

Steering Committee Meeting
2:00 pm, March 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), Michele Dagnillo (Technical Services), Josh Vicknair (Information Technology), Jason Thomlinson (Security), Gabriella Martinez (Lamb), Robin Rice (Customer Service Representative Rawlings), Alyssa Mestas (Lucero)

Preliminary Steering Discussion (2:00 pm)

- Robin Rice (Customer Service Representative Rawlings) is welcomed to the Steering Committee
- The agenda topic of a branch member's suggestion for IT to create a troubleshooting document for staff to refer to when there are network/internet issues for staff or patron computers, is addressed
- Some committee members relayed the possibility of this as a useful resource, while others agreed upon how most technology issues resolve themselves or by submission of a help desk ticket
- With this suggestion in mind, IT posed the question on if and what needs are not being met from any specific or singular library branch
 - Josh Vicknair (Information Technology Leader) intends to reach out to the branch employee who submitted this request and make sure any recurring technology concerns are being addressed and heard
- IT disclosed with the following points for this agenda topic
 - Troubleshooting issues are collected and used for important data
 - A help desk ticket will be most useful to address any technological issues
- IT updates include the process of eventually moving forward with SAM as a control center and to expect new trainings on it

- There was a refresher on library policies for service animals, as a Steering member from the Lamb branch mentioned an influx of incidents at their branch and the communication log in general
 - Security mentioned the two questions library staff can legally ask when concerning service animals in the library
 - Is this a service animal?
 - What service does it provide?
 - That is all that can be asked and no animal is to be removed unless it acts otherwise
 - Barking
 - Growling
 - Not toilet trained
- It is reiterated that the two questions are not asked unless the animal is misbehaving
- Employee Recognition updates
 - Steering Committee members are encouraged to reach out with any Employee recognition ideas, even if they are not on the committee

Follow-Up With Executive Director (2:24 pm)

- Wash out repair updates
 - It has been discovered that water storms gushes towards the outdoor amphitheater due to current stormwater design
 - The flow of water is damaging it
 - A consultant has been hired to check on the success of the design which seems to need adjustment
 - Until there is an agreement, it will remain the way it is
 - Activities are underway right now to avoid lawsuits and also the library having to repay to have it redone
- A question is posed on where the budget comes from should the library have to repay to fix it
 - The budget would come from library funds
- A possible outcome may be adjusting a part of the amphitheater
- There is more to come on it with construction and repairs, as it is going to take some time to be fixed
- PIC training
 - After a table round meeting for Rawlings PICs, where protocols and the emergency handbook was reviewed, Steering Committee members who serve as PICs were asked for their input

- Those agreed that they feel better prepared after going through policy reviews and refreshers
- Security has been signed on to perform after hour patrols for the Rawlings, Barkman, and Lucero branches
 - Concerns arise after another window break at Lucero
 - Frank Nash Jr (Facilities) is thanked by the committee in his successful efforts to respond to the alarm after hours
- Titan security will be doing multiple security rounds throughout the night
 - This added security is a costly service, and ways to cover it are still being looked into
- Barkman security updates
 - After reported incidents of fires being sighted, extra general checks of the building and cameras have been implemented
- Lucero Renovation update
 - Construction is going really well and on schedule
 - There are efforts to possibly move furniture into the building by August 25
 - Trustees are anticipated to award furniture contracts soon
 - Tech Services are working on ordering materials to prepare for Lucero's reopening
- The schedule is still currently on track for an early October opening
- IT department updates
 - Josh Vicknair has stepped in as Interim IT Lead while Thomas Defrates is out of the office
- The Employee Recognition Committee will kickoff soon
- the elevator modernization project at Rawlings Library will commence around August 2025
- A new project for a roofing renovation at the Pueblo West branch is in the works
- Facilities updates
 - Roof repairs at Pueblo West Library are happening now
 - New cabinets for kitchen at Pueblo West Library
 - The history walls for the Greenhorn Valley and Gidone branch are finished
 - The Gidone branch received their new lights
 - The Greenhorn Valley branch will receive their new lights soon
 - The elevator project repairs is still ongoing

- A new landscaping project for Rawlings will happen soon
- Tech Services updates
 - Audits were finished up and successful with no errors
 - Relayed the reminder for Committee members for themselves and their fellow branch teammates to always be sure to keep track of their hours
- USD and Youth services update
 - The preparation for the 2025 Summer Reading program is underway
 - Adult Services did receive the Friends of the Library grant

The meeting adjourned at 3:07 pm