

## **Steering Committee Meeting**

**2:00 pm, February 19th, 2025**

**Bret Kelly A–Rawlings Library**

**Meeting Lead: Jennifer Scroggins**

**Meeting Recorder: Alyssa Mestas**

### ***Minutes***

**Attendance:** Sherri Baca (Executive Director), Terri Daly (Director of HR), Jennifer Scroggins (Rawlings User Services), Ray Packard (Pueblo West), Maria Kropf (Finance), Frank Nash Jr. (Facilities), Blake Hatton (Local History and Genealogy), Josh Vicknair (Information Technology), Gabriella Martinez (Lamb), Brigitta Meyerhofer (Barkman), Alyssa Mestas (Lucero)

### **Preliminary Steering Discussion (2:05 pm)**

- The Steering Committee begins with addressing the open agenda, and if any members had something to add to it
  - A few Steering committee members inquire about future quarterly PIC trainings to be placed on the agenda
    - Will they happen and if so, when will they take place?
- Others sharing that the quarterly PIC trainings are not exactly trainings but fall more under the meetings and webinars category
- The discussion then delves more into how the PIC trainings should offer more clarification on procedure
  - Who, What, Where, When, and Why a PIC is needed in specific situations
    - Such as possible ICE raids
- It is asked if there resources available for PIC training
- The answer being yes, there are plenty available on Niche Academy
- But many committee members conclude that much of it is only surface level information
- Adding that it is too much vague information that can be confusing and requires more procedure and/or clarification
- It is concurred how PIC training resources are a little old and need a major update
  - Making the point that as we as a whole undergo new developments, more clarification on procedure is necessary

- It is acknowledged how often a procedure lacks which then leaves a PIC unsure about what to do
- It is agreed upon the need there is for updates and working to create a set standard
- Finance relays a question to Facilities
  - It is asked who is responsible for cleaning the 3rd floor women's bathroom? As in recent times it has not been fully cleaned or swept
  - Facilities mentions the individual who is responsible for its cleaning and mention how it is mopped daily but will have the issue addressed and checked on
- Pueblo West also mentions how their patron bathrooms are not as clean as they normally are
- Facilities does have the Pueblo West bathrooms cleaned at night, and could be getting dirty during the morning
- It is added that it has progressed enough to come to the attention of patrons and they have submitted their own complaints over the dirtiness of the bathrooms
  - Complaints being of soap everywhere in the bathroom which Pueblo West staffing had to clean
- Facilities will see to these issues being addressed and check in with custodial
- The Steering Committee is given an update on the Rawlings elevators
  - Facilities are waiting on a part
  - The part should arrive by tomorrow on February 20th, 2025
  - Delving into how the main issue was cause with the motor and oil

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

- Sherri Baca (Executive Director) arrives and is updated on the past discussion topics
  - Concerns on the night crew custodial cleanings of all bathrooms discussion with Facilities
  - Quarterly PIC trainings
    - It is brought up that it is unknown when the previous one was
    - But with providing more clarification to certain procedures for PIC handling specific situations and what resources they may need to avoid any convolution
    - An example is shared when the Pueblo West branch had no water, there was confusion on the matter of who to call
    - It was reiterated that any building mishaps are to be reported to Sherri Baca
    - There was further inquiring if PICs have met up recently for a gap report in efforts to fill out any missing information

- It was brought up how much of the PIC resources are old and need updates as many of them are from the height of COVID
  - Steering Committee members who are PICS add that emergency preparedness wholly rely on them, thus the need for clarification and protocol for specific situations
  - The difference in responsibilities of everyday PICs in contrast to the rotated PICs was noted
  - The question asked is who is responsible? The floor manager or the PIC?
  - To fill any gaps, a mention regarding the importance of teamwork and relying on one another was highlighted
- The update on the new elevator parts anticipated to arrive tomorrow was reiterated
- It was shared to Steering Committee, that the Trustee meeting yesterday to be on track concerning an approval for a grant on elevator updates
  - The original vendors that initially installed the elevators are on track to improve it
- There was a reminder of All Staff Day evaluation forms to be filled out and turned in
- Steering Committee members, as well as their respective branches and departments, were encouraged to share their feedback to the changes made to the 2025 All Staff Day
- A Barkman Steering Committee member shares that she enjoyed the change because it offered the chance to have the afternoon to get things done around the branch
- A conversation was held to address culture and the new Employee Recognition Program
  - Which included the various process for selecting a new Employee Recognition Program
  - To achieve this, there will be a new committee that will consist of 10 people
  - The following includes resources on a variety of suggestions/questions for the new employee recognition program
    - Type of recognition
    - Reasoning for recognition
    - How often?
    - The process and who selects the recipients
    - What will be measured?
    - What is/are the awards?
    - Program name ideas (that are not WIZ)

- It was announced to the committee that if anyone wants to join the new employee recognition committee, they must reach out to Terri Daly by next Wednesday
  - But reminders were given to make sure and check with managers first before joining the committee
- The new Employee Recognition Committee is one of the long term goals for 2025
- Terri Daly (Director of HR) adds that it is not all set in stone just yet
- Current updates regarding WIZ Awards
  - The committee is informed that WIZ Awards are going away but to keep in mind that
    - All PCCLD employees can keep submitting their nominations for WIZ Awards until the end of March
    - The nominations will be rewarded
- Updates for the Lucero branch renovation
  - Foundation poured
  - Foundation walls are now up
  - Once the weather improves, soil will be tested to proceed with building interior
  - They still aim for completion for early October 2025
  - Fundraising for renovations are taking shape
  - Donations are going well
  - 4.2 million in renovation project
- New information concerning the Green Library committee
  - The Green Library Committee will stay intact
  - Looking at any recommendations such as the following
    - Encouraging seed planting from the seed libraries
    - Home use recycling resources from the library
    - Pocket Garden potential for all library branches
    - Keep green practices leading up to Earth day in April
    - A possible resource from Best Buy company on how to recycle electronics
  - To keep with green practices, there was a suggestion to upcycle previous programs as a green practice for the library
  - Another suggestion for another green practice was to bring in old clothes to upcycle
  - Upcycled old clothes is expanded on with the idea for a program or resource on how to create something new from old clothes
  - Another committee member contributes to both suggestions with a practice seen at other libraries called Repair Cafes

- Repair Cafes offer a space where experts welcome patrons in to salvage what is broken i.e. clothes or electronics
  - The Repair Cafe suggestion is appreciated and credited in its validity as most resources for electrical repair information is not always free
- The conversation is disclosed with the fact that the Green Library Committee is still going strong and open for any to join

The meeting adjourned at 3:05 pm

The next meeting is March 19th, 2025

