

**Steering Committee Meeting**  
**2:00 pm, July 16th, 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), Brigitta Meyerhofer (Barkman), Ray Packard (Pueblo West), Gabriella Martinez (Lamb), Blake Hatton (Local History & Genealogy), Josh Vicknair (Information Technology), Robin Rice (Customer Service Representative Rawlings), Alyssa Mestas (Lucero), Michele Dagnillo (Tech Services), Maria Kropf (Finance)

**Preliminary Steering Discussion (2:12 pm)**

- PW branch closure for roofing project
  - Tar smell is too intense for library staff and patrons
  - The branch has been closed the last three days
  - PW patrons have called other library branches to ask if it will remain closed
    - Some patrons called with concerns about room reservations
  - PW staff have discussed having a heads up on if the branch will be closed ahead of time to make it easier for patrons
- IT updates
  - Staff computers will be worked to have an automatic mapping for printers and computers
    - For both PCCLD employees and substitutes
    - Branch to branch
    - Department to department
- Courtyard lights
  - The courtyard lights have been coming on earlier
    - Thanks are for the facilities who addressed this concern

**Follow-up with Executive Director (2:19 PM)**

- PW branch roofing
- It is unknown if they will be open the next day
  - For future communication, an earlier announcement can be the course of action

- The project is looking to take two more weeks
- Instead of closing, the committee has shared ideas of compromising
  - Offering holds and checkout services while maintaining operation in certain areas of the building that might be less strong smelling than others
- Some room reservations have been cancelled
- During the duration of the PW roofing project, the goal is to open some part everyday
  - Whether it is for two hours in the morning or later afternoon
- Lights coming on earlier
- Automatch printers to staff computers update
  - IT working on this update since last week
  - Staff members and substitutes will be automatically connected to every branch and department printer, based on their location at the time
- Libdata
  - For updates the computers do not need to be booted up or shut down by staff every day and night, a setting in Libdata which automatically powered down PCs was changed to not do this anymore
    - Do not power machines down
    - Leave computers on overnight
- Shoutouts
  - Barkman shared their success with Summer Reading
    - Excellent engagement in their recent Michaelangelo program
  - IT shared a shoutout to the facilities and construction in Lucero's renovation
  - LHG shared their exciting outreach program in Trinidad where they installed their first Digital Memory Lab
  - PW is seeing excellent participation in their Summer Reading and family programs
    - Particularly, success with a recent Paddington birthday celebration program
  - Lucero is welcoming two new CSR employees and ready to navigate the branch's reopening with a full staff
  - Lamb is reaching out to their nearby communities, churches and dentist offices, to distribute Summer Reading flyers and program calendars to them
  - Experiential Learning is celebrating success with the D60 lunch program, counting 60 patrons attended in the makerspace
  - Adult services team is steady at work in preparation for the Adult Winter reading program

- Teri Daly (Director of HR) shared a shoutout to Javier Razo (IT) for his appreciated assistance in setting up virtual interviews
- Finance is celebrating being done with audits, and having a special shoutout to Terri Daly (Director of HR) for assisting in their efforts
- Culture
  - The Communication Work Group met on Friday
    - Two spots are still available in the work group
  - Culture Committee meeting on Monday July 14th, 2025
    - Going over annual plan goals for 2025
  - Communication avenues in library survey for all to participate in sent out
    - To then be followed up with an evaluation and improvement plan
  - Starlight Awards are being reworked
    - This work group is also still open to join
- 2026 Budget Calendar with Bri Reyes (CFO)
  - Legally binding document that is required by state law
  - July 21, 2025 - Distribute call for budget to all managers
  - Appropriation in what is allocated out to spend
    - A give and take process meaning when there is overspending in one area means to underspend in another
    - It is the official amount allowed for spending as approved by the board of trustees each budget year
  - Anticipating a flat year in property tax revenue
    - There is a possibility that it could grow but the budget is made for a flat year for preparation
  - Spending cutoff
    - Second week of November
    - Savings are encouraged through use of Prime deal days or other sales
- Employee Recognition
  - Current and new recognition methods
    - Milestone anniversary
    - Promotions
    - New Hires/Substitutes added
    - Manager recognition
    - Patron nominations

- Peer to Peer
  - The plan being to keep three and lose three
- Employees can nominate three employees each quarter
- Provided criteria guide
- Awards
  - Milestone pin with a jewel
  - Gift cards
  - PCCLD Tumblr
  - Writing pen
  - Managers to receive a budget to spend for team
    - Used for either a team celebration or individually with an appreciation bin loaded with snacks, stationary, tchotchkes, etc.
  - Online platform called 'Snappy' to select from any item prize such as
    - Airfryer
    - Vacuum
    - Blender
    - Clothing
    - Experiences
    - Jewelry
- Recognition categories
  - Leadership in Action
  - Quiet Hero
  - Above and Beyond
- Revised Nomination Process for, 'Peer to Peer'
  - Located on the Portal
  - Fill out form
  - Select from categories and select appropriate application as needed
  - Guide provided to help choose who is nominated by using the category criteria
- Goal
  - Visit all departments and teams for feedback
  - Tweak details if need be
  - More information to come
- Staff entrances at Rawlings

- There will be three designated areas of entrance
  - The south parking lot
  - Turtle park
  - New garden level with keypad, the dock doors are no longer a staff entrance, please use the garden level entrance door nearby
- New entrances due to upcoming elevator project
  - Let Alan Rocco (Facilities superintendent), Sherri Baca (Executive Director), or Amy Nelson (Associate Director of Public Services) know if codes are not working
- Safety and Security
  - Case IQ
    - A new cloud based software for incident reports
    - Coming in the next few months
    - More to come
  - Restraining order on patron
    - Chad Angle
    - Eighteen incident reports since January 2025
    - Must stay fifty yards away at every PCCLD branch
      - Including places leased through the library such as, Books Again
    - This restraining order is only the third one in ten years at the library
    - Official announcement coming soon
    - If seen, call 9-1-1 and inform them of the restraining order
    - It is suggested to not interact, as the patron is known to get easily agitated by himself and others
    - Additional after hours security patrols have been implemented in response to the increase in vandalism, trespassing, and drug related incidents
  - See You At The Library group update
    - Do not engage in provoking
    - Remember library policies for staff and patrons

Meeting adjourned at 3:29 PM

The next meeting is August 20th, 2025