**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**September 9th 2025, at 2PM at Rawlings Library in Bret Kelly B**

**Present at Meeting**

* **Terri Daly**
* **Aaron Ramirez**
* **Cory Reimers**
* **Danielle Cowles**
* **Desi Anderson (Minute Taker)**
* **Matt Mitchell**

The Meeting was called to order by Terri Daly at 1:55PM.

**Old & New Business:**

* Went over the minutes from the previous meeting.
* Matt Mitchell let us know that the handicap door at Greenhorn Valley is working again.
* Desi provided some clarification from the last meeting. At that time, she was not asking for a security guard at the YMCA branch, but simply wanted clarification on whether security could respond if necessary. Terri asked about the emergency procedures at the YMCA. Desi said that she wasn’t sure, but that as far as she knew, Crystal Talley was trying to get more information on that from the YMCA. Terri was going to ask Amy and Crystal for clarification. Follow UP: Terri spoke with Crystal Talley since the meeting was held and Crystal is working with the Y to get further clarification on their emergency procedures.
* Matt asked for clarification on whether suspended patrons are allowed to use curbside pickup. They are not as if they are in suspended status, they are not supposed to be on any PCCLD properties until reinstated.
* Desi asked for clarification on whether security is a default PIC after hours or if there is no PIC available. In our last meeting on July 8th, the minutes say “Crystal let us know that PICS should be carrying the Security Cell phone when Security of off-duty. It should be used similarly to a PIC phone, meaning it should be in hand at all times.” Desi asked to clarify whether or not the Security Guard is the “default PIC” if no public service staff that are PIC-trained are on duty. This can be further discussed with Crystal Gonzales, Manager of Security Services, for additional clarification.
* Danielle also brought up that all staff including CSRs should receive PIC training, so they are prepared to deal with hostile or unhappy patron situations when a PIC is unavailable (Lunchbreaks, days off). Terri indicated that based on the last meeting in July, it was discussed that all library staff members have the authority to ask a patron to leave if they are breaking the library's code of conduct or being disrespectful or disruptive. If a patron pushes back, say that you are an employee of the library and you are asking that person to leave. There is no need to identify yourself by role (CSR, manager, etc). Cory asked if there could be a PIC training available on the next staff day. Terri indicated there will be PIC – related training regarding working with a variety of patrons including those who are neurodivergent**. Addition:** After the meeting, Terri clarified that this PIC training will be conducted on staff day by Sharon Rice and will be about working with neurodivergent patrons.
* **Plans for Columbus Day:**

The Italian American Historical Society is hosting a luncheon in the Ryals Room on the 4th Floor of Rawlings Library on Columbus Day. Patrons will need to have tickets to be admitted. The Society is hiring their own security separate from our own. Rawlings will also have 6 security guards on duty. Amy is meeting with the Police Department on 9/10/25 to discuss what type of presence they will have in the area on that day. Rawlings security will designate a space for peaceful assembly. Protestors will not be allowed to block or impede access to the library.

* Aaron brought up that the cleaning crews at Rawlings are leaving doors open after cleaning and he has made Frank Nash, Facilities Manager, aware of this.
* It was also asked if automatic doors could be installed on the bathrooms as the doors are very heavy and this impedes wheelchair access for those needing the restroom. Terri will discuss with Kristi, Amy and Sherri.
* Desi asked what the process would be to have the sensors installed in the Lamb bathrooms. She was not sure if the bathroom doors would have to be locked for this to be done or if we could keep the Lamb bathrooms unlocked as would be preferable. This is a question that would likely be best to go through the manager at the Lamb branch, Crystal Talley. Crystal can work with Amy Nelson, Crystal Gonzales, and Facilities to learn what the options are and whether the restrooms would be required to be locked if sensors are installed.
* Matt let us know that Greenhorn Valley has a wasp issue. Alan Rocco, Facilities Superintendent is aware of the issue and the facilities team is working to remedy this situation. At the moment, the wasps are not near the front entrance, so this is not impeding access to the building.
* Terri brought up having some type of financial wellness training in the district. Danielle suggested Financial Fit by EBSCO.
* Danielle requested that training be made more consistent from branch to branch across the district, so every person has an idea as to each role within the district. Terri talked about the onboarding group that has put together an orientation checklist for each manager and department. This includes a comprehensive list of the items that need to be trained to specifically for each role.

In addition, and as part of the Onboarding Group’s efforts, there are four rotating orientation sessions that go in depth with regard to working at the Library District. These are for newer hires and occur the first Thursday of the month at the Rawlings library. The topics are PCCLD Operations, Safety and Security, KOHA and Circulation, and Customer Service.

Danielle also suggested that more shadowing be available as a type of training. This is based on what she learned at CALCON - she suggested shadowing people to see how the roles were different/the same so we don’t just assume we know what another person’s role in the district is. Shadowing will likely depend on staff availability to and readiness to have shadowing assigned. This may fall into the same category as mentoring which will be further developed in the strategic plan.

**Meeting ended at 3:01PM**