Steering Committee Meeting
<mark>**2:00 pm, January 15th, 2025**</mark>
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 Krop**f (Finance), **Frank Nash Jr.** (Facilities), **Blake Hatton** (Local History and Genealogy), **Michele Dagnillo** (Technical Services), **Josh Vicknair** (Information Technology), **Jason Thomlinson** (Security), **Gabriella Martinez** (Lamb), **Brigitta Meyerhofer** (Barkman), **Karaline Porter-Halldon** (Material Handler Rawlings)

Preliminary Steering Discussion (2:08 pm)
- The Steering committee begins with choosing a new Meeting Lead and Recorder
  - Last meeting the Committee decided to wait for new members to have a chance to volunteer for the roles
  - Some hesitation at first
  - Eventually selections were made
  - Jennifer Scroggins as Meeting Lead
  - Alyssa Mestas as Meeting Recorder
- Last WIZ Award selections
  - All Committee members (aside from new members) made their final selections on recipients for the last WIZ award
- Reviews and goals for IT
  - IT staff wanted to know if it was necessary to align their WAB goals to pertain with the library's mission
  - Challenged with figuring out how to unite IT goals with library values
  - Wondering if it is better to create goals based more on IT computer literacy
    - Relayed that IT staff does not have to pick the options that only suit goals pertaining to library values
    - Perhaps instead base goals more on future surveys and/or measurements
    - Also mentioned the possibility of updating goals to represent a variety of goals

- New Steering Members are welcomed and introduced by the rest of the committee
    - New members include
        - Gabriella Martinez (Lamb)
        - Jason Thomlinson (Security)
        - Karaline Porter-Halldon (Material Handler Rawlings)
        - Blake Hatton (Local History & Genealogy Rawlings)
        - Alyssa Mestas (Lucero)
    - New committee members are informed on what exactly Steering is
- The conversation moves to updates concerning the creation of a new IDEA committee
    - However it is mentioned that another committee already in existence that serves the same role as the proposed new one
    - Later, it was agreed that this is something to revisit as it may require input from HR
- Updates about the anchor desk on the third floor (LHG)
    - Particularly, the lack of blinds to shield the sunlight from whomever works the anchor desk
    - The committee is informed that LHG were supposed to receive blinds but did not know any information outside of that
    - A note was made to find out about the status of blinds for the LHG floor

Follow-Up With Executive Director (2:32 pm)
- The final chosen WIZ Award recipients are named
- Concerns based on IT goals being created to be more relevant to the library's mission or on computer literacy are addressed
- Insight on how goals are based on key results are shared with the committee
    - Came about in either 2013 or 2014
    - Based on on three factors
        - Performance indicators
        - Output measurements
        - Culture
- It is discussed how outcomes are important for nonprofits as it reflects who the work aids and shows who is being served
- A handful of committee members exchanged personal and universal examples about how crucial IT is
- After more conversation on the topic of how IT goals and outcomes may not align perfectly with the library's mission, the committee does wholly agree that the library does not function nor achieves high stats without IT staff
- It was inquired if there will be future changes to those boxes of specific variant, and outcome staff when concerning goals and outcomes for IT

- ○ It is disclosed that there won't be any changes at this moment
- ○ Instead focusing on qualitative information on the basics of library services
- ○ It is also mentioned that this is why Reference Counts are so valuable as that data goes to the state library to compare and show the impact on the community
- ○ This statement is expanded further upon with the disclosure of how that reference data is sent to the state library and is a federal law the library must comply with
- ● IDEA Committee
    - ○ Additional discussion towards any updates that concerned a possible IDEA committee
    - ○ But there is not yet an interest to form an IDEA committee since there is already one in existence that may serve the same purpose i.e. the Social Justice Committee
- ● Culture Committee Update
    - ○ Updates included
        - ■ Where the committee's been & how far they have come
        - ■ Annual plan and budget
        - ■ The first annual nine goals that revolve around culture
        - ■ August 2023 since it started
        - ■ All data is pulled from the Moss Adams workshop
        - ■ Decided to keep the committee intact
        - ■ Welcome to accepting new members so all branches are represented
        - ■ If interested, request through Sherri Baca (Executive Director)
        - ■ Bi-monthly meetings
        - ■ New branding and website on culture is available through the employee Portal
        - ■ Staff surveys incoming
        - ■ What the next steps are
        - ■ All branches are encouraged to talk about culture
        - ■ Also discussed a possibility to schedule a time for a presentation on culture by Sherri Baca (Executive Director) to all branches
            - ○ Thank you to our Steering committee and welcome to our new members

The meeting adjourned at 3:15 PM

The next meeting is February 19th, 2025