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PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
May 18, 2022 5 pm

PENROSE LIBRARY – COLUMBINE ROOM A

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

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799

Meeting ID: 883 8779 8379

Passcode: 730852

President Dr. Ned Stoll, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Erin Bents, Trustee Debbie English, Trustee Mina Liebert

Interim Chief Librarian and CEO Teona Shainidze Krebs, Chief Safety, Social Services and Security Officer Michael Brantner, Old Colorado City Library Manager Amber Cox, Executive Assistant Laura Foster, Director of Adult Services Janina Goodwin, Chief Financial Officer Randy Green, East Library Manager Gigi Holman, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Director of Regional History and Genealogy Brett Lobello, Strategic Services Librarian Betty McDonald, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Fountain Library Manager Jake Rundle, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Sand Creek Library Manager Sara Sharples, Director of Southeast Region Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Mobile Library Manager Lisa Ward, Ruth Holley Library Supervisor Tessia Warren, Steve Abele, City Councilmember Randy Helms

Trustee Erin Bents arrived at 5:10 p.m.

Trustee Scott Taylor arrived at 5:16 p.m.

Absent: Trustee Aaron Salt

### REGULAR MEETING OF THE BOARD OF TRUSTEES

#### CALL TO ORDER

President Dr. Ned Stoll called the May 18, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

#### ITEMS TOO LATE FOR THE AGENDA

Chief Safety, Social Services and Security Officer Michael Brantner informed the Board of Trustees about recent visits of First Amendment auditors at some of PPLD's libraries. Information is available for visitors regarding the first amendment, the Code of Conduct, and the Recording, Photography, and Filming Policy. Case law information is also available in a policy for all staff to share with auditors. The interior of the library is considered a limited public forum which protects the right to privacy of a library patron; library property outside of the building is considered a public forum.

#### PRESENTATIONS

Southeast Regional Director Abby Simpson introduced East Library Manager Gigi Holman, who has managed other libraries and began in this position on April 18, 2022.

Southeast Regional Director Abby Simpson introduced Sand Creek Library Manager Sara Sharples, who has worked with Pikes Peak Library District for 15 years and began as Sand Creek Library Manager in February 2022.

Southeast Regional Director Abby Simpson introduced Fountain Library Manager Jake Rundle who managed Sand Creek Library before accepting this position in September 2021.

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

There was no public comment.

## BUSINESS ITEMS

### **Decision 22-5-1:** Minutes of the April 20, 2022 Meeting

The minutes of the April 20, 2022 Board of Trustees regular meeting were included in the Board packet. The minutes were amended to reflect that Trustee Erin Bents and Trustee Debbie English were present at the meeting.

**Motion** Erin Bents made a motion to approve the minutes of the April 20, 2022 regular meeting as amended,

**Second:** Mina Liebert seconded the motion.

**Vote:** The motion was approved unanimously.

### **Consent Items**

No consent items were presented.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

#### **Review:** Child Safety Policy

There was no change to the board policy. Grammatical updates were made within the procedural section of the policy.

#### **Decision 22-5-2:** Regional History and Genealogy Collection Policy

Interim Public Services Officer and Deputy Chief Librarian Tammy Sayles explained that this is a new policy, and that recommended changes from the Internal Affairs Committee are noted in blue.

**Motion:** Dora Gonzales made a motion to approve the Regional History and Genealogy Collection Policy as presented.

**Second:** Mina Liebert seconded the motion.

**Vote:** The motion was approved unanimously.

#### **Decision 22-5-3:** Surveillance Camera System Replacement

Mina Liebert asked how the district is managing security until the new surveillance cameras are installed. Chief Safety, Social Services and Security Officer Michael Brantner explained that staff currently physically respond to an alarm by travelling to the library, whereas with the new camera system they will be able to view the recording to determine next steps. In response to a question from Scott Taylor regarding the system design, Chief Information Technology Officer Rich Peters explained that PPLD staff worked with the vendor to expand the design created for the smaller libraries where this system is already in use. Modifications to the design were a result of problems that arose when installation began at larger libraries. The increase in the contracted amount is already included as a contingency line in the Capital reserve.

**Motion:** Debbie English made a motion to approve the Surveillance Camera System Replacement as presented.

**Second:** Erin Bents 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. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan shared that the Literary Awards luncheon is scheduled for June 18 from 11:30 a.m. – 2:00 p.m. The 2022 Frank Waters Award recipient is Jim Fergus. The 2022 Golden Quill Award recipient is John Andersen. Registration is available through a link on the Friends webpage. Ms. Jordan stated she was at Monument the day the First Amendment Auditors were present and was impressed with how the staff members handled the conversation.

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

The Pikes Peak Library District Foundation Report was included in the Board packet. Mina Liebert congratulated the Foundation for the success of Library Giving Day.

Scott Taylor asked for an explanation of the Lift Zone project. Interim Chief Librarian and CEO Teona Shainidze-Krebs explained that PPLD is one of seven libraries across the country that were approved to participate in this program sponsored by Comcast. Lift Zones will be installed sequentially at Library 21c, East Library, Ruth Holley Library, and Penrose Library. Lift Zones will provide an additional option within these libraries for internet access.

### **Financial Report: April 2022**

The April Financial Report was provided as an addendum to the Board packet. Chief Financial Officer Randy Green shared that revenue is tracking closely with last year. There is an increase in expenditures for 2022 due to the increase in the employer contribution to the retirement fund as part of the fund's five-year plan.

Interim Chief Librarian and CEO Teona Shainidze Krebs announced that interviews for the Controller position were held on May 17, 2022 and the goal is to fill the position very soon. PPLD did not request an extension to the 2021 audit.

### **Public Services Report**

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles announced that Regional Directors Abby Simpson and Michael Doherty have split the responsibility of leading the north region. Other achievements within Public Services include:

- Fountain Library hosting a very successful drug takeback day
- Regional History & Genealogy digitizing the Stewart Brothers photography collection.
- The Food Industry Training (FIT) program Graduation ceremony scheduled for this Friday, May 20 at 11:00 a.m. in the Venue at Library 21c. 5 students will participate in the graduation.

**Support Services Reports:** Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services and Security Report

The Support Services Reports were included in the Board packet.

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

Interim Chief Librarian and CEO Teona Shainidze Krebs met with County Commissioner Stan Vanderwerf, County Commissioner Carrie Geitner, and City Councilmember Stephannie Fortune.

The Strategic planning process began with all staff participating in the development of the new Mission, Vision, and Values statement. Input sessions with elected officials, community leaders, and interested community members are scheduled for July, with opportunities for patrons to submit their ideas electronically or on forms available at all libraries if they are unable to attend an in-person session. A Strategic Planning Committee consisting of Board members, PPLD staff, and members of the public will collate all the information and produce an internal document to track progress and external document for the public to view on the website.

Ms. Shainidze Krebs attended the Gazette's 150<sup>th</sup> anniversary event at the Broadmoor on May 5, 2022 and had the opportunity to speak with Mayor John Suthers. Special Collections archives were included at the event. Ms. Shainidze

Krebs also attended the opening of Palmer Lake and thanked the Palmer Lake Community and the Friends of the Pikes Peak Library District for their participation.

## **Board Reports**

### **Governance Committee Report**

Governance Committee Chair Dora Gonzales reported that the Committee met on May 3, 2022. The discussion included planning a Fall retreat and a review of the Interim Chief Librarian and CEO goals.

### **Internal Affairs Committee Report**

Internal Affairs Committee Chair Debbie English reported that the Committee met on May 3, 2022. In addition to the decisions and review item today, the committee also discussed the decision to not extend the audit.

### **Public Affairs Committee Report**

Public Affairs Committee Chair Mina Liebert reported that the Committee met on May 3, 2022. Advocacy training for trustees was the focus of the meeting.

### **Trustee Update**

Debbie English has completed three Adopt-a-Trustee visits:

- Attending an Adult Services staff meeting and toured the department at Penrose Library.
- Visiting Cheyenne Mountain Library. Ms. English commented how integrated Cheyenne Mountain Library is in the community and how excited staff are about what they do.
- Visiting Monument Library and talking with staff about recent First Amendment Auditor visits. Staff indicated they were trained and felt well supported by the District. Ms. English shared her appreciation for everyone's professional handling of the situation.

Dora Gonzales shared her Adopt-a-Trustee visit at Ruth Holley Library, where she learned of their programs and collaborations with community groups, specifically hosting the Care and Share Mobile Market. Ms. Gonzales would like to see more Spanish speaking materials at this location. Ms. Gonzales also visited with Creative Services at Library 21c where she visited the studio, maker space, and the kitchen. Ms. Gonzales will visit with Rockrimmon Library tomorrow.

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

President Dr. Ned Stoll thanked trustees for reporting on their Adopt-a-Trustee visits. President Stoll thanked Randy Green for working countless hours as he manages his position as CEO and as acting controller. President Stoll shared his appreciation for Chief Information Technology Officer Rich Peters navigating supply chain issues and for Chief Safety, Social Services, and Security Officer Michael Brantner's handling of security issues across the district and for presenting how the First Amendment Auditor visits are managed. President Stoll commended Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles for her management of Public Services, and shared his appreciation for Interim Chief Librarian and CEO Teona Shainidze Krebs' leadership. President Stoll wrapped up his comments with thanking the Trustees for their support of and participation in PPLD activities.

## **ADJOURNMENT**

There being no further business to conduct, President Dr. Ned Stoll adjourned the May 18, 2022 meeting of the Board of Trustees at 6:20 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>