



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

January 20, 2021 4 pm

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

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

Meeting ID: 999 9730 6850

Passcode: 399338

BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT

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

Chief Librarian and CEO John Spears, Chief Safety, Social Services & Security Officer Michael Brantner, Audio/Visual Analyst Phillip Dumas, Executive Assistant Laura Foster, County Commissioner Carrie Geitner, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organization Development Officer Heather Laslie, Director of Diversity, Equity, and Inclusion Shirley Martinez, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Social Worker Kayla Rockhold, Chief Facilities Management Officer Gary Syling, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Financial Officer Michael Varnet, Internal Communications Specialist Jeremiah Walter

Trustee Dr. Ned Stoll joined the meeting at 4:05 pm.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the January 20, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

DECISION 21-1-1: Ratify decision of Board President and CEO to hold the January 20, 2021 Regular Meeting of the Board of Trustees online.

Motion: Scott Taylor moved that the January 20, 2021 Regular Meeting of the Board of Trustees be held online as stated.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

ITEMS TOO LATE FOR THE AGENDA

President Vanderschuere expressed thanks to Debbie English for her leadership as President of the Board of Trustees in 2020. President Vanderschuere welcomed Commissioner Geitner as a new County Commissioner liaison to the Pikes Peak Library District Board of Trustees. All trustees were invited to introduce themselves.

CORRESPONDENCE AND PRESENTATIONS

Presentations: Introduction of New Staff

Chief Safety, Social Services and Security Officer Michael Brantner introduced new staff member Kayla Rockhold, Social Worker.

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs introduced new staff member Shirley Martinez, Diversity, Equity, and Inclusion (DEI) Director.

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

Decision 21-1-2: Minutes of the December 9, 2020 Meeting

The minutes of the December 9, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet. Trustee Mina Liebert requested a correction to her title.

Motion: Mina Liebert moved to approve the minutes of the December 9, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as amended.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

Decision 21-1-3: Consent Items as Presented

Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".

The following items were included in the January 20, 2021 Consent Items:

- Resolution Designating Posting Places for 2021 Board Meetings
- Resolution Designating the Official Custodians of Records
- Property Disposal Guidelines
- 2021 Contract/Vendor Approval
- Conflict of Interest Statement
- 2021 Insurance Policies
- Independent Auditors - 2020 Financial Records

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees approve the Consent Items as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business.

New Business

Decision 21-1-4: Patron Computer Use Policy

The Patron Computer Use Policy was included in the Board packet. Chief Librarian Spears explained that this policy is a combination of the former Internet Policy and former Wireless Access Policy. The only change to the policy is how we filter our computers and how websites are accessed. This change allows for compliance with the Children's Internet Protections Act which affords PPLD the opportunity to pursue federal funding. Thanks to Rich Peters, Juanita Lanau, Annelise Parker, and the IT team for coming up with a solution that allows for immediate un-blocking of a site upon request.

Motion: Debbie English moved to approve the Patron Computer Use Policy as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pike Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams was unable to attend the meeting.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Director Lance James shared that there has been an increase in both donor and grant activity. He expressed thanks to Communications and Collection Management for their efforts in spreading the word about Foundation activities.

Financial Report: November and December 2020

The Financial Reports for the period ending November 30, 2020 and December 31, 2020 were included in the Board packet. Chief Financial Officer Mike Varnet explained that the total revenue received for 2020 was roughly \$34.4 million, an increase of approximately \$1.4 million (4.2% increase) from 2019. This is not expected to change. The Temporary Mill Levy credit will be reflected in the final financial statement, reducing the actual increase in revenue to 3.7%.

\$32.4 million in expenses was recorded as of December 31, 2020 compared to \$33.3 million at the same time last year. This difference is primarily attributed to a soft hiring freeze. The 2020 financials will remain open until the end of February, followed by the audit of the 2020 financials. Chief Financial Officer Mike Varnet noted that 2021 began with over \$1 million in encumbrances which is expected to increase to \$1.5 - \$2 million before 2020 is closed. The adjusted budget for 2020 is \$36.4 million of which approximately 89% has already been spent.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Library Teona Shainidze Krebs shared that Park & Text is doing well and that patrons are very grateful for the service. Requests have been received to continue offering Park & Text services indefinitely.

Thank you to IT, Safety, Security, Facilities, and Communications for their ability to support changes that are sometimes made on a daily basis, demonstrating the collaboration of Support and Public Services.

Trustee Cathy Grossman shared her appreciation for the creative efforts to serve and meet the needs of the community. President Wayne Vanderschuere is thankful for the improvements made to acknowledging returns more quickly.

Library Reports

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

Trustee Cathy Grossman acknowledged the ability of all staff to continually adjust and adapt to the changes being made in the community. The flexibility and quality of work is very much appreciated.

Chief Librarian's Report

Chief Librarian John Spears thanked each Board member for discussing the salary adjustment recommendation. With their agreement, we were able to align with El Paso County in providing a 2% salary increase for 2021.

Chief Librarian Spears noted that despite not being fully operational for much of the year, the circulation statistics reflect a decrease of only 29% for 2020. Physical circulation was down 46% but largely offset by the E-circulation increasing by 22%. An evaluation of the impact on the materials budget will be done as digital material tends to be more expensive than print.

Olive and Crane provided a preliminary report on the diversity audit and has been asked to provide further detail on their findings. Director of Diversity, Equity, and Inclusion Shirley Martinez will take over as the liaison to Olive and Crane.

Several patrons have expressed their gratitude for being able to enter libraries once again. Library staff have noted a broader variety of patrons accessing each location. Creative spaces, studios, maker spaces, meeting rooms, and study rooms remain closed however staff are working to determine when each of these areas may become available to the public. Thanks to the Communications staff for their flexibility in announcing all of the changes in operations throughout the pandemic.

An RFP will soon be released for architectural work at the Manitou Springs Library.

Mr. Spears has been contacted by a few residents of Palmer Lake expressing their concern for the Palmer Lake Library re-opening. A meeting is scheduled with Palmer Lake town officials on January 21.

An extension has been granted for use of CVRF fund expenditures until December 31, 2021.

A request has been filed with the El Paso County Department of Health regarding library staff being prioritized to receive vaccination. No response has been received as of today.

Board Reports

Governance Committee

The Governance Committee did not meet.

Internal Affairs Committee

The Internal Affairs Committee did not meet.

Public Affairs Committee

The Public Affairs Committee did not meet.

Board President's Report

President Vanderschuere had nothing specific to report.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the January 20, 2021 meeting of the Pikes Peak Library Board of Trustees at 4:38 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