



Steering Committee Meeting

2:00 pm, April 16th, 2025

Bret Kelly A—Rawlings Library

Meeting Lead: Jennifer Scroggins

Meeting Recorder: Brigitta Meyerhofer

Minutes

Attendance: Sherri Baca (Executive Director), Terri Daly (Director of HR), Jennifer Scroggins (Rawlings User Services), Gabriella Martinez (Lamb/YMCA), Ray Packard (Pueblo West), Jay Tomlinson (Security), Robin Rice (Rawlings Experiential Learning), Josh Vicknair (IT), Maria Kropf (Finance), Frank Nash Jr. (Facilities), Brigitta Meyerhofer (Barkman) Blake Hatton (Local History and Genealogy)

Preliminary Steering Discussion (2:00 pm)

- Review WIZ Award nominations and select final WIZ Award recipients.
 - The WIZ Award will be retired in 2025 and replaced with a different method of employee recognition, per feedback received in the workplace culture review.
 - The WIZ Award recipients are Penny Jerman (Barkman), Brianne Hasui (Pueblo West), and Sandy Hudock (Giodone).
- Continuing Housekeeping Issues - Ray Packard (Pueblo West)
 - Ray reported that Pueblo West is experiencing worsening problems with its housekeeping and building cleanliness.
 - Staff and patrons have noticed that some of the same stains and messes have been left for several days at a time, particularly in the bathroom areas.
 - One patron in particular is very upset about this and has mentioned going to the Mayor with her complaints.
 - Staff and patrons noticed several other related issues.
 - Toilet paper is not being refilled in the patron and staff bathrooms.
 - Cleaning chemicals have been left out, sometimes within reach of patrons.
 - A roll of trash bags was left next to the outside trash can container.
 - Frank Nash Jr. (Facilities) informed the committee that he has sent pictures to the cleaning company's manager and has called them twice about these concerns.
 - He also encouraged staff to document issues by taking pictures and sending them to him so they can be presented to their manager.
 - He will continue to monitor the situation and make issues known to the manager.

- HelpDesk Issues - Josh Vicknair (IT)
 - Josh informed the committee that the HelpDesk software will display an error message starting on Monday, April 21st.
 - The website will inform staff that the safety certificate has expired, but it is still safe to use the internal software.
 - A staff-wide email will be sent to staff regarding this issue and explaining how to bypass this message in order to use the HelpDesk, which will still be functional.
 - The server the HelpDesk is hosted on is old, and does not work with current security standards. The current software will be replaced.
 - IT is building out a new version of the HelpDesk, which will include a live chat feature.
 - Jennifer Scroggins (User Services) asked Josh if there was an update on the deployment of SAM.
 - SAM is currently going through testing.
 - SAM will possibly be launched later on in the year.
 - A robust training module is being developed to guide staff through its deployment and use.
- Reference Counts - Jennifer Scroggins (User Services)
 - Jennifer let the committee know that she edited the staff-wide invite to Reference Counts week so that it now displays correctly on our Google Calendars.
 - She also reminded staff that Reference Counts are very important, as they collect and display data that illustrates how valuable libraries are to our communities, and the positive impacts we have on patrons.

Follow-Up With Executive Director (2:21 pm)

- Reference Counts - Jennifer Scroggins (User Services)
 - Jennifer updated Sherri Baca (Executive Director) on the Reference Counts calendar invite edit.
- Continuing Housekeeping Issues - Ray Packard (Pueblo West)
 - Ray updated Sherri Baca on the continuing issues with housekeeping quality.
 - Sherri informed Frank Nash Jr. that she would help him make these calls to impress upon the cleaning company the need for a quicker resolution.
- HelpDesk Issues - Josh Vicknair (IT)
 - Sherri Baca was briefed on the upcoming HelpDesk issues.
 - Sherri informed the committee that funds were initially put into necessary, larger-scale technology projects, such as the new patron computer system and new camera systems for Rawlings and Barkman.
 - Smaller-scale projects will be taken care of next, such as the HelpDesk system.
 - The district is now working on upgrading the camera system from the new ACTI system for the rest of the district locations.
 - This project is estimated to cost \$75,000 total, with half spent this year and half spent next year.
 - Replacing the digital security gate system is planned for the budget for 2026.
 - The software system is from 2012 and is very dated.
- Miscellaneous Updates - Sherri Baca (Executive Director)
 - September's meeting.

- Sherri will be at the Colorado Special District Association meeting during the September meeting, and wondered if the committee would like to take a break for September or to reschedule the meeting.
 - The committee agreed upon a break in September.
 - Sherri reminded us that Terri Daly is her designee for any questions or issues relating to the Steering Committee while she is gone.
 - Lucero renovation.
 - The renovation is on schedule and also within the budget.
 - Elevator repairs.
 - The company that originally installed the Rawlings elevators 20 years ago, Schindler Elevator, will return in the fall to start repairs around August 22nd.
 - The staff elevators will be modernized first, followed by the main patron elevators.
 - Trustee meeting.
 - The trustees heard 6 bids for the roof repair for the Pueblo West branch.
 - The blue portion of the roof will remain, and the white membranous area of the roof will be replaced.
 - The project will hopefully start as soon as May.
 - Culture Committee.
 - Terri Daly (Director of HR) informed the committee that the Culture Committee is doing great work and making significant progress.
 - Sherri Baca is leading the communication improvement effort.
 - If staff members are interested in joining, they are welcome to let Sherri know that they'd like to be on the committee.
- Branch Updates - All
 - Local History and Genealogy - Blake Hatton
 - Blake says the department is doing great.
 - They are working on finding a vendor for a film scanner they were awarded grant funds to purchase.
 - Pueblo West - Ray Packard
 - Ray says that Pueblo West is very busy because there is an increase in school tours in May.
 - They are working on scheduling Most Improved Reader outreach visits.
 - They had an attendance of 25 recently at their tween hangout.
 - They had an attendance of 110 at their Pete the Cat Party.
 - Storytime is thriving with increased attendance.
 - Jennifer Scroggins (User Services) let Ray know that she can send program information to community partners in their area to promote these programs to a wider audience.
 - Lamb/YMCA - Gabriella Martinez
 - Lamb is currently running a seed library promotion, where patrons get a free planting pot if they check out 5 packets of seeds.
 - Rawlings - Experiential Learning - Robin Rice
 - The Experiential Learning department recently received further training on MacBook technology.
 - The department is also very busy with planning for IdeaCon in September.
 - Barkman - Brigitta Meyerhofer

- Barkman took their storytime break in April so that they could plan and purchase for Summer Reading ahead of time.
- Security - Jason Tomlinson
 - Jason reported that they are currently dealing with a particularly problematic patron at Barkman, but otherwise, there are no further updates.
- Facilities - Frank Nash Jr.
 - Facilities will be visiting the branches in the coming days to turn on the sprinkler systems.
 - Lamb's system has been turned on, Pueblo West will be repaired and turned on next, Barkman will follow tomorrow, and Rawlings will have their system turned on Monday.
 - Flower planter boxes were moved to their new spot at Pueblo West.
- Finance - Maria Kropf
 - The Finance department is preparing for an upcoming Library Foundation meeting.
 - Their audit is also nearing completion.
 - They are working on ordering furniture for Lucero before the tariffs impact the cost too much.
- Rawlings - User Services
 - Youth Services is working hard to get the Summer Reading Program prepared and implemented.
 - SRP shirts are in and will be delivered to staff soon.
 - Most Improved Reader nominations are coming in.
 - User services is working on several programs and projects.
 - Thad Stelter is hosting digital learning classes.
 - Lev Frank's Adult Storytime program was a hit, with good attendance.
 - Jennifer Scroggins is hosting pop-up reference librarian hours at outreach locations such as Pueblo Community College, Colorado State University - Pueblo, and Books in the Park locations.
- Legislative Update - Sherri Baca (Executive Director)
 - 3 different pieces of library and literacy-related legislation have had activity lately.
 - SB25-063 - Library Resource Decision Standards for Public Schools
 - Requires school districts to create a set of standards for material reconsideration, similar to the policy passed for public libraries recently.
 - This was passed.
 - HB25-1158 -Digital Education Materials
 - Would affect database entries that link to pages that have embedded ads, and would have a large negative effect on our ConnectEd program.
 - Failed on third review by a vote of 31-33.
 - SB25-077 - Modifications to Colorado Open Records Act
 - Gives government entities more time to respond to CORA requests.
 - It has been passed, but has not been signed by the Governor or become law yet.

- State Library Funding
 - Nothing firm has been released from the State Library on changes to funding.

Meeting adjourned at 3:20 PM

Next meeting is May 21st, 2025