

Steering Committee Meeting
2:00 pm, August 20th, 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), **Frank Nash Jr.** (Facilities), **Blake Hatton** (Local History & Genealogy), **Josh Vicknair** (Information Technology), **Robin Rice** (Customer Service Representative Rawlings), **Gabriella Martinez** (Lamb), **Brigetta Meyerhofer** (Barkman), **Alyssa Mestas** (Lucero)

Preliminary Steering Discussion (2:00 pm)

- Libdata computer time session glitches at El Centro
 - Time sessions extending on their own without library staff input
 - Temporary passes used again and log back on to the previous session
 - IT will look into each issue brought forward
- IT is applying for grant funds to receive Antivirus programs for both staff and patron computers
- Hotspot issues
 - The new hotspots have been experiencing issues with patrons being unable to access Youtube on them
 - Soon there will be youth and adult hotspots
 - Both will have some filtering
 - Look into using hotspots to access Koha to create new library accounts when doing outreach
 - Seeking out possible additional protections for library laptops in case of theft
 - Unable to access Koha on another filtered internet
 - Possibly due to IP address
 - Hotspots are coming in
 - With varying IP addresses
 - Reaching out to Tech Services to see if applying hotspots tweaked to library employee needs is possible
- Research into Library Freedom Project

Follow-up with Executive Director (2:23 PM)

- Check in on the Libdata time glitches

- Check in on the new grant for the antivirus program
- Cybersecurity updates
 - Email security gateway looked to be procured and launched with grant funds to make Gmail safer by
 - Encrypting emails
 - Filtering emails
 - Intrusion detection services
 - Extra sensors to survey possible cyber attacks or data extraction through IP address
 - Awaiting approval for the funding on some of the mentioned cybersecurity updates
 - Will be priced out in the upcoming 2026 budget
- Hotspot Access & Filtering
 - There will be a difference between youth and adult hotspots
 - AT&T have great filter which is compliant with Child Internet Protection Act (CIPA)
 - Libraries adhere to CIPA law due to funds received through the FCC
 - Stickers placed on the hotspots will differentiate between adult and youth versions
 - A good balance of filtering and granted access will be provided to ensure compliance with CIPA
 - If hotspots are checked out with an adult card, the filter can be turned off
 - More to come
- IP address on hotspot issues for outreach
 - Guided to instead use the Verizon hotspots for staff which are funded by the library's annual telecommunications budget
 - Citrix DaaS used as security to access off-site library resource like Koha, this is approved access only through the Director's Office and IT
 - Committee members agree it is best to use library assigned materials for outreach
- Policy is being written to match current practices for remote work
- Shoutouts
 - BK attended Pueblo Pride with a library booth and very successful in outreach
 - IT wants to recognize the PCCLD district as a whole in their unwavering support revolving cybersecurity resources
 - LHG saw replacement of older item piece
 - PW branch team for being flexible with moving to a temporary location during the roofing project

- Finance is busier but still successful in finishing up projects
- LU is ahead of schedule in shelving old and new materials for the upcoming grand opening of the branch
- LB successful in new mystery checkout bundles aimed for teens and youth that come with a snack
- ELD new two hour limit in cafe on first floor is very helpful in preventing issues with personal belongings policy
- Sherri Baca gave a huge shoutout to the PW team for being patient and flexible during the roofing project, as well as the other departments who are still hard at work despite short staffing
 - Finance
 - Facilities
 - HR
 - IT
 - Community Relations
 - Adult Services
- Facilities also gave a shoutout to the PW team as well as the LU team
- Tech Services wanted to praise facilities for covering courier and assisting in the transfer of the LU branch's opening day collection
- Terri Daly gave a shout out to Kayci Barnett (Giodone) for sending out free trainings and webinars out to the library district
- Adult services acknowledged their team members who are stepping up in light of the short staffing
- Amy Nelson celebrates both CSUP and Atdelante Connect to support new ADA compliant work stations throughout the district as well as including furniture

The LU adult sized changing table was also celebrated as a great step toward increasing accessibility for the community

- Land acknowledgement and Indigenous Peoples History research project
 - Statements are better accompanied with an action plan
 - This shows an ongoing commitment to reach out to Native and Indigenous peoples community members
 - Resources on how to better engage and provide information to be available soon
 - Participation in an upcoming work group will include an invite for both employees and community members
 - Take action with words of the acknowledgement statement
 - A call for contribution
 - Charlene Garcia Simms, who works closely in the project with Amy, will be coming for the staff day in October to present on the project

- Amy is providing a preview with all library teams to support information that will come on staff day
- Virtual meeting for strategic plan 2026-2030 on September 10th
 - Encourage all who can to attend and give thoughts and/or feedback

Meeting adjourned at 3:11 pm

The next meeting is October 15th, 2025