

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 10, 2019
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Wayne Vanderschuere, Vice President Debbie English, Secretary/Treasurer Scott Taylor, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, Chief Public Services Officer Tim Blevins Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Incumbent Teona Shainidze Krebs, Chief HR & OD Officer Heather Laslie, Library Instruction Designer Lacey Miller, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, Michelle Klohe, Britney Fredrickson and children Hawk, Hayes, and Samuel

Attending by Telephone

Trustee Keith Clayton

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2019 MID-YEAR BUDGET RESOLUTION

CALL TO ORDER

President Vanderschuere called the Public Hearing for the 2019 Mid-Year Budget Resolution to order at 4:03 p.m.

PUBLIC COMMENT REGARDING THE 2019 MID-YEAR BUDGET RESOLUTION

There was no public comment regarding the 2019 Mid-Year Budget Resolution.

ADJOURNMENT

President Vanderschuere adjourned the Public Hearing for the 2019 Mid-Year Budget Resolution at 4:04 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the September 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:05 p.m.

ITEMS TOO LATE FOR THE AGENDA

Chief Librarian Spears requested that the Board of Trustees consider amending the agenda by adding decision 19-9-7, a vote to apply for a grant, to the agenda. The grant is from the Colorado Department of Local Affairs for the Census 2020 Outreach Grant Program and would support the accurate counting of hard-to-count populations within the Library District for the 2020 Census. The deadline to submit the grant application is September 15, 2019.

Decision items have not been added to PPLD Board agendas in this manner in the past. Mr. Spears contacted Counsel for the Library District who advised that a decision item such as this one may be added to the agenda if two thirds of the members present approve of doing so.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees add decision item 19-9-7 to the agenda of the September 10, 2019 Board meeting to vote to apply for the Census 2020 Outreach program.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

President Vanderschuere added *Decision 19-9-7: Application for 2020 Census Grant* to New Business.

PUBLIC COMMENT

Michelle Klohe and Britney Fredrickson attended the meeting to comment to the Board of Trustees regarding PPLD's *Personal Belongings Policy* as it pertains to wagons not being allowed in PPLD facilities. Ms. Klohe and Ms. Fredrickson are nannies who utilize PPLD for children's programs. In the past, they were permitted to bring children into the Rockrimmon Library in a wagon. Since the enactment of the *Personal Belongings Policy*, wagons may no longer be brought into the facility and they have been asked to leave their wagon outside the facility. Ms. Klohe and Ms. Fredrickson pointed out that is difficult to handle several small children, some of whom are not yet walking, and also noted that they feel that leaving the wagon outside is neither practical nor safe. Ms. Klohe and Ms. Fredrickson asked the Board to consider allowing staff to utilize discretion in deciding when items like wagons may be brought into PPLD facilities.

President Vanderschuere thanked Ms. Klohe and Ms. Fredrickson for their comments and told them that their comments will be taken into consideration and staff will contact them.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Library Instruction Designer Lacey Miller spoke to the Board about *Culinary Quick Start*. *Culinary Quick Start* is a four-week cooking skills certification program offered through Emily Griffith Technical College and made possible by a partnership of PPLD Adult Education, Pikes Peak Workforce Center, and the Manitou Art Center. Students learn the fundamentals of working as a line or prep cook and can earn a certificate. They are ready for the workforce at the end of the four-week program. Seven students graduated from the inaugural program that featured a hiring fair with area employers. The second *Culinary Quick Start* session will begin next week, with a graduation scheduled for October 11, 2019.

BUSINESS ITEMS

Board Minutes

Decision 19-9-1: Minutes of the August 13, 2019 Meeting

The minutes of the August 13, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the August 13, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll 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

Decision 19-9-2: Mid-Year Budget Resolution

A draft of the 2019 Mid-Year Budget Resolution was presented to the Board of Trustees for discussion at the August 13, 2019 meeting. Legal notice was posted in the local newspaper and a Public Hearing for the 2019 Mid-Year Budget Resolution took place immediately before today's meeting on September 10, 2019. There was no comment or inquiry from the public related to the 2019 Mid-Year Budget Resolution.

Chief Finance Officer Michael Varnet noted that two typos in the memo accompanying the 2019 Mid-Year Budget Resolution had been corrected.

Mr. Varnet reported that two changes were made to the draft document that the Board reviewed in August – a line item to purchase three wands for RFID equipment was added as well as some line item transfers that moved account balances from one category to another, but these did not change the budget.

The approved 2019 Mid-Year Budget Resolution will be submitted to the State.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Mid-Year budget resolutions as presented:

- Increasing the 2019 appropriation of the General Fund from \$35,505,009 to \$35,925,495
- Line item transfers of \$95,828 as presented
- Increasing the 2019 appropriation of the East Library Renovation Projection from \$144,627 to \$222,851

- Increasing the 2019 appropriation of the Penrose Library Renovation Project Fund from \$96,700 to \$1,100,068
- Increasing the 2019 appropriation of the Library 21c Capital Project Fund from \$1,156,100 to \$1,408,363
- Increasing the 2019 appropriation of the Capital Reserve Fund from \$1,158,984 to \$2,882,297 and increasing the total budget for revenues and other sources of funds from \$1,158,984 to \$1,173,984
- Adjusting the District's Special Revenue Funds for expenditures for fiscal year 2019 by fund as presented

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-9-3: Teen Spaces Policy

PPLD's *Teen Spaces Policy* was reviewed and revised by staff. The Policy describes parent and caregiver responsibilities, adult and children's use of the teen collection, and expectations for conduct in Teen Spaces at PPLD.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Teen Spaces Policy.

Second: Ned Stoll seconded the motion.

Vote: The Board of Trustees approved the motion unanimously.

Decision 19-9-4: Use of Force Policy

The *Use of Force Policy* is a new policy. This Policy describes situations when PPLD Security Officers may choose to use reasonable force to defend themselves, other PPLD patrons, and/or PPLD employees, the reporting required if force is utilized, and the review process to determine if actions are "reasonable".

The *Use of Force Policy* was driven by PPLD Security with extensive review by Counsel for the District. It does not change PPLD practices, but was written to clarify and codify practices already existing and provide staff with a clear understanding of the use of reasonable force at PPLD. The Policy intentionally references only Security staff, and there are not expectations on other staff to use reasonable force. PPLD Security officers are unarmed. They do not carry lethal or non-lethal weapons. Officers are trained in de-escalation techniques. The Colorado Springs Police Department is summoned if incidents rise to critical levels, and CSPD's response time is very good.

The discussion of armed security is ongoing in the library world. It is understood that arming security necessitates out-sourcing these positions and it has been observed that arms can cause more issues than they solve.

PPLD is currently providing CPI (crisis prevention) training and certification for non-Security staff. In 2019, over one hundred staff members completed the program.

Motion: Debbie English moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Use of Force Policy.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-9-5: Rescission of Board Decision 19-8-4: Copier RFP

The PPLD Board of Trustees approved *Decision 19-8-4: Copier RFP* at its August 13, 2019 meeting. All Copy was the vendor selected.

Following vendor selection and approval, another vendor questioned why the figure used in the evaluation memo was significantly different from what they had proposed.

Upon review of the evaluation process, management determined that the process utilized to reach a recommendation raised questions about the fairness of the RFP.

- Scenarios that PPLD came up with differed significantly from what was asked in the RFP.
- PPLD did not take into consideration that vendors did not have the opportunity to bid on what we thought the solution should be.
- PPLD is still working on specs.

Management recommended that *Decision 19-8-4: Copier RFP* be rescinded and that management be authorized by the Board of Trustees to proceed with a new RFP for copiers that specifically states all requirements for each device needed across the District.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees rescind approval of *Decision 19-8-4: Copier RFP* and authorize management to proceed with an RFP for copier equipment that specifically states all requirements for each device needed across the District.

Second: Scott Taylor seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-9-6: IGA with Colorado Special Districts Property and Liability Pool

The PPLD Board of Trustees approved the Library District's participation in the Colorado Special Districts Property and Liability Pool (the Pool) for property and liability insurance policies for 2019. PPLD recently learned that it is required that PPLD sign an Intergovernmental Agreement as part of participation with the Pool. A resolution and agreement for signature were provided by the Pool.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve the resolution and intergovernmental agreement with Colorado Special Districts Property and Liability Pool as presented.

Second: Debbie English seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-9-7: Application for 2020 Census Grant

The Colorado Department of Local Affairs Census Outreach Grant program will provide grants to support the accurate counting of all populations for the 2020 census. Funds are from the state of Colorado.

Five PPLD locations are either in the middle of or border hard-to-count census tracts. Grant funds will assist PPLD to engage these hard-to-count populations, making individuals aware of the census and the importance of being counted.

With or without grant assistance, PPLD will take an active role in the 2020 Census. Almost every department will be involved in some way to make the public aware of the census and assist individuals to participate and be counted. The 2020 Census is completely online.

Typically, the Pikes Peak Library District Foundation applies for grants. However, part of the scoring rubric of this grant involves the automatic loss of ten points if there is a pass-through of funds. For this reason, the Foundation has recommended that the grant application be made directly by PPLD.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve PPLD's application to the Colorado Department of Local Affairs Census Outreach Grant program.

Second: Mina Liebert seconded the motion.

Vote: The motion was unanimously approved.

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 Board President Dora Gonzales noted that *Latina Voices* will take place on September 21 at Library 21c. This year's event honors Connie Benavides, Dolores Martinez, and Katherine Latona.

The Friends big Fall Book Sale is scheduled for October 4, 5, and 6 at East Library.

Ms. Gonzales thanked Chief HR & OD Officer Heather Laslie for coaching her on posting positions.

October 20 – 26 is National Friends of the Library Week!

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James reported that the PPLD Foundation applied for and was awarded a National Endowment for the Humanities (NEH) conservation assessment grant for \$8,000. This is a planning grant for conservation of the collection within Special Collections. It provides a baseline for environmental measurements as well as developing security and disaster recovery plans for the collection. This grant will position PPLD for larger grant awards for preservation through NEH.

Financial Report

The Financial Report for the period ending July 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that revenues are up by about 4.1% from last year. He noted that interest income is doing very well. Expenses are up by about 8.2% from last year, but we are within about 2% of where we should be for this time of year.

President Vanderschuere asked about large upcoming Capital projects. Mr. Varnet responded that the largest Capital projects will be security cameras at a cost of about \$700K and an integrated library system at approximately \$900K.

Chief Librarian Spears explained the role of an integrated library system (ILS).

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Tim Blevins reported on monthly circulation, noting that original circulation of physical materials (circulation without renewals) is down by twelve percent from August 2018 and visits to PPLD facilities are down by six percent from last year. Circulation of electronic materials continues to do very well. Mr. Blevins noted that many RBDigital Magazines check out automatically each month, much like a subscription, and this could be a factor in increased utilization of these online magazines.

Mr. Blevins provided a report on the Colorado Libraries Collaborative (CLC) that allows Coloradans to check out library materials at any public library in the State and many academic and other libraries. CLC checkouts equal about seven percent of PPLD's total circulation, with Fountain Library, Sand Creek Library and Ute Pass Library seeing the most CLC usage.

Mr. Blevins expressed his gratitude to John Spears, Sue Hammond, the PPLD Leadership Team, Special Collections, and the entire staff for providing him with "the best job I ever had". He added that PPLD is the best public library. Mr. Blevins will leave PPLD on October 4, 2019 after eighteen years with the District.

Library Reports

Reports from the Communications, Facilities, Human Resources and Information Technology departments were included in the Board packet.

Chief Librarian's Report

Chief Librarian & CEO John Spears recognized Chief Public Services Officer Tim Blevins. He praised Mr. Blevins for his integrity, knowledge and ability to work with people, adding that Tim is one of the most decent people with whom he has had the pleasure to work. Mr. Spears praised Tim for his work in Special Collections, creating the foundation to change Special Collections from a collection of materials to a living, breathing entity that celebrates the history of Colorado Springs and the Pikes Peak Region.

Chief Librarian Spears provided updates on the following:

- **Manitou Springs Library:** The Manitou Springs City Council voted to put a 0.3% tax increase on the November ballot. Revenues would be split between a bond for library building improvements/expansion, a share to be split between key cultural and arts organizations, and competitive grants for existing arts groups. The Council did not establish percentages for these three shares, and percentages will be key to the success of this funding plan. There has been discussion about moving the Library out of the building. The Mayor of Manitou Springs has suggested that the Library could relocate to Hiawatha Gardens, but Mr. Spears has said "no" to that suggestion. The agreement we have with the City of Manitou Springs is to provide library services in their library building. If they do not have a suitable location for the library, we still provide services to the residents of Manitou Springs at other PPLD locations. There is substantial support in Manitou Springs for funds to go towards the expansion of the library.

- Tesla Commons: The proposed project with Pikes Peak Community College to construct affordable housing has been taken off the table.
- CSU Water Tour: Chief Librarian Spears went on the CSU Water Tour last week. He thanked President Vanderschuere for the opportunity, noting that the tour provided an excellent opportunity for Mr. Spears to network with Colorado Springs City Council members and other key community members.
- Urban Renewal Authority Projects: Chief Finance Officer Varnet and Development Officer & Foundation Executive Officer James attended the last meeting of the Colorado Springs Urban Renewal Authority Board. The True North project is not a current topic of discussion at this time. It may be several years before the project begins and is completed. Two URA projects currently being discussed are the downtown stadium and the City Auditorium. The downtown stadium would include residential units and would have an impact on Penrose Library. Chief Librarian Spears will be meeting with CSURA Executive Director Walker to begin discussions, but to date we have received no notification of the stadium project from the CSURA. The City Auditorium project is an existing URA, and PPLD's approval would not be needed for them to move forward. However, there is some talk about establishing a new URA and expanding the borders for that project, in which case the project would need to come to PPLD for approval. Chief Librarian Spears has let Mr. Walker know that the Library will be looking at any project that includes residential much more critically than those that are strictly for business development.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on September 4, 2019. The Governance Committee discussed the response to the Board vacancy and decided to extend the deadline for applications to September 27, 2019. The Governance Committee suggests that all of the Trustees take an active role in reaching out to members of the community who they believe would be assets on the PPLD Board of Trustees. The reception for applicants was moved to the October 8, 2019 Board meeting.

The Committee continued to discuss dates for 2020 meetings, and after hearing from City and County Board Liaisons, has determined that the best time to hold meetings may be the fourth Wednesday of each month from five to seven p.m.

The Governance Committee reviewed plans for Board job shadowing. A list of the available job shadowing opportunities was distributed at today's meeting. Trustees should review them and be prepared to make selections at the October 8, 2019 meeting.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Committee met on August 28, 2019. The Committee reviewed the Mid-Year Budget Resolution, the Teen Spaces Policy, the Use of Force Policy, rescission of Decision 1908-4 and the intergovernmental agreement with Colorado Special districts Property and Liability Pool.

Public Affairs Committee

The Public Affairs Committee did not meet in August.

Board President's Report

President Vanderschuere did not have a report.

Adopt-a-Trustee Reports

There was no Adopt-a-Trustee activity to report.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the September 10, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:36 p.m.

M. Klohe, B. Fredrickson and three children left the meeting at 4:10 p.m.

L. Gonzalez left the meeting at 4:55 p.m.

L. Miller left the meeting at 5:00 p.m.