



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
January 18, 2023 5 pm
PENROSE – COLUMBINE ROOM

VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 883 8779 8379
Passcode: 730852

President Dr. Ned Stoll, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Erin Bents, Trustee Debbie English, Trustee Aaron Salt, Trustee Scott Taylor

Interim Chief Librarian and CEO Teona Shainidze Krebs, Public Relations & Marketing Director Denise Abbott, Family & Children's Services Director Melody Alvarez, Public Relations and Marketing Manager Carla Bamesberger, Chief Safety, Security and Community Resources Officer Michael Brantner, Monument and Palmer Lake Library Manager Jean Carrier, Video Producer/Director Drew Cerino, West Region Director Michael Doherty, Audio/Visual Analyst Philip Dumas, Executive Assistant Laura Foster, Senior Library Associate Amanda Franke, Senior Librarian Christa Funke, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Website Administrator Clint Hager, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Equity, Diversity and Inclusion Director Shirley Martinez, Fountain Library Manager Shannon McDonald, Community Engagement Coordinator Kim Melchor, Senior Library Associate Joe Paisley, Chief Communications Officer Michelle Ray, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Senior Library Associate Carol Scheer, Sand Creek Library Manager Sara Sharples, Southeast Region Director Abby Simpson, Library 21c Manager Catie Tierney, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Mobile Library Manager Lisa Ward, Ruth Holley Library Manager Tess Warren, Randi Brantner, County Commissioner Carrier Geitner, David Neville, Executive Director of the Colorado Springs Urban Renewal Authority (CSURA) Jariah Walker, Pete Young, Kim, Colleen

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dr. Ned Stoll called the January 18, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

Decision 23-1-6: URA Garnet project – PPLD is not contributing a TIF for this project.

Aaron asked to add these to the consent agenda in the future; if a discussion is warranted it can be moved.

Motion Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve the URA Garnet project as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

BUSINESS ITEMS

NEW BUSINESS

Decision 23-1-1: 2023 Board President appointment

Two Trustees interested in the 2023 Board President appointment spoke briefly about their interest.

Aaron Salt shared that he has served on other Boards, has a good knowledge of Robert's rules, and would like to help with streamlining procedures. Although the budget is on an unsustainable track at the moment, he looks forward to getting the budget back on track.

Dr. Ned Stoll shared that he is retired military and has held several leadership positions. He has worked as an adult leader in Boy Scouts and volunteers with the Mt. Carmel Veterans Service Center. 2023 is the last year of his first term and he's enjoyed meeting staff at several libraries across the District.

Trustees voted by paper ballot. Dr. Stoll received three votes, and Aaron Salt received four votes. Aaron Salt is appointed the new president of the Pikes Peak Library District Board of Trustees and led the meeting from this point on.

Decision 23-1-1a: 2023 Vice President and Secretary/Treasurer appointments
Dora Gonzales is nominated as the 2023 Vice President of the Board of Trustees. Erin Bents is nominated as the 2023 Secretary/Treasurer of the Board of Trustees.

Motion: Dr Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the appointment of the Vice President and Secretary/Treasurer as presented.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

Decision 23-1-1b: 2023 Committee Chairperson appointments
Erin Bents is nominated as Chair of the Internal Affairs Committee. Dora Gonzales will also serve on the Internal Affairs Committee.

Debbie English is nominated as Chair of the Public Affairs Committee. Julie Smyth will also serve on the Public Affairs Committee.

Scott Taylor is nominated as Chair of the Governance Committee. Dr. Ned Stoll will also serve on the Governance Committee.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the Committee appointments as presented.

Second: Dora Gonzales seconded the motion.

Vote: The vote was approved unanimously.

PRESENTATIONS

Staff Promotions and New Hires

West Region Director Michael Doherty introduced Penrose Library Manager Tiffany Paisley.

Chief Communications Officer Michelle Ray introduced Public Relations and Marketing Manager Carla Bamesberger.

Chief Communications Officer Michelle Ray introduced Website Administrator Clint Hager.

Chief Communications Officer Michelle Ray introduced Community Engagement Coordinator Kim Melchor.

The presentation from Pikes Peak Poet Laureate Ashley Cornelius is postponed to the February 2023 meeting.

NARCAN® presentation

Chief Safety, Security and Community Resources Officer Michael Brantner stated that PPLD has had a NARCAN® Program for 5 years, with regular training provided to staff by the Community Resources Team led by Kayla Rockhold. A few seats at these trainings will be made available for patrons to attend.

The NARCAN® used at PPLD is a nasal mist that can be used for any age. PPLD will provide NARCAN® immediately to anyone who is not conscious. On average, these incidents occur a couple times a month across the District.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS (cont.)

Consent Items

Decision 23-1-7: Consent Items as Presented

The following items were included in the January 18, 2023 Consent Items

- Resolution Designating Posting Places for 2023 Board Meetings
- Property Disposal Guidelines
- 2023 Contract/Vendor Approval
- 2023 Conflict of Interest Statement

- 2023 Insurance Policies
- Minutes of the December 7, 2022 Board of Trustees meeting
 - Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Consent Items as presented.

Second: Dr. Stoll seconded the motion.

Vote: The vote was approved unanimously.

Unfinished Business

DECISION 23-1-2: 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions
The 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions were provided in the Board packet. Chief Financial Officer Randy Green explained the Resolutions includes 22 adjustments for 2022, that were discussed at the December Board meeting.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously

DECISION 23-1-3: 2023 Revised Original Adopted Budget Resolution

Interim Chief Librarian Teona Shainidze Krebs thanked PPLD staff who participated in the budget process and stated the importance of the Board approval allowing the District to continue operations. Chief Financial Officer Randy Green shared that additional cuts to the Budget result in a reduction of the amount pulled from the fund balance to \$736,000.

Interim Chief Public Services Officer Tammy Sayles thanked the Public Services Directors for doing an excellent job on adjusting their budgets for 2023. Some of the adjustments made are:

- The Maker-in-Residence program is eliminated for 2023
- The general programming budget was reduced by \$20,000
- The All Pikes Peak Reads budget was reduced to \$8,000 from \$23,000 and eliminated the Family & Children's Services component.
- Most training budgets were reduced to \$3,000 from \$10,000 - \$17,000.
- Adult Education, due to certification requirements for instructors, was reduced to \$8,000 from \$12,000.
- The Summer Adventure party budget was reduced to \$4,000 from \$6,000.
- The Collection budget and supply budget were also reduced.

In response to a question from Dora Gonzales about the impact of budget cuts on the 2023- 2025 Strategic Plan, Interim Chief Librarian and CEO Teona Shainidze Krebs explained that the budget cuts were anticipated when creating the Strategic Plan. All trustees shared their appreciation for the staff's response to the Board's budget concerns, and their hope that these cuts are temporary.

Motion: Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve the 2023 Revised Original Adopted Budget Resolution as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Interim Chief Librarian and CEO Teona Shainidze Krebs took the opportunity to thank Dr. Ned Stoll for his service as President of the Board of Trustees.

New Business

DISCUSSION: Chief Librarian and Chief Executive Officer job description
The Chief Librarian and Chief Executive Officer job description was included in the Board packet. This job description will be reviewed annually. The Board discussed advertising the position nationally for four weeks beginning in late January. The search budget is \$30,000. The Search Committee will work with Chief Human Resources and Organizational Development Officer Heather Laslie to post the position, including with the American Library Association (ALA).

DECISION 23-1-4: PPLD Board of Trustees Bylaws

The PPLD Board of Trustees Bylaws were included in the Board packet. The Governance Committee reviewed and updated the Bylaws, and sought approval for this version to be presented to the Board of Trustees.

Motion: Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the PPLD Board of Trustees Bylaws as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously

DECISION 23-1-5: Creative Space Use policy

The Creative Space Use policy was included in the Board packet. At the request of the Internal Affairs Committee, The Maker Space and Studio policies were combined into one policy as much of the policy is the same. Specific differences in the two policies are noted. This policy includes PPLD equipment at the Manitou Springs Library at the MAC.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Creative Space Use policy as presented.

Second: Dr. Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

DISCUSSION: Renaming Knights of Columbus Hall (KCH)

Creative Services Director Becca Cruz and Public Relations & Marketing Director Denise Abbott explained that there is often confusion about the KCH name; what is the chapter and how can people join, in addition to the Knights of Columbus affiliation with the Catholic church. Selecting a new name will remove that confusion and identify the building as part of PPLD.

Several suggested names were discussed, with The Hall at PPLD being the preferred name. As reservations of the space are accepted months in advance, it would be helpful for a decision to be made at the February 15, 2023 meeting. Implementation of the name change will take a month or more.

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 of the Pikes Peak Library District Board of Directors President Rita Jordan announced that a Friends group has been formed at Ruth Holley Library. The Friends had a great year in 2022. After reviewing the budget, the Friends donated an additional \$50,000 to the Foundation. The total Friends donation for 2022 exceeds \$87,000.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Director Lance James explained that a total for 2022 giving is being calculated, and that thank you calls are being made to donors.

Financial Report: November and December 2022

The Financial Reports were included in the Board packet. Chief Financial Officer Randy Green stated that property tax revenue received is at 100%, and that expenditures stand at 90%. Mr. Green also announced that Shannan Hill has been hired as the Senior Accountant and started earlier this week. Shannan will be introduced at the February 15, 2023 Board meeting.

Public Services Report

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer Tammy Sayles stated that PPLD hosted the Colorado Springs Word Affairs Council at East Library. The Yule Ball Hosted Colorado springs world affairs council, showcased EA, last time was 21c. The Yule Ball was a big success.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report and 5-year Plan Report

The Support Services reports were included in the Board packet. Trustees thanked Chief Safety, Security, and Community Resources Officer Michael Brantner for providing the detail of their completed Five-year plan.

Interim Chief Librarian's Report

Interim Chief Librarian and CEO Teona Shainidze Krebs met with Cindy Aubrey, Executive Director of United Way, regarding partnership opportunities. Ms. Shainidze Krebs met with Jefferson County Executive Director Donna Walker and spoke with other Colorado Library Directors by phone.

Ms. Shainidze Krebs shared an incident that happened at Penrose Library last week where a staff member was assaulted. Penrose Library is fortunate to have the security staff, and Penrose Library Manager Tiffany Paisley, who handled the situation. Chief Safety, Security, and Community Resources Officer Michael Brantner, Interim Public Services Director and Deputy Chief Librarian Tammy Sayles, West Region Director Michael Doherty, and Chief Human Resources and Organizational Development Officer Heather Laslie were thanked for their leadership. A meeting was held with staff on Friday to discuss the incident, and ideas were shared for handling situations in the future. There was an incident earlier today where a Security Team member saved a patron's life by administering NARCAN®.

Other updates included that the Strategic plan sessions will begin tomorrow, that Ms. Shainidze Krebs attended the Annual Friends of the Pikes Peak Library District meeting and installed two new officers and that the Carlotta Walls Lanier event yesterday was very well attended.

Board Reports

Governance Committee Report

Governance Committee Chair Dora Gonzales stated that the Committee met on January 3, 2023. The discussion included passing the revised bylaws on to today's Board meeting.

Internal Affairs Committee Report

Internal Affairs Committee Chair Debbie English stated that the Committee met on January 3, 2023. Topics discussed were the policies voted on at today's meeting, and a presentation from the Manitou Springs City and architects for the Manitou Springs Carnegie Library renovation. PPLD will continue to work with Manitou Springs City leadership to negotiate the terms of returning to the Carnegie building in Manitou Springs after renovations, with a presentation planned for the March 15, 2023 Board meeting.

Public Affairs Committee Report

Committee member Erin Bents shared that the Public Affairs Committee did not meet in January.

Trustee Update

Debbie English spoke at the El Pomar Tree Lighting ceremony on December 6, 2022. Mina Liebert and Aaron Salt attended, along with PPLD staff members. PPLD received several compliments and is the recipient of a donation to the Robert Hilbert Nonprofit Resource Center located in the Carnegie building at Penrose Library.

The Adopt-a-Trustee program will be discussed at the February Governance Committee meeting.

Board President's Report

Outgoing Board President Dr. Ned Stoll shared his appreciation for the District Discovery article about the Old Colorado City Library.

Incoming President Aaron Salt welcomed new Trustee Julie Smyth, and thanked Trustee Scott Taylor for returning for a second term on the Board of Trustees.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt called for a motion to adjourn the meeting.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees adjourn the January 18, 2023 meeting.

Second: Debbie English seconded the motion.

Vote: The vote was approved unanimously.