

Decision 20-7-1

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

May 27, 2020

4 p.m.

PPLD Board of Trustees Web Meeting

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT VIA ZOOM VIDEO CONFERENCING

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

Friends of the Pike Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, Circulation Library Assistant Pat Brennan, Adult Services Senior Librarian Heidi Buljung, Senior Library Associate Athena Cazier, Young Adult Services Senior Library Associate Maria Cordova, Director of the West Region Michael Doherty, Executive Assistant Laura Foster, Adult Services Librarian Shannon Heffner, Chief Development Officer & Foundation Executive Officer Lance James, Penrose Library Branch Manager Antonia Krupicka-Smith, Communications Administrative Specialist Colleen Lark, Chief HR & OD Officer Heather Laslie, Adult Services Senior Librarian Melissa Mitchell, Special Collections Digital Archive Specialist Chris Nicholl, Circulation Library Assistant Nichol Patrick, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Services Amy Rodda, Library Assistant Diane Sawatzki, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Senior Library Assistant Susan Simpson, Chief Librarian and Chief Executive Officer John Spears, Manitou Springs and Ute Pass Libraries Branch Manager Whitney Springer, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Special Collections Assistant William Thomas, Ruth Holley Library Branch Manager Fran Toledo, Chief Financial Officer Michael Varnet, Circulation Senior Library Assistant Debbie Vitulli, Internal Communications Specialist Jeremiah Walter

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the May 27, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:03 p.m.

Decision 20-5-1: Resolution Approving Telephone or Web-Based Participation in Meetings of the Pikes Peak Library District's Board of Trustees

Unprecedented public health concerns related to the Covid-19 pandemic and resulting Executive Orders from the Governor of Colorado inform the need to utilize technology to conduct business through December 31, 2020. This decision will waive the provision of Article IV.10 of the Bylaws of the Board of Trustees of the Pikes Peak Library District and any other necessary provision of the Board's Bylaws or Policies.

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees approve the Telephone or Web-Based Participation in Meetings of the Pikes Peak Library District's Board of Trustees.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no Public Comment.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A letter from Young Adult Library Services Association's Chair of the 2020 Michael L. Printz Award Kim Keown Farnsworth was included in the Board packet. Ms. Farnsworth expressed gratitude for the work of PPLD staff Cameron Riesenberger on the 2020 Michael L. Printz Committee.

BUSINESS ITEMS

Board Minutes

Decision 20-5-2: Minutes of the February 26, 2020 Meeting

The minutes of the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Wayne Vanderschuere moved to approve the minutes of the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-5-3: Requiring facial coverings in Pikes Peak Library District facilities

President English led a discussion regarding risks and safety issues related to requiring facial coverings

in all Pikes Peak Library District facilities upon re-opening to the public. Both local and state health and government official guidance recommend wearing facial coverings. The decision will be driven by science and the best interest of patron and staff health to allow PPLD to continue to provide resources and opportunities that engage and transform individual lives and build community.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve requiring facial coverings in Pikes Peak Library District Facilities upon opening to the public as discussed.

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 not included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams shared that they have used the paycheck protection plan to pay two employees.

Friends online book sales continue with May 8th reflecting the highest online sales ever reported. They will be hosting a virtual book sale through Facebook live.

Friends will begin meeting virtually in June 2020.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James shared that the IMLS grant application is due on June 12. Mr. James thanked PPLD staff in several areas for assisting Aubrey Fenewald with the grant application.

Mr. James gave kudos to Public Services for their amazing service to the community in dispersing bookmobiles around town to provide Wi-Fi access, collaborating with RISE Coalition and Citizens Project to conduct direct outreach to encourage census participation, and including verbiage in the phone bank script that encourages participation in the Census. Colorado Springs is in the top 5% in the country for cities of its size participating in the census.

Mr. James shared that the second annual Library Giving Day was a big success. This effort used a crowd-funding platform, resulting in several fundraising pages raising over \$15,000. This sum included matching offered by three donors.

Financial Report

The Financial Report for the period ending April 30, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that District revenue for 2020 thru April was \$19.1 million, down \$250,000 from last year's \$19.4 million.

The FY2019 Audit begins on May 28, 2020.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs thanked her staff for their amazing work to re-imagine libraries as virtual within 2 weeks. Director of Adult Services Amy Rodda and Director of Southeast Region Abby Simpson and their teams were specifically mentioned.

Ms. Shainidze Krebs introduced new Director of Family and Children's Services, Melody Alvarez. She is collaborating with school districts to provide resources in the fall, remaining flexible to accommodate whatever operational changes school districts may implement.

Services and libraries have collaborated to develop an outstanding protocol for processing returns safely and sanitarily, having processed over 61,000 returns. Curbside service also includes pickup of holds, program materials, and patron printing. Thanks to Communications, Security, Facilities and IT for collaborating to make virtual and curbside happen and keep things going through closure.

Library Reports

The *Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Report* were included in the Board packet. *Safety, Social Services, & Security Report* was not included in the Board packet. President English asked if the Board had any questions or comments regarding any of the reports.

Michael Brantner, Chief Safety, Social Services and Security Officer gave kudos to his staff for stepping up throughout the closure to monitor facilities. Alicia Kwande, social worker, has offered her services to partnering organizations to continue to support the community and assist with access to resources. The district donated much of the stock of PPE supplies of gloves and masks to local organizations, including the homeless shelter.

Dora Gonzales shared her appreciation for everything PPLD has done for the community, especially for the care of high need populations. Debbie English stated that the dedication and passion of the staff is amazing and much appreciated.

Chief Librarian's Report

Mr. Spears pointed out the pandemic will fundamentally change how libraries operate. In two months, staff has transformed how we do what we do. Our quarantine process recommendations have been embraced across Colorado, the nation, and internationally. We are the first library system to disseminate phone service.

Mr. Spears expressed thanks to the Board of Trustees for their leadership in charting the direction of PPLD.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee last met on March 10, 2020. April and May meetings were cancelled due to Covid-19.

The Governance Committee discussed the following:

- CEO's 2020 Goals
- Board Orientation
- 2020 Board Retreat
- Board Bylaws

Mr. Taylor thanked those who presented at the Board orientation that took place at Library 21c on March 13, 2020. He also indicated that a retreat for the Board is being discussed.

Internal Affairs Committee

The Internal Affairs Committee met on March 10, 2020. April and May meetings were cancelled due to Covid-19.

The Internal Affairs Committee discussed the following:

- Ruth Holley Learning Lab
- RFP for Switches and UPS's

Public Affairs Committee

The Public Affairs Committee met on March 10, 2020. April and May meetings were cancelled due to Covid-19.

The Public Affairs Committee discussed the following:

- Community Needs Assessment Update
- Covid-19
- MacMillan e-books embargo

Ms. Mina Liebert shared that the McMillan Embargo has been discontinued. The committee also discussed the complaint regarding the Manitou Springs Library ADA compliance.

Adopt-a-Trustee Report

Debbie English visited with Safety, Social Services, & Security, Mobile Libraries, Rockrimmon, and Information Technology. The visit with High Prairie was cancelled due to Covid-19. All other Adopt-a-Trustee visits were cancelled and will be rescheduled.

Board President's Report

Board President Debbie English attended the Naturalization Ceremony in March and highly recommends others attend this wonderful experience.

EXECUTIVE SESSION

President English called for a motion from the Board to move into Executive Session to discuss Relocation of Manitou Springs Library as authorized by CRS 24-6-402(4)(a).

Motion: Mina Liebert moved that the Board of Trustees meet in Executive Session to discuss Relocation of Manitou Springs Library as authorized by CRS 24-6-402(4)(a).

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

The following left the meeting at 6:26 p.m: Stephen Adams, Michael Brantner, Pat Brennan, Heidi Buljung, Athena Cazier, Maria Cordova, Michael Doherty, Laura Foster, Shannon Heffner, Lance James, Antonia Krupicka-Smith, Colleen Lark, Heather Laslie, Melissa Mitchell, Chris Nicholl, Nichol Patrick, Rich Peters, Michelle Ray, Amy Rodda, Diane Sawatzki, Tammy Sayles, Teona Shainidze Krebs, Susan Simpson, Whitney Springer, Kayah Swanson, Gary Syling, William Thomas, Fran Toledo, Michael Varnet, Debbie Vitulli, Jeremiah Walter,

The Board reconvened in Open Session at 7:04 p.m.

The following rejoined the meeting at 7:04 p.m. Michael Brantner, Laura Foster, Lance James, Heather Laslie, Rich Peters, Michelle Ray, Tammy Sayles, Teona Shainidze Krebs, Gary Syling, Michael Varnet, Jeremiah Walter

NEW BUSINESS CONTINUED:

Decision 20-5-4: Relocation of Manitou Springs Library

Motion: Scott Taylor moved that the Board of Trustees adopt the Relocation of Manitou Springs Library as authorized by CRS 24-6-402(4)(a).

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously

ADJOURNMENT

There being no further business to conduct, President English adjourned the May 27, 2020 meeting of the Pikes Peak Library District Board of Trustees at 7:08 p.m.