

Steering Committee Meeting
2:00 pm, February 18th, 2026
Bret Kelly A–Rawlings Library

Meeting Lead: Kathy Kearney

Meeting Recorder: Alyssa Mestas

Minutes

Attendance: **Sherri Baca** (Executive Director), **Brigitta Meyerhofer** (Barkman), **Gabriella Martinez** (Lamb), **Josh Vicknair** (Information Technology), **Jerry Gardner** (Facilities), **Alyssa Mestas** (Lucero), **Michele Dagnillo** (Tech Services), **Kathy Kearney** (Program & Outreach Specialist), **Amy Nelson** (Associate Director of Public Services), **Kim Austin** (Human Resources Manager-guest), **Maykala Noyd** (Pueblo West), **Robin Rice** (Rawlings CSR), Jen Scroggins (USD-guest)

Preliminary Steering Discussion (2:02 pm)

- Introductions to new HR Director, Mark Castillo
- Agenda Item - Old library card issues on chromebooks
 - At the Lucero branch it has been noted recently that some patrons that have a card containing the previous library card design often face issues when logging into the chromebooks
 - Users receive the 'Library is Closed' error message
 - Users experience their session limited to ten minute sessions that have to be adjusted by staff
 - Often changing the users from an old card to new will fix the issues
 - IT notes data of these recent errors
 - Steering Committee discuss on bringing this agenda item to the Executive Director at a future meeting as needed as it is a full Agenda this meeting
 - Agreed to let communication log of issue to be addressed between Lucero and IT through HelpDesk ticketing
- New Wi-Fi names
 - Public Wi-Fi renamed to youth Wi-Fi
 - ELD has experienced confusion for patrons with a rename of the public Wi-Fi
 - The name change for the internet was needed to be established
 - Unable to be advertised as it was before
 - A question was asked if the name could be changed if necessary to avoid confusion
 - Agenda item added to discussion with Executive Director

- Change management
 - With the new Change Management Framework Form there is a chance to practice with it by applying it to the Steering Committee framework form
 - All with the goal to see if Steering Committee needs any modifying
 - Committee members are encouraged to look over both documents
 - Come back after reading to determine if change is necessary
 - Agenda item added to discussion with Executive Director
- CPR training
 - Following the Active Shooter training from All Staff Day, a question on if it is possible for staff to be provided with training
 - CPR and/or tourniquet application
 - With elements such as insurance, cost, and liability issues this question requires more research for breakout and can be returned for discussion at a later time
 - Aim for next meeting to contain more information and resources
- 3D printer maintenance through Change Management framework
 - Always send a ticket to IT
 - IT is currently working on finding partners to work on the 3D printer issues
 - Through Change Management the hope is to develop a procedure that matches support for staff

Follow-up with Executive Director (2:22 PM)

- Wi-Fi names
 - CIPPA compliant filtering required a new network name
 - Confusion with patrons by name as they are not youth but this being the public network it is useful for a quick connection
 - Re-naming to a more neutral name means less time for confusion and extra steps
 - Connection on a personal device means open Wi-Fi not communicating with Koha to verify age
 - Could it be changed to PCCLD Wi-Fi or Library Wi-Fi?
 - One issue being that it can not have a previous name it had before
 - Could there be a tier system of names for the network?
 - Standard vs. Advanced Wi-Fi
 - A possibility on communication issues concerning privacy and security for Wi-Fi
 - Needs further discussion
- 403 Error
 - CIPPA filtered guest pass blocked Colorado Unemployment site

- This error noted due access not being secure
 - Still a public network
 - The login screen wording offers as a disclaimer
 - The issue was resolved once age was confirmed through ID and then access was obtained to unemployment website
- Self-audit for Steering through change management framework
 - Refresh everyone's knowledge on framework document for Steering Committee
 - Assessment through either committee or workgroup
 - Select a meeting time for assigned sub-group to look over Steering framework
 - Robin Rice will create sub-group
 - Mark Castillo will serve as support for the sub-group
 - John Walker started Committee in 2004-2006
 - Framework updated three years ago
 - Ideas towards updating Steering such as
 - Automated minutes through room audio recording
- 3D Printer maintenance
 - Who is the best resource to reach out for 3D printer maintenance?
 - Always put in ticket
 - How to create a detailed process/procedure for the printer maintenance?
 - Is the change management the framework to develop change and/or create new procedures a good avenue?
 - All three of the 3D printers at Pueblo West are broken
 - Staff member Corey is doing his best to buy parts but does need further support
 - Safety concern aspect as a Barkman staff member has been zapped by a small electric charge when trying to fix the printer
 - Needs a professional
 - Change management doesn't offer answers but pushes in direction of plausible solutions
 - Ask if right questions are being asked
 - Possibility of investment towards new 3D printers
 - Both of Barkman's are older and donated versions
 - This can all be one of the the pilot tests for Change Management
 - Shared knowledge could be beneficial by asking other branches on their process for 3D printer maintenance
 - Possible loaner when one machine goes down for consistency
- Shoutouts

- Barkman: Anti-Valentine's lock in successful through additional staff support
 - Learning something new with each lock in program
 - Now see a consistent group of teens who revisit
- ELD: Holocaust display still taking place with great success amidst the transition to those who picked it up from former staff member Alyssa Vargas-Lopez who obtained the display initially
- Pueblo West: To the security preparation for the recent protest
 - All went smoothly
- Tech Services: Danielle Cowells for an increase of digital circulation
- User Services: IT and User Services for all their help during the CIPPA filtering transition
- Lamb: Staff for promoting checkouts
- Lucero: Jessica Blaha for additional support during shortages during meeting times
- Amy Nelson: Community Relations still steady working on library promotions despite short staffing
- Sherri Baca: All Staff Day success thanks to Terri Daly, Nick Potter, and Mark Castillo and the training and events teams
- Mark Castillo: Sherri Baca for the onboarding in preparation for All Staff Day
- IT: Rawlings staff CSR through CIPA changes
 - To IT for steady working on new process for substitute staffing yo be able to automatically connect to every printers no matter which branch location they are at
- Facilities: Finance doubling up on their work time last month to make sure everyone is paid on time
- More to come on AI legislation and library policy regarding AI

Meeting adjourned at 3:17 PM

The next meeting is Wednesday March, 18th 2026