

Steering Committee Meeting
2:00 pm, May 21st, 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), Michele Dagnillo (Technical Services), Josh Vicknair (Information Technology), Jason Thomlinson (Security), Robin Rice (Customer Service Representative Rawlings), Alyssa Mestas (Lucero)

Preliminary Steering Discussion (2:02 pm)

- Housekeeping
 - The Pueblo West library branch is currently experiencing issues with the bottle filler portion of their water fountain
 - Patrons unable to fill their water bottles
 - Facilities will look further into resolving the issues
 - A new facilities crew has recently been implemented to the PW branch
 - This positive change greatly improved the quality of cleaning
 - The new crew plans to make their way through every item that did not get addressed previously
- Emergency Preparedness
 - Emergency procedures manuals are available at all locations and will use this for ongoing review and training. Ongoing training may be facilitated by the Security Manager and/or branch managers.
 - A comprehensive emergency response plan is in development by the Emergency Preparedness Committee that addresses emergency procedures, disaster response and business continuity for the library district.
 - Discussion also addressed the need to assess any additional support or clarification related to emergency procedures and PIC support that may be unique to the ELD department at Rawlings.
- Monthly themes/Highlights
 - Since April, committee members have noted that the monthly themes and highlights have not been promoted as they usually are

- The question being on if it is an error or a new direction Community Relations will be taking from now on
 - Another question presented on if it is error then the cause possibly being burnout
 - Partnering with a local university for an intern to assist with the workload in the Community Relations department was suggested as a solution
- New structure to operate PCCLD social media update
 - Committee members have inquired on a follow up regarding the structure to social media promotions for PCCLD programs and events
 - The rule stands that each branch is allowed five posts per month
 - The committee asked for a follow up with the Community Relations department for further clarification for each branch
- Anti-Harassment Policy
 - It has been noted that the PCCLD anti-harassment policy 02.02.02 in the employee guidelines handbook, could be missing additional language that protects library staff from potential harassment
 - Particularly, it lacks the language of preventing harassment against sexual orientation and gender identity
- New HelpDesk ticket system
 - In the works
 - Possibly being released in early June
 - New and improved
 - Training will be provided

Follow-Up With Executive Director (2:30 pm)

- Emergency preparedness
 - A note was made for committee members to remind their branches on knowing the precise location of where the red handbook is kept
 - It will be looked into that future drill plans will be added to the PIC roundtables
 - Sheri Baca (Executive Director) shared with the Steering Committee that she has rejoined the board revolving PCCLD's insurance
 - A future offer on a new risk assessment program for the PCCLD district
- Monthly Highlights/Themes
 - Sherri Baca (Executive Director) shared with the committee that a shift with the monthly highlights and themes in the newsletter is not planned to change things in a big way. She is asking for a larger focus on reading and literacy with a goal to serve all people. We will still hold our monthly focus areas and themes in place and work

should continue as we have done things. These themes and focus areas should still have a prominent place in our marketing and communications.

- She will meet with the senior leader team to discuss this. This is an ongoing conversation that needs more dialogue. Good communication with PCCD teams and committees is a goal.
- New structure for library social media posts
 - Possible feedback and follow up from Community Relations
- Review of Monthly Highlights/Themes
 - A question was posed if we intend to review the success of the 2025 slate of focus areas and themes.
 - This concern will need Amy Nelson's (Associate Director of Public Services) navigation. Sherri will visit with Amy about this - it makes sense that the Public Services team review the success and efficacy of the new format.
- Anti-Harassment policy
 - Recent protective laws/bills passed in Colorado legislative will be looked at to incorporate into PCCLD policy to be current and up to date
 - As of May 16th, 2025, transgender Coloradans receive new discrimination protections under House Bill 1312—the Kelly Loving Act
 - All updates policies could come with new yearly trainings
- Library team shout outs
 - For future meetings, implementing the practice of having Steering committee members share specific branch and/or department reasons or achievements, to celebrate library work
 - This new practice also doubles as culture work
 - Everyone had a chance to offer a shout out - many excellent things were highlighted by the Committee. Great job PCCLD!
- Rainbow Storytime
 - Sherri Baca (Executive Director) shared about the decision to not host a rainbow storytime for June 2025, and the reasonings for it
 - Last year after hosting the rainbow storytime, there were eleven requests in two months for reconsideration of material—in a typical year, PCCLD sees none or 1-3. There

were many voicemails, emails, calls of threats and harassment toward the rainbow storytime and the library

- Sherri reached a point where she felt the need to contact the local sheriff and police to request assistance, as well as arrange for additional security officer time and other safety protocols during rainbow storytime.
 - Additional security and safety risk to patrons and staff was a central consideration in this decision as was the high cost, time, and effort on PCCLD's end—the book challenges took up many hours of library staff time.
 - After weighing all the safety concerns and the financial cost, ultimately not hosting a rainbow storytime this year serves the best interest of the district, especially in the current social and political climate.
- Lucero renovation and updates (the dates noted below are TENTATIVE and subject to change):
 - Expanded hours at El Centro
 - 12:00 PM - 7:00 PM
 - Positions for the Lucero team become available for job applications in June /July
 - Two CSR roles
 - Early in August our vendor will begin to install the shelving
 - August 11th, 2025 will see the delivery of the new self checkout kiosks and the automated materials handling (AMH)/sorter machine.
 - Mid-August, tentatively the Lucero team will split between working El Centro and moving into Lucero
 - August 26th, 2025 facilities will see new furniture delivered
 - Soft opening first is a goal
 - Grand opening activities are planned for the week of September 29th, 2025
 - More updates to come - all of the above could change - stay tuned for more information
 - Rawlings elevator
 - Updates and renovation starting as soon, the contract should be on site late Summer 2025
 - Culture update
 - Call to participation in the following groups

- Communication work group
 - Change management work group
 - Team recognition/Starlight Awards work group
- These will not be committees but instead work groups that meet up bi-monthly
- Workplace Culture Vision statement plaque
 - Facilities will bring out plaques that cover the library's new mission statement, to all branch locations soon, please pick a spot to hang it where the vision statement can be seen regularly by library staff
- Emergency preparedness
 - New software is being looked at to replace the current software for incident reports and the communication log

The meeting adjourned at 3:28 PM

The next meeting is June 18th, 2025