**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**January 21st 2025, at 2PM at Rawlings Library in Bret Kelly B**

**Present at Meeting**

* Terri Daly
* Crystal Gonzales
* Desi Anderson
* Linda Lewis
* Aaron Ramirez
* Marcus Bower
* Thad Stelter
* Danielle Cowles
* Alyssa Vargas Lopez

The Meeting was called to order by Terri Daly at 2:05PM

* Terri handed out copies of the agenda and we went over the minutes from the last meeting. She also handed out copies of documents explaining the purpose and responsibilities of the safety committee. In addition, we also received a document Health and Safety Committee – 2024 in brief that outlines the committee’s discussions and accomplishments in 2024. This document can be found on the Portal under the Health and Safety Committee area.

Old & New Business:

* Crystal Gonzales let us know that every floor at Rawlings is now equipped with a walkie talkie or radio to be used as needed. She also mentioned that these radios can get cross communication from other sources; so, it’s important to be aware of this. Crystal also let the committee know that she can come to any team meeting to explain more about the walkies if needed.
* The Green Library Practices Subcommittee has issued a report that is available to be viewed on the portal under *Committees > Steering Committee Minutes > Green Library Practices Subcommittee Report.*
* The chemical sensors in the bathrooms at Barkman have not been paired yet. IT is working on pairing the sensors to the correct camera, so the sensors can operate accordingly.
* Within the next 6 months every branch location will be receiving an emergency binder with procedures inside. These procedures will include what to do in case of an emergency situation.
* Two gates are being installed at Rawlings around the generator and the loading dock. These are meant to keep individuals from camping out in these areas after hours. **It is important to note** that the loading dock entrance is not an emergency exit, so people should not be going this way after the gate is secured as they will be locked in. Also, it was requested that when exiting these doors during the day, please ensure the doors close behind you. This should be noted when exiting any door not readily available to the general public. The gate around the Generators will not be installed until after the Rawlings Elevator modernization project has concluded. The elevator modernization work will be done between April and July of 2025.
* Someone was found in the basement at Rawlings wandering around and going through staff areas. Staff should be vigilant with regard to the public elevators. Please make sure that patrons do not exit in the basement with you. Please make sure that the elevator is locked for the basement by using the key and turning it to the locked position. If a patron is in the elevator and does not push any buttons, it is possible that the elevator would default to taking them into the basement. This doesn’t occur often, but can occur. So, be aware of this and engage in proactive customer service by asking the patron if they need help finding anything, letting them know they have ended up on the garden level and there are no library services there, etc.
* The library provides EAP services for employee mental health. Danielle let us know about the mental health toolkit on Hoopla which is available to both staff and patrons. Terri also let us know that if you would like to schedule an appointment with someone in person vs. via telephone or tele meeting, you can request this when you contact the EAP.
* There is no wifi in any branch parking lots after closing. Patrons might retain their signal for a short time once exiting the building, however the wifi signal will be lost at some point. We should not tell patrons that there is wifi access in the parking lots.
* Titan is continuing their patrols at Rawlings, Lucero, and Barkman after closing. Patrons should clear all library properties after hours. Security or library employees should ask patrons to leave at the end of the night.
* Crystal let us know that all security documents on the Portal have been updated.
* All present received a handout of the revised Suspension Procedure. Crystal let us know at that time that the appeals process for a suspension has changed and Amy Nelson, Associate Director of Public Service, will be handling this process. All temporary and final suspensions can be appealed by contacting the Associate Director of Public Services at the Rawlings Library. This is located at the bottom of the suspension Procedure form which can be found on the Portal by going to *Documents > Security > Suspension Procedure 2025.*
* Security Officers are happy to escort staff to their vehicle if you feel that you need an escort, for whatever reason. This includes staff at another branch if that branch is short on security. Staff members can call the Rawlings security number for this.
* Crystal and Terri encouraged the Safety committee members to be sure to share the information highlights in the committee meetings with their teams.
* Aaron Ramirez asked if there could be more guidance given on one day expulsions. Crystal stated that she is available to attend any branch or department meetings to offer further guidance and instruction on one-day suspensions. Please reach out to Crystal to schedule her for your department/branch meeting if you would like further guidance in this area.
* Alyssa asked if our procedure asking patrons to take concealed weapons to their vehicle is still current as the new Colorado Law states that weapons must be locked up in a lock box when kept in a vehicle. Crystal confirmed that the law has changed with regard to no longer allowing concealed carry in a public building, such as a public library. The library follows Colorado State Law as it pertains to weapons in government buildings. If a weapon is concealed, however, library employees probably wouldn’t know if a patron was carrying a weapon. If a weapon is openly displayed, however, a security officer or library employee can let the patron know that the weapon cannot be openly carried in the public library. The patron then can decide what to do at that point. Employees have no control over whether the patron takes it to their car, puts in a lock-box or simply leaves the property. Our role is to enforce what we see inside the public library.
* Marcus asked if there was a way to adjust the sensitivity on the smoke detectors as Barkman has had several issues with smoke detectors going off. Typically, this occurs during a craft time or when someone is cooking something in the microwave and usually occurs in the Staff area. Crystal said that these are typically preset and that there is usually nothing that can be done. It is advisable to ensure that if you are cooking, using a glue gun, or doing a craft where something is cooking or burning, to do so in a well-ventilated area. Terri indicated that she would double check to see if there is a setting that could be changed.
* Marcus also mentioned that inappropriate wording was written on their white board. This was in response to a general question meant to generate ideas and participation from patrons. Marcus said that staff weren’t really sure what to do in this situation. They erased the wording immediately but Marcus was wondering if they should have taken a picture of it. Crystal explained that this issue would probably be considered graffiti and would be something worth investigating.

It would be a good idea to take a picture of the inappropriate content before erasing it, then reviewing the cameras to see who might have written it. Then, an investigation could take place.

* Marcus indicated that he has heard several patrons complaining that unhoused individuals are allowed in the branch. Using good customer service techniques, it could be pointed out to the patrons that the library is a place where all are welcome.
* Thad asked if the new self-check at Rawlings on the second floor could be moved. It is right by the staff door keypad, so patrons have an open view of staff putting in their code to enter. This issue is known and should be fixed by the end of the month. This location is just a temporary spot and after it is moved, it should no longer be an issue.
* Aaron mentioned that a long panel that sits above the windows fell in the 3rd floor office area. No one was injured, and facilities did come to fix it. However, this is a good reminder to safety committee members to please be doing your office safety checks! And to check the window panels! Marcus mentioned adding a “bump” check to this as the “bump test” may help uncover something that is on the verge of falling down or toppling over.
* Desi let everyone know that Lamb is doing well. Lamb now has steps by their emergency exit. The steps are metal so everyone is aware to be careful going down the metal steps.
* Danielle asked if facilities could do something to make the loading dock less slippery. The sidewalks are not being properly shoveled for snow. Turtle Park and the stairs are also not cleared of snow. Crystal pointed out that when entering and exiting Rawlings that the staff entrance near the parking lot is going to be the safest route to enter and exit either early in the morning or in the event of inclement weather. Terri is going to find out if this is Facilities issue or if this is something the city is responsible for. Every committee member has been asked if this is an issue at their branch. All branches should have a snow shovel and ice melt at their branch. If Facilities is unable to get to their location by the time the library opens on a day with inclement weather, then the manager or the PIC or their designee should plan to clear a path to the door and sprinkle down some ice melt for safe patron access.

**The Meeting ended at 3:42PM**