



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

NOVEMBER 18, 2020 4 PM

[VIRTUAL MEETING \(ZOOM\)](#)

Call in: 1-253- 215-8782

Meeting ID: 960 7820 4536

Passcode: 719409

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT VIA ZOOM VIDEO CONFERENCING

President Debbie English, Vice President Mina Liebert, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor

Friends of the Pike Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, Old Colorado City Library Manager Amber Cox, Director of the West Region Michael Doherty, Executive Assistant Laura Foster, Strategic Services Librarian Sandy Hancock, (joined the meeting at 4:37 p.m.) Chief Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Services Amy Rodda, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Librarian and Chief Executive Officer John Spears, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, El Paso County Commissioner Holly Williams

Trustee Dr. Ned Stoll joined the meeting at 4:25 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the November 18, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Introduction of Promoted Staff

Director of the West Region Michael Doherty introduced Amber Cox, the new Old Colorado City Library Manager. Director of Adult Services Amy Rodda introduced Sandy Hancock, the new Strategic Services Librarian for Business.

Presentation: Library Experience Survey

Chief Communications Officer Michelle Ray shared the results of the patron survey conducted from September 8 - 30, 2020. The survey was provided in English and Spanish, both online and on paper. There were over 1200 responses of which 1000 responses were included in the survey results.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Board Minutes

Decision 20-11-1: Minutes of the October 28, 2020 Meeting

The minutes of the October 28, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the October 28, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Vice President Mina Liebert, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Dr. Ned Stoll joined the meeting at 4:25 p.m. and was not present to vote on the Minutes of the October 28, 2020 meeting.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-11-2: Meeting Room Policy

Chief Librarian Spears announced the revision of the Meeting Room Policy was presented to the Internal Affairs Committee at their November 10, 2020 meeting. The revision of the policy was led by Sandy Hancock, Strategic Services Librarian for Business. The changes included simplifying the categories of events to Library events and non-Library events, as well as adding event spaces to the available spaces list of meeting rooms and study rooms.

Motion: Scott Taylor moved to approve the meeting room policy as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Vice President Mina Liebert, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Dr. Ned Stoll joined the meeting at 4:25 p.m. and was not present to vote on the Meeting Room Policy.

Decision 20-11-3: Board of Trustees Officer appointments for 2021

The creation of a slate of officers is a function of the Board Governance Committee. Governance Committee Chair Scott Taylor consulted with each Board member to create the 2020 slate of officers. The Slate of Board Officers for 2021 was presented as follows:

President: Wayne Vanderschuere
Vice President: Scott Taylor
Secretary/Treasurer: Dora Gonzales

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve the slate of Board Officers for 2021 as presented.

Second: Dr. Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Board of Directors meeting was held earlier this afternoon. Of the \$15,500 in programming support they had projected for 2020, approximately two-thirds of that amount will be provided due to the impact of Covid-19. Friends of the Pike Peak Library District Board of Directors President Stephen Adams announced a positive response to their year-end giving letter that is expected to result in an additional \$3,000 - \$4,000. The 2021 Slate of Officers will remain the same as 2020. The Annual Meeting of the Friends of the Pikes Peak Library District is scheduled to be held virtually on Wednesday January 27, 2021 at 7:00 pm. Chief Librarian and CEO John Spears will be the keynote speaker. In response to Dr. Ned Stoll's inquiry regarding book donations, Mr. Adams will provide Beth Crumrine's contact information.

Pikes Peak Library District Foundation Report

Chief Development Officer & Foundation Executive Officer Lance James announced a \$500,000 Coronavirus Relief Fund (CVRF) award and thanked everyone who contributed in completing the application.

Financial Report

Chief Librarian John Spears spoke to the Financial Report as Chief Financial Officer Mike Varnet is attending the Colorado Government Finance Officers Association (CGFOA) Annual Meeting and unable to attend today's Board of Trustees meeting. Chief Librarian Spears expressed his thanks to the Leadership Team for their participation in pursuing the CVRF award of \$500,000 which greatly reduces the need to utilize reserve funds. Revenue from property taxes is tracking at 99.6%, and specific ownership taxes are reflecting better than expected, however interest income is down substantially as anticipated.

Public Services Report

Chief Public Services Director and Deputy Chief Librarian Teona Shainidze Krebs thanked all Public Service Directors for continually pivoting to meet the needs of the community. Special thanks to Becca Cruz for her work to setup Assabet Interactive for patron reservations and to Lacey Miller in Adult Education for creating training for staff on the use of this platform.

Trustee Dora Gonzales shared her appreciation for staff filling the role of first responders in the community, to meet needs above and beyond what is typically expected of the Library District. Trustee Wayne Vanderschuere added his recognition of crossing the 2 million mark in use of OverDrive and the extension of Wi-Fi access outside of library locations for patron use. Trustee Cathy Grossman stated these efforts are a clear indication of how much the staff cares for the community. President English commented on the ability of staff to provide solutions that improve our community.

Library Reports

The Communications Report, Facilities Report, Human Resources Report, and Information Technology Report were included in the Board packet.

In response to Trustee Scott Taylor's inquiry regarding the new boiler installation at Library 21c, Chief Facilities Management Officer Gary Syling shared that installation has been completed and the new boilers ran for the first time over the weekend. The final inspection is pending.

Chief Facilities Management Officer Gary Syling shared that Nunn Construction submitted their GMP for the Manitou Library space improvements at a meeting this morning. The GMP was submitted for the current scope of the project at \$159,659, which is under the \$173,756 that was budgeted.

Chief Librarian's Report

Chief Librarian John Spears acknowledged Commissioner Williams and all City and County officials for everything they have done for the community in response to the pandemic.

The Colorado Covid-19 dial has been updated with the addition of a purple level, Extreme Risk. El Paso County is currently at the orange level and risks being moved to the red level if infection levels do not improve. Chief Librarian Spears pointed out that this announcement does designate libraries as essential which allows for some flexibility in how PPLD provides services. Additional restrictions will be implemented beginning Wednesday, November 18, to include returning to curbside service for all material circulation and public access to the buildings being allowed by appointment only for use of public computers, copying, faxing, and scanning. Appointments may also be made with designated staff for specialized reference services if virtual meetings are not feasible. Several changes will also be made to how we handle face coverings in our buildings. Reasonable accommodation for those who claim a medical exemption from wearing a face covering will require staff to engage in a specific discussion with the patron that is guided by requirements of the Americans with Disabilities Act (ADA).

Board Reports

Governance Committee Report

Governance Committee Chair Scott Taylor reported that the Committee met on November 10, 2020. The Committee discussed the CEO goals, the status of the Adopt-a-Trustee program, and that evaluations, using google forms, will be distributed in the next few days. Regular Board of Trustee meeting times for 2021 were suggested as the 3rd Thursday or 3rd Wednesday of each month at 4:00 p.m. Adjustments would be made for both September and December to accommodate religious holidays and the deadline for the budget respectively. Governance Committee Chair Scott Taylor will email these suggestions to all Trustees and ask that they provide feedback prior to the next Governance Committee meeting on December 8th. The decision regarding the 2021 meeting schedule will be on the Board of Trustees December meeting agenda. A discussion of committee chair appointments for 2021 will also be on the December agenda.

Internal Affairs Committee Report

Internal Affairs Committee Chair Wayne Vanderschuere shared that the Committee met on November 10, 2020. The Committee discussed the meeting room policy and the 2021 budget. An item that was too late for the committee meeting agenda was an opportunity for the District to co-locate in a new development in the Security area. Due to the location being within the Security Public Library service area, the opportunity cannot be pursued by the Pikes Peak Library District.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert stated that the Committee met on November 10, 2020. The discussion included the operational changes that went into effect today and a review of the AskCOS survey results. A meeting will be held this Friday to discuss and develop a strategy to pursue a mill levy increase.

Board President's Report

President Debbie English congratulated Sandy Hancock and thanked her for accepting the Strategic Services Librarian for Business position. President English also thanked the Trustees for accepting the 2021 appointments.

Adopt-a-Trustee Update

Trustee Cathy Grossman met virtually with Library 21c Manager Catie Tierney and Library Supervisor Melissa Schloesser. Staff at Library 21c are excited to implement texting for curbside service and are pleased to have volunteers return. Trustee Grossman also learned, in meeting with Library Manager Amber Cox and Library Supervisor Trish Blakely, that the Friends of the Pikes Peak Library District are very active with the Old Colorado

City Library. Old Colorado City staff are considering how to utilize Bancroft Park for outdoor activities due to its close proximity to the Library.

Trustee Scott Taylor met in-person with Library Manager Liz Wilhoff and Library Supervisor Andrea Keiter of Calhan and was interested to hear the perspective of a smaller, rural library. Trustee Taylor also met virtually with the Communications Department and will be meeting virtually with Human Resources later this month.

Trustee Dora Gonzales met virtually with Melody Alvarez in Family and Children's Services and was impressed with the prenatal workshop that is offered as well as the excellent introduction to early literacy that is provided. In her virtual meeting with Gigi Holman, Library Manager of the Fountain Library, Trustee Gonzales learned that parents stationed at Fort Carson are a large presence at the Library. The history of Fountain is a very popular topic, and ways to further promote that are being explored.

Trustee Mina Liebert met virtually with Whitney Springer, Library Manager of the Manitou Springs, and Ute Pass Libraries. The move to the MA(C) is greatly anticipated, and Wi-Fi access has been much appreciated.

EXECUTIVE SESSION

President English called for a motion from the Board to move into Executive Session to review CEO Goals as authorized by C.R.S. § 24-6-402(4)(f)

Motion: Dr. Ned Stoll moved that the Board of Trustees meet in Executive Session to review CEO Goals as authorized by C.R.S. § 24-6-402(4)(f)

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 6:20 p.m. Scptt Taylor briefly discussed changes to the Chief Librarian's annual goals.

ADJOURNMENT

There being no further business to discuss, President English adjourned the November 18, 2020 regular meeting of the Pikes Peak Library District Board of Trustees at 6:21PM.

The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at <https://ppld.org/board-trustees>

Providing resources and opportunities that impact individual lives and build community