

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 8, 2017
4 pm
Cheyenne Mountain Branch Library

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Secretary/Treasurer Molly Dippold, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer, Trustee Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer and Foundation Executive Officer Dolores Cromeens, Executive Assistant Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Financial Officer Michael Varnet, Cheyenne Mountain Branch Staff Cele Krow, Morgan Pfaelzer and Katie Smith

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2017 MID-YEAR BUDGET RESOLUTION

I. Call to Order

President Grossman called the Public Hearing for the 2017 PPLD Mid-Year Budget Resolution to order at 4:00 pm.

II. Public Comment

President Grossman called for public comment. There was no public comment.

III. Adjournment

President Grossman adjourned the Public Hearing for the 2017 PPLD Mid-Year Budget Resolution at 4:01 pm.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the August 8, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the July 11, 2017 meeting of the Board of Trustees were presented for review.

Motion: Molly Dippold moved that the minutes of the July 11, 2017 meeting of the Board of Trustees be approved as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

Correspondence

No correspondence was presented

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. Sean Anglum distributed a corrected upcoming events list.

Presentations

Chief Librarian Spears introduced Tiffany Paisley as the new Cheyenne Mountain Branch Manager. Ms. Paisley will start her new job on August 28. She currently works in the Penrose Children's Department.

Cheyenne Mountain Branch staff members Cele Krow, Morgan Pfaelzer and Katie Smith provided a presentation on activities at the Branch. The branch has recently

been updated – a smaller service desk is more efficient and new carpet throughout updates the interior. Cheyenne Mountain Branch offers an array of programs for all ages. The branch is very involved in the communities it serves and recently received the Neighborhood Spirit Award from the Ivywild Improvement Society.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens thanked the Board for their support of the Karma Hour fundraiser to benefit the Sand Creek Branch makerspace. The PPLD Foundation has raised \$650,000 thus far this year.

Board Reports

Governance Committee

Governance Chair Katherine Spicer reported that the committee met on July 26, 2017. The committee continued to discuss the Board vacancy process. A Board Competencies Survey was included in the Board packet. Trustee Spicer asked Board members to complete the survey. The survey will assist in identifying potential new board members that possess the skills that are needed on the Board.

The committee also continued to discuss the upcoming Board retreat scheduled for October 10. A plan for the retreat was included in the Board packet. Trustee Vanderschuere noted that the retreat will be an excellent opportunity for the 3 library boards to continue to build relationships and strengthen bonds.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met on July 26, 2017. The committee reviewed the Programming Policy and the Food & Drink Policy.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee did not meet in July.

Board President

Board President Cathy Grossman suggested that the Trustees have a team in the upcoming Wasted Wisdom trivia event. Keith Clayton, Molly Dippold, and Wayne Vanderschuere expressed interest in joining President Grossman on a team. Ms. Hammond will poll the Board for team name suggestions.

Adopt-A-Department

- Trustee Owings attended a recent Staff O Sky Sox picnic.
- Trustee Beach represented the Board at the Urban Peak Breakfast.
- President Grossman attended the Summer Adventure Party in Fountain. She met the Facilities staff and took a back of the house tour at East Library.

Financial Report

The financial report for the period ending June 30, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenues are doing well. He noted that increased revenues may cause the District to exceed its TABOR limit in 2016.

Library Services and Branch Services Report

The Library Services and Branch Services Reports were included in the Board packet. Director of Library Services Janice McPherson reported that the Collection Management department has eliminated a backlog and new materials are reaching patrons quickly.

Director of Branches Lynne Proctor reported that Janina Goodwin has been hired as the new Old Colorado City Branch Manager. Janina is a former PPLD employee who is currently employed by the Pueblo City-County Library District.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that Pikes Peak Library District has been nominated to receive the Philanthropy Award at the 2017 Business & Arts Luncheon in October.

Chief Librarian Spears provided a review/summary of the Group 4 Report that was completed by Group 4 for PPLD in 2010. The report focused on how PPLD could best position and design facilities and services to provide the optimal level of service to all residents of the District. In many regards the Group 4 Report remains very pertinent to the District as it stands today. The PPLD Leadership Team will review

the Group 4 Report and identify what has already been done, what continues to be relevant, what is no longer valid and what new opportunities have developed since the report was published. This will serve as the basis for continuing conversations with the Board of Trustees.

BUSINESS ITEMS

Consent Items

Decision 17-8-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Kathleen Owings moved to approve the Consent Items as presented.

Second: Molly Dippold seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 17-8-2: 2017 Mid-Year Budget Resolution

The 2017 Mid-Year Budget Resolution was included in the Board packet. The 2017 Mid-Year Budget Resolution was posted and a public hearing took place on August 8, 2017. There were no questions or comments from the public.

At the July 11, 2017 Board of Trustees meeting Chief Finance Officer Michael Varnet outlined several proposed amendments included in the mid-year budget resolution:

- \$300,000 increase in expected revenues due to increased specific ownership tax collections
- \$15,000 to fund the tuition assistance program
- \$30,000 to fund additional security at Penrose Library
- \$11,000 for operational costs for the Education Resource Center
- \$50,000 for additional costs for the parking lot replacement project at Library 21c

Mr. Varnet noted that no changes have been made to the 2017 Mid-Year Budget Resolution since the Board reviewed it on July 11, 2017.

Motion: Keith Clayton moved to approve the 2017 Mid-Year Budget Resolution as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-8-3: Fiscal Year 2018 Budget Priorities

The Board discussed priorities for the 2018 budget at the July 11, 2017 meeting. That discussion resulted in agreement that the 2017 budget priorities of staff, capital improvements and library materials were still priorities for 2018.

Motion: Wayne Vanderschuere moved that the Board of Trustees adopt the following in this order as budget priorities for Fiscal Year 2018:

- Staffing
- Capital Expenses
- Library Materials

Second: Katherine Spicer seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Business Case for Library Express Closure

In response to a low level of circulation coupled with ongoing equipment issues and high maintenance costs of the materials dispenser at the Library Express kiosk, staff conducted an analysis of the service. The overall cost associated with low demand indicates that it is in the best interest of the District to discontinue the service. Staff have discussed the situation with the property manager, and it has been determined that the bookdrop located at First & Main will remain at the location. An implementation plan to end the dispenser service is in motion and service will be discontinued no later than August 31, 2017.

New Business

Decision 17-8-4: Programming Policy

A new programming policy was written to provide district-wide consistency and guidance for staff and to serve as a tool for program evaluation and selection. Staff integrated goals of the 2017-2020 Strategic Plan into the policy. Topics covered in the policy include procedures, criteria for programs, and guidelines for both staff and presenters.

Motion: Molly Dippold moved to approve Board Policy as it relates to the Pikes Peak Library District Programming Policy as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-8-5: Food & Drink Policy

The Food & Drink Policy is a new policy. As libraries emerge as a “third place” for many, PPLD recognizes the need to allow library patrons to eat and drink in library facilities. This policy establishes broad guidelines for food and drink in the library and allows for differences between PPLD facilities.

Motion: Kathleen Owings moved to approve Board Policy as it relates to the Pikes Peak Library District Food & Drink Policy as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5: 43 p.m.

Cele Krow left the meeting at 4:20 pm

Morgan Pfaelzer left the meeting at 4:20 pm

Kathleen Owings left the meeting at 5:05 pm