**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**July 8th, 2025, at 2 PM at Rawlings Library in Bret Kelly B**

**Present at Meeting**

* **Terri Daly**
* **Crystal Gonzales**
* **Tabitha Davis**
* **Alyssa Vargas Lopez**
* **Cory Reimers**
* **Desi Anderson - Minute Taker**
* **Matt Mitchell**
* **Marcus Bower**
* **Thad Stelter**

The Meeting was called to order by Crystal Gonzales at 2:08 PM

* It should be noted that John Luthor is no longer representing the facilities department, so Crystal will be asking Alan Rocco for a replacement as soon as the department is fully staffed.
* Tabitha Davis was also in attendance, representing the Local History and Genealogy department, as Aaron Ramirez was unavailable to attend.

Old & New Business:

* Crystal Gonzales informed us that a helpdesk ticket has been placed for the handles that were previously requested for the double doors by the outside generator. In response, she was told that because of the makeup of these doors, handles cannot be put on them, so staff should use the push bar on the door to close it when entering the building, and when leaving, make sure it closes.
* Crystal also let us know that the sign about closing the door by the Turtle Park entrance has been replaced by her, as it was torn.
* All staff have the right to ask anyone to leave the library if their behavior is not appropriate. However, if doing so, and the incident requires more then a days suspension please put in an incident report and an entry in the communication log. If the issue only requires that the patron leave for the day, just put in a communication log entry, so that continuous behavior can be monitored.
* Crystal Gonzales has been going around to the branches to replace material that needs updating in the emergency manuals.
* Crystal also reminded everyone to please have your cybersecurity training completed as soon as possible as the due date for that was June 30th 2025.
* For security and staff desk interactions, Crystal Gonzales let us know that security should not linger at the main desk for no reason, conversing with other staff members. This can lead to patrons seeing the main desk as inaccessible. We want to make sure we are making the desk spaces welcoming to patrons.
* Crystal is also going to see about adding the YMCA branch to the security patrols due to staff members often being there alone. Staff can also call security extension 621 if there are any issues, and security will respond.
* Terri is going to speak with the YMCA staff to see what kind of security they have in the building as Desi did point out that if something happens and staff can’t get to the phone or to the front desk for help then a security issue could arise. The Lamb/ YMCA staff has asked if a panic button or some sort of emergency button could be installed, but Terri said that that would be something for the YMCA staff management to decide. In the meantime, if there are any security issues, it doesn’t matter how small the issue may seem, please log anything unusual in the communication log.
* Marcus also asked if someone is suspended if they can be near the property line, such as the park near Barkman branch. Crystal let us know that there are designated signage about no parking after hours and there is designated areas for the park as well as public throughways. She also let Marcus know that the Parks and Rec phone number is programmed into their security cell phone.
* Crystal also let us know that PICs should be carrying the security cell phone when security is off duty. It should be used similarly to a PIC phone meaning it should be in hand at all times.
* For after hours events, security is the default PIC. The actual PIC phone can be hung up and staff can check out a radio from the security office at Rawlings instead.
* The 1st floor at Rawlings now has a sign saying the sitting area has a two hour limit.
* Terri let us know that a table and chairs has been added to the third floor balcony. These are for anyone to use.

**Meeting ended at 2:45PM**

**The next meeting is scheduled for September 9th at 2 PM at Rawlings Library in Bret Kelly B.**