

Steering Committee Meeting
2:00 pm, December 17th, 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), **Gabriella Martinez** (Lamb), **Josh Vicknair** (Information Technology), **Frank Nash Jr.** (Facilities), **Robin Rice** (Customer Service Representative Rawlings), **Alyssa Mestas** (Lucero), **Michele Dagnillo** (Tech Services), **Maria Kropf** (Finance)

Preliminary Steering Discussion (2:06 pm)

- Parking at RA during big 4th floor events
 - Staff has needed to move cars from street parking routinely to avoid ticketing
 - A question of possibly accommodating an agreement with a nearby thrift store business to establish more parking options
 - Community Relations is currently working on establishing an agreement with the thrift store
 - In the meantime, the RA staff is looking for different solutions
 - Amanda's weekly email reminder of the big events at RA account for how many people are expected to attend
 - Presented as a plausible solution as it offers a head count for RA staff to account for extra time needed to find parking
- Team Spotlight Award
 - Team awards have been given out since 2018
 - By using key results, three teams are selected by measurement of greatest team increase
 - Other factors included are
 - A needed refresh for the Employee Recognition Program
 - Employee Recognition Committee working on this refresh
 - Team Spotlight Awards instead of the Starlight Awards
 - Can be recognized by
 - Branch
 - Department
 - Committee

- Special work group or team
 - This works not only as employee recognition but also aligns with the library's culture work
 - One team can be nominated per quarter
 - Winners will be recognized at Staff Day
 - Two for February's Staff Day
 - Two for October's Staff Day
- Test run nomination process with start team, public service manages, and Steering Committee
- Once nominations are received by Amy's office, it will then be sent out to the Culture Committee for final selections
- Thorough rubric will be completed to make selections
- The Awards
 - A letter will be provided to the winners offering suggestions for a group reward and recognition
 - Depending on the size of the team rewards will vary
 - Individual experiences or PTO can be awarded if scheduling is a conflict to a group outing experience
 - The rubric comes as an online form
- Feedback is coming concerning the individual recognition that people did not enjoy coming up on staff day for recognition
 - The individual recognition at staff day can be overwhelming to some
- Recognition and rewards is a work in progress and will be tweaked
 - An offered possible replacement for individual recognition could be either
 - A post to the portal with information about the recognized individuals
 - A presentation consisting of group photos to recognize the winners
- Everyone will be updated regarding the progress
- Many enjoy that the rewards have options
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Follow-up with Executive Director (2:57 PM)

- Deciding factors for selecting winners
 - Everyday Hero appears to have the most nominations If necessary, Bri can be contacted to discuss budget for everyone to be recognized in a tight race
 - Can be revisited at a later time

- There is enough narrative and vocabulary in the team awards from the culture work to prevent tie breaking
- One team nomination has been received, so far
- Feedback on Employee recognition
 - A general dislike of being in the spotlight
 - An idea presented to instead show a slideshow of who they are in a photo or group photo that would be presented on staff day
- Parking at RA during big 4th floor events
 - Realtors breakfast event saw RA library staff struggle to find parking
 - Some staff were unable to move their cars
 - Left with only street parking with a minimum of two hours and prompted another move of their cars
 - The proposal of an agreement to share parking with the thrift store across the street for either staff or patrons coming to the 4th floor events
 - A drawn up agreement has been in the works for a long time
 - There is a wait on MOU as well as insurance
 - Nick Potter and Sherri Baca are working on this process
 - A question of if the parking will be staff parking over there or as overflow parking for patrons? - The answer is: the use of the consignment shop parking lot is for overflow for library events and programs. Staff can park in the overflow parking during library events and programs as needed.
 - All needs to be arranged ahead of time
 - Initially, the thrift store is okay with offering their parking except for the parking spots near their front door
 - A planned meet with Alan in facilities for parking stripe arrangements
 - Security has been asked to address any parking poaching in the RA parking lot
 - Businesses across the street use library parking for their staff from time to time and are reminded periodically that library parking is for library use only
 - The issue is currently being worked on to offer possible solutions in the meantime
 - Lack of parking is mostly an issue in the afternoon during shift change
 - Amanda's emails are helpful to prepare ahead of time

- Stay tuned for more updates
- Elevators project update
 - In the first phase with the work on the staff elevator
 - Changing out interior on each floor
 - Beginning on the third floor
 - The project is 60% complete
 - Hopefully looking to finish up soon
 - There will be an advance notice given on when the work will shift from staff elevators to patron elevators
 - Issue of safety and practicality with library staff entering through second floor stair entrance
 - The door has been locked in prior times
 - Will check with fire department for further clarification
 - The goal will be to have at least one public elevator staying up during the remainder of the project
 - Precautions have been taken should both elevators go out
 - There may be cancellations of 4th floor events should both elevators go down
 - As to not leave people with disabilities without access
 - If both public elevators are down, to ease the roles for MHT staff, book carts will be kept on the second floor
 - Facilities will drive up book carts from the garden level to a temporary loading area
 - But overall, shelving will slow down during this project if both elevators are inaccessible
 - This elevator project will give another 20 years of useful life for all elevators which is a great outcome for the Rawlings Library
 - Ongoing progress and everyone will be kept posted
- Shoutouts
 - Adult Services: Kickoff for the Adult Winter Reading Program for everyone's hard work to see it through successfully
 - Barkman: New staff member Nick for settling into the team well, and including a recent uptick in programming with 29 people for story time
 - IT: Facilities highly communicative despite all the changes the IT department is currently undergoing, all during the extensive elevator project, and to Eric and Cody on systems team for steady working

- on SAM systems management and patching with long hours of work to make life easier for all of IT and the library
- Pueblo West: Pueblo West's Santa event saw 300 patrons in attendance and special shoutout to Brandon, our courier, for his reliability
 - Lucero: The library team's success for the Guerrero stocking giveaway/El Centro gift drive and all 300 patrons who came out to support the event
 - Amy Nelson: Ashley and Jennifer for filling in last minute for the manager meeting as well as facilities for smoothly moving the service desk at Giodone and to IT for cabling the new desk
 - Lamb: To the entirety of the Lamb team for creating competitive promotions to push the Adult nter Reading program and increase circulations
 - ELD: Staff shortages picked up by the rest of the ELD team, to MHT for doing double duty, and to Alyssa for planning out the next six months of events for the new year
 - Finance: Shoutout to the facilities team for doing all that they do consistently and extremely well, and to Josh and the rest of IT for their steady work
 - Facilities: Shoutout to the leadership team and all the good things happening in the budget for next year
- Committee roster changes - thank you notes were handed out to the departing Steering Committee members. Thank you for your service!
 - Frank Nash, Jr.
 - Jennifer Scroggins
 - Ray Packard
 - Blake Hatton

Meeting adjourned at 3:40 PM

The next meeting is January 21st, 2026