

**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES**

**OCTOBER 28, 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, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor

Chief Librarian and CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Director of Family and Children's Services Melody Alvarez, Chief Safety, Social Services, & Security Officer Michael Brantner, Joy Davenport, Director of the West Region Michael Doherty, Executive Assistant Laura Foster, Chief Development Officer & Foundation Executive Director Lance James, Senior Library Associate Philip Krogmeier, Chief Human Resources and Organizational Development Officer Heather Laslie, Senior Librarian Becca Philipsen, Chief Communications Officer Michelle Ray, Director of Young Adult Services Joanna Rendon, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter

Vice President Mina Liebert joined the meeting at 5:10 pm, Trustee Dr. Ned Stoll joined the meeting at 5:31 pm.

**CALL TO ORDER**

President English called the October 28, 2020 regular 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.

**CORRESPONDENCE AND PRESENTATIONS**

**Presentation: Introduction of Promoted Staff**

Chief Librarian and CEO John Spears introduced recently promoted staff member Melody Alvarez, Director of Family and Children's Services.

**Presentation: 2020 Summer Adventure (M. Alvarez, B. Philipsen)**

The Summer Adventure program provides a means for youth to further develop creative skills during the summer. Trustee Scott Taylor shared that his children love the program and that he appreciates the efforts made to redesign the program for this summer.

**PUBLIC COMMENT (3 Minute Time Limit per Person)**

There was no public comment.

**BUSINESS ITEMS**

**Board Minutes**

**Decision 20-10-1: Minutes of the September 23, 2020 Meeting**

The minutes from the September 23, 2020 Meeting of the Board of Trustees were included in the Board packet.

Trustee Mina Liebert had requested, prior to this meeting, that the minutes be corrected to reflect the correct time that she joined the meeting.

**Motion:** Scott Taylor moved to approve the minutes of the October 28, 2020 regular meeting of the Board of Trustees be as corrected.

**Second:** Wayne Vanderschuere seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:10 pm and Trustee Dr. Ned Stoll joined the meeting at 5:31 pm and were not present to vote on the Minutes of the September 23, 2020 meeting.

### **Consent Items**

No consent items were presented.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

#### **Decision 20-10-2: Manitou Arts Center Improvements CM/GC Services**

Chief Facilities Management Officer Gary Syling clarified that expenses for the Manitou Arts Center Improvements CM/GC Services are included in the 2021 budget.

**Motion:** Scott Taylor moved to accept the Manitou Arts Center Improvements CM/GC Services as presented.

**Second:** Wayne Vanderschuere seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:10 pm and Trustee Dr. Ned Stoll joined the meeting at 5:31 pm and were not present to vote on the Manitou Arts Center Improvements CM/GC Services.

#### **Decision 20-10-3: Unexpected Closing Policy**

The need to expand the definition in this policy to go beyond weather concerns was identified. The updated policy includes verbiage to address additional situations such as the boiler replacement.

**Motion:** Wayne Vanderschuere moved to approve the Unexpected Closing Policy as presented.

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

**Vote:** The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:10 pm and Trustee Dr. Ned Stoll joined the meeting at 5:31 pm and were not present to vote on the Unexpected Closing Policy.

#### **Discussion: 2021 Budget Proposal**

A copy of the 2021 Budget Proposal was provided in the Board packet. Chief Librarian John Spears explained the importance of considering the 2020 budget in understanding the 2021 Budget Proposal. Efforts to reduce the 2020 budget included instituting a soft hiring freeze and evaluating Capital Project expenses. This effort resulted in

nearly \$1,000,000 in savings.

Chief Financial Officer Mike Varnet provided the highlights to the 2021 Budget Proposal are:

- A pay adjustment of 1.5% for staff
- A contingency fund of \$100,000 to address the potential impact of the Colorado Equal Pay for Equal Work Act.
- No change to retirement plan funding for 2021.

Mr. Varnet clarified that the items discussed in the mid-year budget are included in the Capital Funds section of the budget. He thanked Public Services and Support Service Departments for working together to identify cuts within their budget lines. He also shared that every manager provided a narrative to further explain the budget. Mr. Spears also indicated that an effort to encourage Shelves to pursue available Library Assistant positions, if successful, will reduce the budget even further.

Mr. Varnet also expressed special thanks to Accountant Tatiana Zonte for her passion and hard work. Several Board members shared their appreciation for the detail provided in the narratives and the accountability measures built into the process.

Chief Librarian John Spears thanked Mike Varnet for a phenomenal job developing and managing the improved budget process for 2021 and recognized Public Services for their exceptional efforts in reducing their budget lines.

Trustee Wayne Vanderschuere shared his support in recognizing staff with a pay increase and accessing reserve funds due to circumstances beyond our control. President Debbie English recognized everyone's hard work in developing the budget under the constraints of the pandemic and asked that the appreciation of the Board be shared with staff.

## **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 that a review of the 2020 budget is underway to determine the impact of the pandemic on expenses and revenue. Facebook sales continue to catch on. Debbie English thanked the Friends for going above and beyond in adapting to the challenges of 2020.

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

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Lance James announced that Kathleen Owings and Nadine Hensler have accepted two of the three open positions on the Board. The application for the second round of Coronavirus Relief Funds was submitted requesting \$500,000 with notification of an award to be made in early November. Lance James thanked everyone across the District who participated in completing the application. Chief Financial Officer Mike Varnet shared his thanks to Lance James for managing to meet the short application deadline.

### **Financial Report**

The Financial Report for the period ending September 30, 2020 was included in the Board packet. Chief Financial Officer Mike Varnet shared that numbers look better after the mid-year budget resolution.

### **Public Services Report**

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs congratulated Adult Education Director Tammy Sayles on her appointment to the Pikes Peak Workforce Center (PPWFC) Board. Ms. Shainidze Krebs shared that the Directors held a second retreat to identify a common goal across Public Services, selecting 'Combatting Loneliness' for staff and patrons during the pandemic. President English applauded the Directors for their awareness of this need in the community and wanting to make a difference.

## **Library Reports**

The Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report were included in the Board packet.

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

Chief Librarian John Spears shared the Leadership Team participated in its first retreat in 4 years, led by Organizational Development Manager Cody Logsdon and Training Supervisor Sarah Marshall. The retreat focused on collaboration of the Leadership Team and exploring the parameters of the role of leadership within the organization.

PPLDCon pivoted to virtual and was a phenomenal success. Feedback has been positive and indicated that many staff members preferred the virtual format.

Chief Librarian Spears stated that total circulation is down approximately 18% and physical circulation is down almost 30%. It appears that circulation is beginning to plateau.

While PPLD is developing a partnership agreement with the Manitou Art Center, the relationship with the city of Manitou Springs continues regarding the historic Carnegie building. Chief Librarian Spears attended a working session of the Manitou Springs City Council in which they came to a consensus of doing an expansion of the building. A design created by Mr. Thorp, who specialized in historic buildings and has specifically worked on Carnegie Library expansions, is being used as a baseline. Trustee Scott Taylor asked that a copy of that design be shared with the Board.

Phase 4 of the Reopening Plan is not as clearly defined as previous phases. Although consideration is being given to adding services, opening maker spaces and meeting rooms, any further opening is postponed until after Election Day, as several Libraries are polling places. The PPLD plan is more restrictive than required, and the District will continue to be guided by staff and public safety. Chief Librarian Spears expressed gratitude to the Leadership Team for continuously adapting to meet community needs

President Debbie English welcomed Trustee Mina Liebert and Trustee Dr. Ned Stoll who joined the meeting during the Chief Librarians Report.

## **Board Reports**

### **Governance Committee Report**

Governance Committee Chair Scott Taylor reported that the committee met on October 13. to discuss officers for 2021. Appointments have been sent to each board member and will be voted upon in either the November or December regular meeting of the Board. An update on the Adopt-a-Trustee program reflects that most of the meetings have been scheduled. All Adopt-a-Trustee visits are expected to occur before the end of November.

### **Internal Affairs Committee Report**

Internal Affairs Committee Chair Wayne Vanderschuere reported that the committee met on October 13. The agenda included a discussion of the Manitou/MAC Construction award, a review of the Unexpected Closings Policy, and a discussion of the FY2021 Budget.

### **Public Affairs Committee Report**

Public Affairs Committee Chair Mina Liebert stated that the committee did not meet in October.

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

President Debbie English shared that she attended PPLDCon and was pleased with how well the day went as a virtual event. She stated that the presentations were remarkable, and commended the selection of keynote speaker, Dr. Anita

Mosby. President English indicated she enjoyed her final 2020 Adopt-a-Trustee visit with High Prairie Library, held virtually. She invited other Trustees to share their participation with 2020 Adopt-a-Trustee visits and PPLDCon.

Trustee Wayne Vanderschuere stated that his Adopt-a-Trustee visits with Creative Services, Adult Education, and Penrose Library were informative. Trustee Vanderschuere also shared that he attended a portion of PPLDCon and gave kudos to Jeremiah Walter for being a great Emcee and keeping the schedule moving.

Trustee Cathy Grossman attended her visit with Collection Management/Circulation virtually. She thought the Board of Trustees would be interested in knowing that a diversity audit of the collection is underway. Additional visits are scheduled and will occur before the end of November.

Trustee Dora Gonzales met virtual with Regional History and Genealogy and was amazed with their efforts. Trustee Gonzales also has additional visits scheduled that will occur before the end of November.

Trustee Mina Liebert shared that she met virtually with Young Adult Services and Sand Creek Library. She expressed the importance of meeting the needs of the community by being a polling place for the community. Trustee Liebert has a visit scheduled in early November also.

Trustee Dr. Ned Stoll met with Gary Syling, Chief Facilities Management Officer, and learned of the multiple efforts to provide safe, comfortable environments for staff and the community. Trustee Stoll also shared that he appreciated Chief Information Officer Rich Peters assistance in resolving technology issues he was experiencing.

#### **ADJOURNMENT**

There being no further business to conduct, President English adjourned the October 28, 2020 meeting of the Board of Trustees at 5:44 p.m.

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**