

## DECISION 20-9-1

### PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

AUGUST 26, 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

President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, El Paso County Commissioner Cami Bremer, Executive Assistant Laura Foster, Chief Development Officer & Foundation Executive Director Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Munis System Support Specialist Carol Morrow, Chief Information Officer Rich Peters, Ruth Holley Branch Manager Fran Ponce-Toledo, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet , El Paso County Commissioner Holly Williams

Trustee Mina Liebert joined the meeting at 5:03 p.m.

#### BOARD MEMBERS ABSENT

Trustee Wayne Vanderschuere

#### REGULAR MEETING OF THE BOARD OF TRUSTEES

##### CALL TO ORDER

President English called the August 26, 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 New Staff**

Chief Financial Officer Mike Varnet introduced new staff member Carol Morrow, Munis Systems Support Specialist.

##### PUBLIC COMMENT

There was no public comment.

##### BUSINESS ITEMS

###### **Board Minutes**

###### **Decision 20-8-1: Minutes of the July 22, 2020 Meeting**

The minutes of the July 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Cathy Grossman moved to approve the minutes of the July 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the Minutes of the July 22, 2020 Meeting.

### **Consent Items**

There were no consent items on the agenda.

### **Unfinished Business**

#### **Decision 20-8-2: 2020 Chief Librarian and CEO's Goals**

The Board of Trustees reviewed and updated the Chief Librarian and CEO's 2020 Goals and discussed those goals with Chief Librarian Spears. The goals were presented for approval as follows:

1. Develop a facilities master plan for Pikes Peak Library District.
2. Implement marketing plans to increase awareness of Library programs and services.
3. Implement a Government Outreach to improve communication and awareness of the Pikes Peak Library District with various community leaders and outer municipalities.
4. Continue professional development strategy for the Chief Librarian as well as the PPLD staff.
5. Develop a new strategic plan for the Pikes Peak Library District in 2020.
6. Brief the Board periodically throughout the year about the progress of these and strategic plan goals.
7. Develop pandemic plans for the district. The plan should outline how the district would provide services to the community.

**Motion:** Scott Taylor moved that the Board of Trustees approve the Chief Librarian and CEO's Goals as stated, written, and reviewed.

**Second:** Dora Gonzales seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the 2020 Chief Librarian and CEO's Goals.

### **New Business**

#### **Decision 20-8-3: 2019 Fiscal Year Audit**

An audit of PPLD's 2019 financial records was conducted by BKD, LLP. The audit was completed in accordance with all applicable State statutes and in accordance with Generally Accepted Auditing Standards.

President Debbie English reported that representatives from BKD, LLP met with the Internal Affairs Committee on July 27, 2020.

Chief Financial Officer Michael Varnet briefly highlighted portions of the Comprehensive Annual Financial Report

for the year ending December 31, 2019, which was included in the Board packet. Debbie English shared her appreciation of Mr. Varnet and the Finance Office staff for completing the audit process so efficiently during the pandemic.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees accept the audit of the District's 2019 financial records as presented by BKD, LLP.

**Second:** Cathy Grossman seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the 2019 Fiscal Year Audit.

#### **Discussion: Mid-year Budget Resolution**

A draft Mid-Year Budget Resolution was included in the Board packet. Chief Financial Officer Mike Varnet explained that a hearing for the budget resolution will take place on September 23, 2020, and that the final Mid-Year Budget Resolution will be presented to the Board for consideration and decision at the September 23, 2020 regular meeting of the Board.

The Mid-Year Budget Resolution will address the following:

- Balances carried over from 2019 capital project funds
- Outstanding encumbrances as of 12/31/19
- Adjustments to the budget, many as a result of the economic impact of COVID-19

#### **Decision 20-8-4: Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws**

A revision of the PPLD Foundation's Articles of Incorporation and Bylaws was included in the Board packet. This revision removes the required approval of the PPLD Board of Trustees to amend, alter, change, or repeal Articles of Incorporation and Bylaws.

In response to Trustee Scott Taylor's question regarding the Foundation's accounting practices, Chief Development Officer & Foundation Executive Director Lance James clarified that PPLD provides accounting support but that the Foundation accounts are separate from PPLD accounts.

**Motion:** Dr. Ned Stoll moved that the Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws be accepted as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws.

At this time, President English thanked Commissioner Williams for attending the meeting and also thanked Commissioner Bremer for attending part of the meeting.

#### **Decision 20-8-5: Authorization to dispose of John Deere Gator XUV 825i w/Power Steering, \$12,000**

The John Deere Gator, purchased when Library 21c opened to assist with snow removal, has proven to not be the most efficient equipment for snow removal. Facilities will replace this with equipment used at other library locations. The price is based on market value.

**Motion:** Cathy Grossman moved to authorize the disposal of John Deere Gator XUV 825i as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the disposal of John Deere Gator XUV 825i.

### **Decision 20-8-6: 2021 Employee Health Insurance Programs**

Chief Financial Officer Mike Varnet explained the Health Insurance increase for 2021 was presented to PPLD at 5% to which PPLD counter-offered an increase of 3%. The counter-offer was accepted provided Board approval is obtained to accept the 3% increase in August 2020. President English thanked everyone who participated in the negotiation.

**Motion:** Dora Gonzales moved to approve the 2021 Employee Health Insurance Programs as presented.

**Second:** Scott Taylor 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 Report was included in the Board packet. Board of Directors President Stephen Adams shared changes that have resulted in Susan Gilbert assuming the role of treasurer, and a new finance coordinator being approved. A high volume of donations have been received, and creative ways to increase book sales under the pandemic limitations are being investigated.

### **Pikes Peak Library District Foundation Report**

The Pikes Peak Library District Foundation Report was included in the Board packet. Foundation Executive Director Lance James indicated that the Foundation has received inquiries for the Foundation to be part of two estate plans since the Darlene and Milt Johnson gift was announced. Mr. James shared that two grant applications are being submitted, one to the Sorenson Foundation and the other to El Paso County Regional Business Relief Fund. He thanked the County Commissioners and Commissioner Williams in particular for their support of businesses and organizations like PPLD who have felt the impact of COVID-19.

### **Financial Report**

The Financial Report for the period ending July 31, 2020 was included in the Board packet. Chief Financial Officer Mike Varnet stated that both revenue and expenditures are tracking lower than last year. He indicated that these lower figures are largely due to the pandemic.

### **Public Services Report**

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs indicated that the report includes details on the effort to support schools that were requested at the July meeting. Program statistics for July 2020 were included in the report, and a comparison of July and August is anticipated for the September Board meeting.

**Library Reports:** Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services, & Security Report

Trustee Grossman asked about the volume of incidents regarding the wearing of masks. Chief Safety, Social Services, & Security Officer Michael Brantner shared that approximately 80% of current incidents are mask related, with many being complaints received after a patron visit.

Trustee Mina Liebert inquired about the impact of COVID-19 on employee retention. Chief Human Resources

Officer Heather Laslie indicated staff are separating for a variety of reasons, primarily COVID related: uncomfortable with going out in the community in general (not because of PPLD specifically), retirement eligible, high risk or living with someone at high risk, or choosing to retire early.

### **Chief Librarian's Report**

Chief Librarian Spears thanked Mike Varnet for the tremendous amount of work he has done with the 2019 audit, budget adjustments for 2020 and the budget planning for 2021.

Chief Librarian Spears shared that discussions are underway between PPLD and the City of Palmer Lake. PPLD has been under contract with Palmer Lake for use of the current building since 1982. The agreement states no rent for use of the building, payment of half the utilities, and that the town is responsible for exterior work to the property. Palmer Lake is seeking bids on replacing the ramp and hopes to make a decision in September. A more extensive assessment of the building is likely. Palmer Lake is proposing a new agreement that would include paying rent and increasing our portion of utilities to 75%. Discussions are on-going and a new agreement will not be considered before ADA compliance is reached and a building assessment and plan on addressing issues is completed..

Chief Librarian Spears provided a status update of the CEO goals.

## **Board Reports**

### **Governance Committee Report**

Governance Committee Chair Scott Taylor reported that the Committee met on August 11, 2020. The Committee discussed:

- 2020 CEO Goals
- Board Bylaws Updates
- Adopt-a-Trustee
- Volunteer Agreement

Additionally, the reappointment of Debbie English for a second term on the Board was mentioned and will be pursued.

### **Internal Affairs Committee Report**

The Internal Affairs Committee met on August 11, 2020. The Committee discussed:

- Mid-year Budget Resolution
- Scenario planning
- Disposition of the John Deere Gator
- 2019 Fiscal Year Audit will be presented at the August Board meeting by Chief Financial Officer Mike Varnet.

### **Public Affairs Committee Report**

The Public Affairs Committee met on August 11, 2020. The Committee discussed:

- Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws
- Urban Renewal Authority Update

### **Board President's Report**

President English indicated there is nothing more to report beyond comments already made at this meeting. She thanked everyone for their adaptability and wants everyone to know how much they are appreciated.

## **I. ADJOURNMENT – AT 6:06 PM.**

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**