

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
June 28, 2016
8 am
Palmer Lake Library**

MEMBERS PRESENT

President Ken Beach, Vice President Cathy Grossman, Secretary/Treasurer John Wilson, Trustee Keith Clayton, Trustee Molly Gary, Trustee Katherine Spicer

MEMBERS ABSENT

Trustee Kathleen Owings

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Community Engagement & Outreach Officer Sean Anglum, Foundation & Development Officer Dolores Cromeens, Executive Assistant Sue Hammond, Monument/Palmer Lake Library Manager Andrew Hart, Human Resources Division Head Sally Jensen, Information Technology and Virtual Services Officer Richard Peters, Associate Director of Public Services Alan Schlosser-Couch, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet, Public Services Specialist Sandy Yates

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Beach called the June 28, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:05 am.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the May 24, 2016 meeting of the Board of Trustees were presented for review and approval. Trustee Clayton requested that the minutes be amended to include additional detail of the discussion of the Bylaws revision. Trustee Clayton will provide Ms.

Hammond with the amended text. The amended minutes will be included for review in the July 26 Board Packet.

Correspondence

Two letters were included in the Board packet.

- School District 11 Superintendent Nicholas M. Gledich wrote to thank the following PPLD staff members for presentations to District 11 students: Joanna Rendon, Renee Sanning, Kristin Brown, Tiffany Paisley, Ruth Venable, Betty McDonald, Evan Kendrick, and Carol Scheer. Superintendent Gledich noted that PPLD's engagement with District 11 broadens the scope of their educational program, demonstrating to the students that the community values education and believes that each student's success is a valuable asset.
- Autism & Asperger Connections Board President Kelly Everly wrote to announce that a poll on the ACC Facebook page voted Pikes Peak Library District to be "Best of Autism Support" company/organization.

Events & Press Clippings

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

Presentations

Summer Reading 2016

Monument/Palmer Lake Children's Specialist Sandy Yates reported on PPLD's 2016 Summer Reading Games. The theme for children is "On Your Mark, Get Set, Read", and the theme for teens is "Get in the Game". Ms. Yates noted that PPLD has replaced the terminology "Program" with "Games" in response to input from parents. There are 3 groups of games - Teens, Children over age 3, and Babies. The 2016 Summer Reading Games include many programs and activities, stories and a limited amount of "stuff" (coupons and books for all age groups, with a flying disk for children and a journal for teens).

To date, District-wide participation for the Summer Reading Games is as follows:

- 1,559 sign-ups for Baby Games
- 13,653 sign-ups for 3+ Games
- 3,926 sign-ups for Teen Games

Ms. Yates led a Board volunteer in a "15 Seconds to Win" activity called "Junk in the Trunk" which elicited smiles from everyone present.

Report to the Community

Community Engagement & Outreach Officer Sean Anglum distributed *Pikes Peak Library District 2015 Report to the Community*. The full-color booklet features photos highlighting PPLD's diverse role in the community, as well as information about library finances, programs and services, donations and donors. Sean Anglum, Dolores Cromeens, Travis Duncan, Jeremiah Walter and Susan Clifton worked on the booklet.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet.

Pikes Peak Library District Foundation

The PPLD Foundation monthly report was included in the Board packet. Foundation & Development Officer Dolores Cromeens reported on a new grant opportunity from El Pomar. The “Possibilities” grant focuses on collaborations that support Southeast Colorado Springs (80910 and 80916 zip codes). Ms. Cromeens noted that a resolution to apply for the grant will appear in the July Board packet.

Board Reports

External Affairs Committee

External Affairs Committee Chair Cathy Grossman reported that the committee met on June 6 to review and prepare for presentations to the Board of County Commissioners (presentation on July 5), and the Colorado Springs City Council (presentation on July 25).

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on June 16. At that meeting the Governance Committee discussed the Bylaws revisions, the August 23 Board retreat, advertising for John Wilson’s Board seat which will be vacated on December 31 when Trustee Wilson’s second term is up, and reappointment for Cathy Grossman, whose first term will expire on December 31. Trustee Clayton discussed timing of the retreat and it was decided that the August 23 retreat will run from 8 am to 5 pm. Chief Financial & Business Officer Michael Varnet agreed to provide a presentation on TABOR at the retreat.

Internal Affairs Committee

Internal Affairs Committee Chair John Wilson reported that the Internal Affairs Committee met immediately prior to today’s Board meeting with auditors Travis Webb and Steve Sauer from BLK LLP to discuss the audit. The committee will meet again on July 12.

Board President

President Beach noted that during the interim period between permanent executive directors, the Board wanted to be more involved in the day-to-day operations of the Library. With Executive Director Spears in place, the Board can resume activities from a broader perspective. The Board is interested in the big picture and in being informed about particular interactions with the public, whether good or bad.

Executive Director Spears should bring high level information to the Board, as well as any requests with which the Board can assist.

Financial Report

The financial report for the period ending May 31, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet reported that the budget is on track, with revenues being about 2% higher than at this time in 2015. Management will bring a mid-year budget resolution to the Board at the July meeting with a public hearing and formal decision scheduled for the August meeting. Mr. Varnet noted that the amount for 2015 expenditures on the report should be \$10,665,660 to equal a 5% increase in expenditures in 2016.

Executive Director's Report

In Executive Director John Spears' absence, Associate Director of Public Services Alan Schlosser-Couch provided a written report in the Board packet. Mr. Schlosser-Couch went over the written report at the meeting. Highlights of the report included:

- A two phase Training Initiative Program will focus first on managers and supervisors followed by frontline staff. Customer service and communication skills will be major components of the program.
- PPLD's podcast network, PPN, features content from PPLD's Regional History Symposia. PPN will add *Library Lives* and *Colorado Brewcast* in July.
- PPLD is adding Workflows to outreach laptops enabling staff to issue library cards on the spot.
- Mobile Libraries (the bookmobiles) are expanding their offerings, presenting more programs at remote locations.
- The Old Colorado City Library "book bike" is out and about at farmers' markets and events like Territory Days.
- PPLD will host a business resource fair at Library 21c on October 13.
- Staff are reviewing an online high school diploma program offered by Gale.
- APPR book selections for 2016 include:
 - Adult Selection: *Hidden America: From Coal Miners to Cowboys, an Extraordinary Exploration of the Unseen People who Make This Country Work* by Jeanne Laskas
 - Teen Selection: *The Disreputable History of Frankie Landau Banks* by E. Lockhart
 - Children's Selection: *Waiting for Augusta* by Jessica Lawson

All three authors will appear at public events at PPLD this fall.

BUSINESS ITEMS

Consent Items: Decision 16-6-1: New Hires

A list of new hires for the period May 1, 2016 – May 31, 2016 was included in the Board packet.

Motion: John Wilson moved that the Board approve the Consent Item as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion passed unanimously.

Unfinished Business

Amendments to Board Bylaws: Decision 16-6-2

The PPLD Governance Committee has worked with legal counsel and consulted with the full Board at regular meetings to review and update the PPLD Board of Trustees Bylaws, with a goal of making the Bylaws more clear, concise and coherent with the Board's current operations and philosophies. A red-line copy of the draft showing all of the changes was delivered to the Board via email. Some of the substantive changes from the 2013 PPLD Board Bylaws include:

- Clarification of the trustee appointment and removal processes
- An extension of trustees' option to attend meetings remotely
- An update to the applicability of Colorado Open Meetings Law
- The updated Bylaws document enhances the indemnification section, in contrast to the 1992 Indemnification Policy, by including language that presumes that an indemnification will be granted. The indemnification section in the Bylaws lines up with PPLD's indemnification policy.

President Beach thanked Governance Committee Chair Clayton for the time that he and the committee put into this project.

Motion: John Wilson move to approve the Board Bylaws as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion passed unanimously

New Business

Audit Report: Decision 16-6-3

Secretary/Treasurer and Internal Affairs Chair John Wilson reported that the Internal Affairs Committee met with BKD LLP representatives Steve Sauer and Travis Webb. He pointed out that the auditors commended Michael Varnet and the Finance Office staff for their assistance with the audit process. Mr. Wilson also brought to the Board's attention that GASB Statement 68 is an accounting rule change and not a material change to the District's finances.

Chief Financial & Business Michael Varnet distributed the *Comprehensive Annual Financial Report of the Pikes Peak Library District for the year ended December 31, 2015*. Mr. Varnet noted that the auditors gave an unqualified opinion and he discussed highlights of the CAFR including the following points:

- Total assets = \$78,433,355
- Total liabilities = \$38,229,568
- Total net position = \$40,203,787

- PPLD must report its share of the El Paso County Retirement Plan unfunded pension liability (GASB Statement 68) which resulted in a decrease to net position of \$136,995. PPLD's proportionate share of unfunded pension liability for the El Paso County Retirement plan is \$10,024,159 (6.45% of the total unfunded liability).
- Revenues in 2015: local property taxes = 85%; specific ownership taxes = 10%
- Expenditures in 2015: personnel services = 61%; library materials = 17%

President Beach complimented Mr. Varnet and the Finance staff on a job well done.

Motion: John Wilson moved to accept the audit of the Pikes Peak Library District's 2015 financial records as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion passed unanimously.

RFP for Compensation Study: Decision 16-6-4

PPLD completed a formal RFP process to select a vendor to complete a comprehensive compensation and job analysis study. Five vendors submitted proposals. PPLD's evaluation team interviewed all five vendors. Four of the proposals did not fully address PPLD's needs. The Singer Group was the one vendor that presented a proposal that addressed the full scope of services described in the RFP. The Singer Group's methodology was detailed, thorough and easily understandable, thoroughly addressing the requested service of staffing models for PPLD now and in the future, and including topics related to reporting relationships, organizational structure and staffing levels required to successfully deliver 21st century library services to the community.

The cost to the District is \$155,900 plus an additional \$2,700 to fund two optional services.

Motion: John Wilson moved that the Singer Group be selected as vendor for PPLD's comprehensive compensation and job analysis study as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion passed unanimously

ADJOURNMENT

There being no further business to conduct, President Beach adjourned the meeting at 9:22 am.