

**Steering Committee Meeting**  
**2:00 pm, March 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), **Jerry Gardner** (Facilities), **Alyssa Mestas** (Lucero), **Michele Dagnillo** (Tech Services), **Kathy Kearney** (Program & Outreach Specialist), **Amy Nelson** (Associate Director of Public Services), **Maykala Noyd** (Pueblo West), **Robin Rice** (Rawlings CSR), **Greyson Wolfe** (Lucero Security), **Joy Oria** (Local History & Genealogy), **Mark Castillo** (Human Resources), Amy Nelson (guest-Deputy Library Director)

**Preliminary Steering Discussion (2:02 pm)**

- Agenda overview
  - Online library cards
    - There is notice of patron phone calls to the Rawlings branch consisting of Patrons complaints of their OUREG library cards expiring and cutting off access to online resources
      - The issue being one of language and miscommunication as patrons are under the impression that the temporary library card functions as a verified one
      - Once this is explained to them often they continue to create more accounts using that temporary card
      - Seen more commonly with nonresident patrons
    - Proposed change for the terminology
    - Perhaps from temporary library card to one of temporary access code
    - Keep for further discussion with the Executive Director
  - Sub-committee review/results of Steering effectiveness
    - Bring to elaborate further with the Executive Director
  - Welcome new Steering Committee members
    - Joy Oria from LHG
    - Greyson Wolfe from Security

**Follow-up with Executive Director (2:12 PM)**

- Online library cards terminology

- Temporary library card to instead temporary library registration
- Once a patrons OUREG accounts expire they fill out the necessary information to obtain another one
- Main usage to access eSources such as Libby, Kanopy, Hoopla, etc.
- Noted that the system recognizes OUREG accounts as card holders
  - Perhaps needing further discussion to rethink the entire process concerning this fact
- Additional cost with patrons able to obtain an account outside Colorado
- A question of finding a way to ask for a form of ID to catch frequent applications for temporary cards
- CLC Agreement honors access for any card holders within the CO state
- PCCLD can honor this while still both setting boundaries
- Overall a policy issue that needs further discussion
  - One resource being to reach out to Tech Services department
- Will keep everyone updated
- Sub-Committee review & results
  - The sub-group worked the Steering Committee's effectiveness through the Change Management Framework and Form
  - Through discussion and meeting it was determined that the Steering Committee is still effective and meeting guideline expectations
    - Only one recommendation was accounted for
    - Being to brainstorm a calendar quarterly rotation for both the Team Lead and Meeting Recorder role which takes meeting minutes
    - Also noted to announce who is on Steering Committee so that library employees know who to give feedback and information to
  - Efforts continue to the process of automated minute taking—the Executive Director's office is working on this in conjunction with the Culture Committee
  - In the meantime a volunteer based roster can be created to fairly rotate the team lead and recorder role
  - Another observation was to encourage Committee members to go into detail with any and all things added to the agenda to allot for proper discussion
  - Another recommended rotation in order to have a representation for each branch
    - Year role rotations for the GI, LU, and GHV library branches
    - These rotations are set for Steering Committee and Health & Safety Committee on a three-year basis
  - Clearly articulate responsibility to relay information to every outlet

- Make Steering Committee employees known to help as a reminder to refer as a resource
- Shoutouts
  - Jackie and Bri who received an Outstanding Woman Award; shoutout to Amy for her her recent promotion
  - A successful test run of the new employee elevator
  - To Brie for stepping up and taking on more work through staff leave time
  - The entire USD team for stepping up through short staffing
  - To their intern, Adena, for sorting through the seed library
  - New hires accepting positions, recognized Amy for her newly promoted role and thanked her for 20 years of service
  - To Connor Carson the data analyst, Crystal Gonzales for work on issues with CaselQ, and Mark Castillo's hard work stepping into a new role
  - To Tina Martins-Gonzalez in helping to organize a plan and flow for CSR's to create the offered Take and Make kits
  - To all of the Lucero team collaboration when it comes to addressing security issues
  - Ray Packard programming successful in dealing with young patrons that have been rowdy
  - Victor from IT who has been helpful with an ongoing computer issue
  - To all the Lamb staff for stepping up to fill Mary's role
  - To Aaron Ramirez for helping to support the Holocaust exhibit tours
  - For Elena's help as well as Ashleigh's handling of stressful library situations with ease
- Updates
  - Rawlings Library Staff elevator now online
  - Rawlings Library main elevators are offline in the garden level (basement) as they are being worked on
  - Keeping at least one main elevator going at a time is the goal of the project
  - 4th floor events kept to a minimum during the elevator project
  - Basement AMH still open while alternative ways to transfer materials are being looked to
    - Such as a possible alternative book drop to avoid basement AMH
    - Convey changes with the call center for patrons with any questions or complaints
    - Couriers will be delayed daily a little during this project
    - Expect ongoing changes requiring necessary flexibility
  - The garden beds at Rawlings are being replanted and xeriscaped for upcoming landscaping project

- Concrete fixes at the Main St. sidewalk by the electrical box and at the Church Place entrance into the Rawlings Library parking lot
- Drainage under the skybridge on hold as it is a legal matter
  - Hope to be fixed by the end of the year
- New wireless access points
  - Now one on the 4th floor conference room and on 3rd floor admin wing
- Audio visual system upgrade in Ryls grand event space
- PA system for RA is looking at being replaced
- Facilities installing the ADA work stations and listening devices – coming soon
- New security system plan for the Pueblo West Library
- Lamb and Pueblo West lighting project ongoing
- Changes to messages in gmail inbox for security purposes
  - Report any strange findings to IT
- Rawlings coffee shop has a new dedicated water heater tank installed
- Hope to fix the Rawlings first floor women's restroom soon after recent water leak

Meeting adjourned at 3:03 PM

The next meeting is April 15, 2026