

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, March 14, 2023**

***This meeting was conducted inside the Kelly “A” Meeting Room
at the Rawlings Library, 100 E. Abriendo, Pueblo CO. 81004***

I. CALL TO ORDER AND ROLL CALL

Mr. Hodge called the meeting to order at 2:01p.m Ms. Jubert conducted roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Jacquelyn Keith
Iris Clark
Trisha Macias

Board Members Not Present: Stephanie Garcia
Doreen Martinez

Attorney Present: Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer

Staff & Guests Present: Sherri Baca, Executive Director
Terri Daly, Director of Human Resources
Nick Potter, Director of Community Relations
Amy Nelson, Associate Director of Public Services
Jill Kleven, Director of Technical Services
Thomas Defrates, Director of IT
Alan Rocco, Facilities Superintendent
Eric Tiffany, Jr. Systems Administrator
Brandice Eslinger, President/Owner All-Phase Environmental Consultants
Chad Wolgram, Director of Environmental Health, Department of Public Health and Environment
Rose Jubert, Secretary to the Board of Trustees

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

Mr. Quintana requested that a discussion item be added to the agenda regarding the time capsule that will be added to the cornerstone of the newly renovated Rawlings library. He asked that this be place on the agenda as discussion item 2. His request was approved.

III. DISCUSSION ITEMS

1. Meeting Room Policy

OVERVIEW: Amy Nelson, Associate Director of Public Services updated the Trustees on the new meeting room policy.

Ms. Nelson reviewed the PCCLD meeting room policy. Meeting room revisions have been in process for some time starting the first part of last year. Meeting room after hours for all of the district's meeting rooms were discussed.

The process of scheduling a meeting room was reviewed. It was explained that there were three different users who book the meeting rooms. Those users included; library staff, partners and nonprofit organizations, and the general public. All library locations provide meeting room use during business hours. Greenhorn,

Giodone, Pueblo West, and Rawlings all provide afterhours use and a security guard is required in some instances. After-hours bookings need to be made by contacting a staff member. Communico is an online booking site that is used to view room availability and to book the rooms. Room availability can be accessed on the PCCLD website as well. Fee structure for afterhours meeting room use is currently being discussed. In the past a flat rate had been charged but Ms. Nelson is currently looking at an hourly or block of time fee schedule for afterhours bookings. There are currently no penalties for non-cancellation for a meeting room, this will also be reviewed.

Light refreshments are allowed in the meeting rooms, cooking in the rooms is not permitted. The Ryal's Grand Event Space on the 4th floor does have a kitchen and allows for more catering options.

The policy revision timeline was reviewed. In January the current meeting room policy documentation was reviewed, research on rental fees was conducted, meeting room reservations were opened and gaps in policy, guidelines, and procedures were noted. In February research was done regarding peer Colorado libraries and input was gathered from meeting room coordinators. A draft revised policy and guidelines was started in March with feedback coming from the Public Service Managers and the START team. The plan is to present the final revision in April to the Board of Trustees for approval.

Ms. Nelson highlighted some of the necessary improvements she noticed. These include an expanded policy that looks at the priorities for room use, the update of statements, a new fee schedule, and a definition of room types available for public use. New guidelines would include the addition of outdoor spaces, and an update of the terms of use of the rooms (decorating, cooking, alcohol, and security). Audio/visual support, special setup requests, and catering would also be reviewed. There is also a need for internal/staff procedures to include; reservations, scheduling, and responsibilities as well as clarifying payment options for after-hours use.

Ms. Nelson informed the Trustees that she is working on a photo and filming policy. She is looking at the first amendment audit regarding filming or photographing in the library. She is also looking at how to handle commercial requests for photography.

2. Time Capsule Discussion

OVERVIEW Amy Nelson, Associate Director of Public Services updated the Trustees on the new time capsule that will be imbedded into the cornerstone at the Rawlings Library.

The event will take place on Thursday, March 30th at 1pm. She shared that there will be a time capsule with items from 1903, 1968, 2002, and current items. The cornerstone is located near the mobility plaza.

Ms. Nelson asked the Trustees if they had something they would like to be included into the time capsule to contact her. Mr. Quintana suggested a letter from the Trustees be added.

3. Board Assessment

OVERVIEW: The results of the Board assessment were reviewed and discussed.

Mr. Quintana shared that he had reviewed the answers to the assessment. There were some areas that fell along the lines of historical trends where the Board could always do better. One of the top concerns was the committee structure, this area will be looked at this year so that the committees may be used more effectively. Other areas that scored lower were political activity, and general board effectiveness in ensuring compliance with the laws that govern the board and how the trustees advocate for library policy. The Board Development Committee is who will be reviewing the assessment answers as well as reviewing the executive director evaluation process.

4. Executive Session

OVERVIEW: The Trustees conducted an executive session pursuant to sections 24-6-402(4)(b) and (4)(e), C.R.S., concerning a conference with PCCLD's attorney to receive legal advice on specific legal questions regarding determining positions relative to matters subject to negotiation, developing strategy for negotiations, and instructing negotiators with respect to urban renewal plans under consideration by the Pueblo Urban Renewal Authority ("PURA").

Mr. Quintana made a Motion, seconded by Mr. Hodge and Ms. Keith to enter into Executive Session at 2:36pm.

The board exited executive session at 3:04pm and continued with the regular agenda.

5. Meth Testing & Cleaning – Guidance & Best Practices

OVERVIEW: Staff presented information and guests in attendance included; Brandice Eslinger, President/Owner of All-Phase Environmental Consultants, Inc. and Chad Wolgram, Director of Environmental Health for the Department of Public Health and Environment.

A report was presented on the methamphetamine testing, remediation and future options for PCCLD facilities.

Data was presented that was used to determine the need for testing at the Barkman Library. The first data that was presented was the Suspension Log Data for October 18, 2022 – February 10, 2023 that showed of the twelve drug related suspensions, ten came from the Barkman branch.

The other data that was received came from the Incident Log Data it revealed twenty-six drug related incidents for PCCLD from August 11, 2022 – February 11, 2023, twenty of those incidents were located at the Barkman Library.

The third data set that was used to determine the need to test at the Barkman Library was the Communication Log Data. Examples of this type of data could be; a piece of paraphernalia that was left inside or outside of the building, and suspected drug use in the bathroom but no security footage. There were eighteen incidents that were documented in the communication log, nine of those incidents occurred at the Barkman Library.

An overview of the testing and remediation at Barkman Library was reviewed beginning on January 23, 2023 with the initial contact with All-Phase Environmental Testing to the closing of the branch for a week on February 27, 2023 and finally the reopening of the branch on March 6, 2023.

In response to all that occurred, PCCLD put measures in place for Barkman Library to include: increased security staffing, more frequent restroom checks, measures to reduce anonymous visitor pass use, walk-ins for meeting rooms are now entered in the reservation system, and staff are focusing on closer one-to-one relationships with visitors.

A report on monitoring sensor options was provided. It was recommended that PCCLD look to acquire the Verkada environmental sensors. The device can detect changes in air quality, humidity, total volatile organic compounds, noise level, particulate matter, vape index, and temperature. The sensor can also detect smoke and aerosol discharge of any kind. If there are any changes to a set baseline, security and staff will be notified via text or email. An associated camera will record the time leading up to and after the sensor event. The cost for two units which included a five-year license and no installation was \$5062. This system would interact with the Verkada camera system that is being installed throughout the district.

The Halo smart sensor was also reviewed and offered similar benefits, the single unit cost was \$1300 without installation and licenses. This system would also work with the Verkada cameras.

Other Colorado Libraries and their response to positive methamphetamine tests and their future plans were reviewed.

Boulder Public Library was the first library in Colorado to test positive for methamphetamines in December 2022. They reported that the cost of testing and remediation had been very high and they were advised to remove their air ducts. They will be installing sensors in their bathrooms. They plan to close and clean an area upon a single incident using their facility team, regulate the number of people using the bathroom at one time and restrict the number of personal bags/items being taken into the bathrooms. They have partnered with their local department of health to determine best practices. In a discussion with Ms. Eslinger it was advised that PCCLD not use their facility staff to clean areas if they suspect methamphetamines use.

Pikes Peak Library District has tested and cleaned both the East Library and the Penrose Library based on staff and patron concerns. They found it helpful to work with the local department of health and their consultant. They are installing sensors throughout their fifty-three public restrooms. They do not plan to do any additional testing and cleaning due to the considerable cost of testing fifteen branches.

The Englewood Library tested due to the Boulder public library results and for safety measures. They closed the library and parts of the Civic Center due to recent elevated drug use incidents and found that the exhaust vents were contaminated, similar to what was found at the Barkman Library. They hired a specialized cleaning by a state certified contractor and the cost was estimated at \$38,000-\$45,000 and took 15-30 days. They are now monitoring bathroom access and will install vape detector alarms that will alert staff to drug activity. They also increased funding for additional library staff. They have expanded their private security firm contract in order to conduct additional surveillance inside and outside the library. Their City Council agreed to add four additional security guards at the Civic Center.

Ms. Eslinger and Mr. Wolgram provided some guidance and reviewed best practices.

Ms. Eslinger gave kudos to the library staff on the data they collected. When she was contacted by PCCLD she contacted CDPHE (Colorado Department of Public Health and Environment) for guidance and they offered some help. She reported that the State of Colorado does not have a guidance document or protocol on commercial buildings and/or public use buildings so she decided to operate off of residential regulations and guidance for the cleanup since it was more stringent. Ms. Eslinger and her company provided their services at a discounted cost to PCCLD. She felt that the monitors/sensors were a good investment. She advised PCCLD to contact the vendor and see if they could get a volume discount if they decided to install the sensors at all of the library branches.

It was asked that Ms. Eslinger explain the difference in testing protocols between the preliminary assessments and the clearance testing. She reported that there really wasn't a difference since they had the same testing protocol. The levels are just different in the regulations. You cannot do a clearance test in the same spot where you took the preliminary assessment. A clearance test cannot be done unless you have done cleaning. She explained that they only did a screen not a PA test which would have involved testing the entire library.

It was explained that only the surface of the Barkman air ducts were cleaned, the rest of the ventilation system had not been contaminated.

Mr. Quintana thanked Ms. Eslinger for her contribution to the project. He appreciated that she used the higher residential testing limits. He mentioned some ideas for the library staff to look at to help eliminate people from using drugs in the bathrooms such as; security closer to the bathroom entrances, daily security code changes on the doors, and staff being more aware. Future talks were suggested. Ms. Baca shared that the Barkman staff will augment their bathroom rules that are already in place and she would report back to the Trustees the changes, if any, that took place.

Mr. Wolgram also commended the PCCLD staff on the data collection process that they have in place. He also discouraged the staff from cleaning areas on their own if it's been determined that someone was using drugs in that area. He shared that any public restroom will show some signs of meth use, so using the evidence-based results from the data reports helps to limit the amount of testing and cleaning that needs to be done. If you test a bathroom, you need to clean it and that becomes costly.

It was asked, how PCCLD could effectively communicate their methodology, efforts, and outcomes to the community? Ms. Baca shared that a communication piece will be looked at with internal library team. The purchase of sensors will also be looked at in detail. Continued communications with Mr. Wolgram and Ms. Eslinger would also be part of the overall plan of action.

IV. ADJOURNMENT

Mr. Hodge adjourned the meeting at 4:01pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, March 23, 2023. This meeting will be conducted in the Friends of the Library Meeting Room at the Rawlings Library, 100 E. Abriendo Ave.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees