep it open.
 - We need to be mindful of the way we utilize taxpayer funds.
 - We want to be closed as little as possible to show our community that their funds are being utilized responsibly.
 - Pueblo Decision Support Packet
 - Does this packet have info we could pass on to the community?
 - Since this information comes from a different organization and is not originally ours, we want to be careful about disseminating it.
 - We could possibly provide it if we note that it is a rebroadcast of information originally from the Sheriff's office.
 - This information could be displayed on the TVs as a QR code link to the official Sheriff's Office page.
 - We should first identify if patrons are asking for or need this information.
- Culture Update
 - The culture committee came to a brief halt while the district was interviewing for CFO.
 - They'll be regrouping in late 2024.
 - The committee will work on goal setting and get into a planning mindset.
 - Staff wondered if their goals were derived from the annual plan.
 - Yes, and the annual plan is currently being written.
 - Goals are derived from other sources as well.
- Steering Committee budget involvement
 - Sherri Baca has spoken to finance about the budget plan and will go over it with us in more detail in our next meeting.
 - 2025's budget is pretty standard.
 - Taxes will be lower in 2026, resulting in a smaller budget.
 - It won't be great, but it won't be horrible either.
 - We might look at cost-cutting measures in 2025.
 - Nothing has been cut for 2025.
 - The budget still includes the market wage adjustment.

- Capital assets for Rawlings have been included.
 - Repairing or replacing the PA system.
 - Adding a projector on the other side of the Ryal's room so that there's one on each side.
 - Rawlings elevator repairs.
 - The process will possibly start in April.
 - The website does have the budget plan uploaded.
- Green Library Practices update
 - Mary Kratz (Lamb), Sandy Hudock (Giodone), and Sherri Baca (Executive Director) have been meeting since spring.
 - A survey was sent to managers and leaders.
 - Many other committees have discussed ideas and district needs.
 - Current initiatives
 - LED lights.
 - Have been updated at Rawlings, Barkman, and Pueblo West.
 - Giodone and Lucero will be updated with new lights next year.
 - Auto light timers.
 - HVAC has been updated at Rawlings and Barkman.
 - The 2021 Community Solar Garden.
 - Has saved the district \$73,000 over time.
 - Recycling implementation
 - Shred bins have been installed at Rawlings.
 - These will also be provided to the branches.
 - Managers will be contacted about these bins.
 - These bins are to be used for day-to-day shredding, not for massive amounts of shredding.
 - Possible upcoming initiatives
 - Water feature usage analyzed and addressed.
 - Hand dryers installed district-wide.
 - Solar panel usage for branches.
 - Encouraging staff to be mindful of turning off lights in empty rooms.
 - Recycled and refillable pens.
 - Consolidated ordering.
 - Focuses on bulk ordering or one big order, instead of one-off orders.
 - Makerspaces could utilize the polyformer and reuse waste filament to print new items.
 - Research the possibility of 3D printers using plastic bottles as filament.
 - Encourage staff to skip printing transfer slips.
 - KOHA informs us of where the item needs to go upon check in.
 - Slips aren't necessary when items are being transferred between branches.
 - Pueblo West has already started to do this in order to not waste paper.
 - Could be discussed during a PSM meeting with managers.
 - Encourage the use of Google Suite to share information.

- Vegetable gardens.
- Encourage staff to bring reusable water bottles to work.
- Incentives
 - Bamboo pens.
 - Possible suggestions.
 - Stanley wrap-around bag.
 - Other water bottle accessories that are PCCLD branded.
 - Stickers.
 - Reusable water bottles.
 - Staff store to buy things at.
 - More recycling/upcycling programs.
 - Papermaking.
 - Mending.
 - April's programming theme is Earth Day.

Meeting adjourned at 3:40 PM

Next meeting is December 18th, 2024