

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 10, 2017
8 am
Penrose 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

Executive Director John Spears, Community Engagement & Outreach Officer Sean Anglum, Foundation & Development Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Laura Ettinger, Friends of the Pikes Peak Library District Board President-Elect Dora Gonzales, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, El Paso County Commissioner Peggy Littleton, Associate Director for Library Services Janice McPherson, Adult Services Librarian Melissa Mitchell, Penrose Facilities Supervisor Jim Nelson, Technology & Virtual Services Officer Richard Peters, Associate Director for Branches Lynne Proctor, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the January 10, 2017 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.

PUBLIC COMMENT

There was no public comment.

The Board left the meeting room at 4:02 p.m. to have a group photo taken.
The Board returned to the meeting room at 4:15 p.m.

President Grossman announced that a list of motions will be provided to the Board members at each Board meeting.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the December 6, 2016 meeting of the Board of Trustees were presented for review.

Motion: Kathleen Owings moved to approve the minutes of the December 6, 2016 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

Correspondence

President Grossman read a letter from recently retired Board member John Wilson. Mr. Wilson thanked the members of the Board for gifts presented to him at his farewell reception on December 6, 2016.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet.

Presentations

Adult Services Librarian Melissa Mitchell provided information about PPLD's Adult Reading Program. The program is modeled after reading programs for children, but is for adults 18 years and older. The program, which is being called "Winter Adult Reading", kicks off on January 14, 2017 with a party at East Library. Adult readers may register online or at any PPLD facility to record what they read to earn prizes. This year PPLD is partnering with Inertia Coffee, Rocky Mountain Chocolate Factory, Cole's Gourmet Popcorn, Louie's Pizza, Carmike Cinemas and the PPLD Foundation. Grand prizes include a 32 inch Samsung LED TV and an iPad Mini 4.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Laura Ettinger introduced incoming Friends President Dora Gonzales. The new Friends Board members will be installed at the Friends Annual Meeting on January 14, 2017.

Pikes Peak Library District Foundation

Foundation & Development Officer Dolores Cromeens took a moment to recognize the support that the Friends of the Pikes Peak Library District provide to PPLD. Ms. Cromeens reported that PPLD Foundation fundraising for 2016 reached \$793K. She noted that the work of the Foundation is truly a team effort.

Executive Director Spears thanked Ms. Cromeens for all of her efforts in 2016.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the Governance Committee has not met in 2017.

Internal Affairs Committee

Internal Affairs Committee Chair Ken Beach reported that the committee has not met in 2017.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that she will begin representing the Board of Trustees at Friends Board meetings.

Board President

President Grossman announced that a list of key Library events in 2017 will be available at the February Board meeting. She hopes that each Board member will attend at least 1-2 of these events.

President Grossman would like the Board to reintroduce the "Adopt-a-Branch" program. More info on this program will be coming at the February Board meeting.

Financial Report

The financial report for the period ending November 30, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet noted that specific ownership tax revenues in December 2016 were about \$50K higher than in the previous year, bringing PPLD close to its TABOR limit. Interest income is also doing better than in previous years. Expenses are tracking as expected.

Executive Director's Report

Executive Director John Spears discussed some directions that PPLD will take in the coming year.

- **Security:** In an effort to break the cycle of incidents at Penrose Library and to validate the perception of Penrose Library as a safe place for staff and patrons, an off-duty, uniformed police officer will be hired to patrol during all open hours for 12 weeks.
- **Policies:** A new photo/filming policy is in development. PPLD's meeting rooms policy will be updated, removing fees for meeting rooms across the District. All PPLD policies will be examined in 2017 with the goal of removing barriers to access for the public.
- **Social Workers in Libraries:** PPLD will look into collaborating with colleges to bring Masters of Social Work students into our libraries to complete internships.
- **Programming:** PPLD will gear programming to bring the community together.

- Strategic Planning: In 2017 PPLD will involve the entire community in a strategic planning process, utilizing the *Aspen Report* as a model for the process.

BUSINESS ITEMS

Decision 17-1-1: Consent Items

Consent Items Presented:

1. New Hires
2. Resolution to Apply for 2017-2018 AEFLA Grant
3. Resolution Designating Posting Places for 2017 Board Meetings
4. Resolution Designating the Official Custodian of Records
5. Disposition of PPLD Property
6. 2017 Contract/Vendor Approval
7. Conflict of Interest Statement
8. Insurance Policies
9. Auditor for Audit of 2016 Financial Records

Trustee Vanderschuere recused himself from the vote on Consent Item #6, 2017 Contract/Vendor Approval. For that reason, item 17-1-1-6 was pulled from the Consent Agenda to be considered as a separate item in New business.

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

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 17-1-2: 2017 Contract/Vendor Approval

This item was moved from the Consent Agenda.

Motion: Ken Beach moved that the Board approve the list of 2017 Contracts/Vendors as presented.

Second: Keith Clayton seconded the motion.

Vote: Trustee Vanderschuere recused himself from the vote.

Trustees Beach, Clayton, Dippold, Grossman, Owings and Spicer voted to approve the motion. The motion passed. (1 abstained, 6 in favor)

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:05 p.m.