

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
January 19, 2022 5 pm



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 Debbie English, Trustee Mina Liebert, Trustee Wayne Vanderschuere

Chief Librarian and CEO John Spears, Director of Family and Children's Services Melody Alvarez, Senior Librarian Barbara Andros, Chief Safety, Social Services and Security Officer Michael Brantner, Librarian Lauren Chartier, Senior Librarian Evan Childress, Librarian Inti Dewey, West Regional Director Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Controller Randy Green, Ruth Holley Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Archivist Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Senior Library Associate June McGinn, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Fountain Library Manager Jake Rundle, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter; Ruth Holley Library Supervisor Tessia Warren, Christy S.,

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dr. Ned Stoll called the January 19, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

DECISION 22-1-A: Ratify decision of Board President and CEO to hold the January 19, 2022 Regular Meeting of the Board of Trustees online.

Motion: Scott Taylor made a motion that the January 19, 2022 Regular Meeting of the Board of Trustees be held online as stated.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

Chief Librarian John Spears received a letter from Barbara Sweat, President of the Old Colorado City Historical Society. The letter was sent in appreciation of Archivist Erin Barnes hosting the Society's Collections staff on a tour of PPLD's Photography Archive and answering questions.

A verbal thank you was also received by John Spears from the United Way for the Regional History and Genealogy Department's assistance in researching the history of Colorado Springs.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Decision 22-1-1: Minutes of the December 8, 2021

The minutes from the December 8, 2021 meeting were included in the Board packet. In the Public Hearing for the Pikes Peak Library District 2022 Budget, the year was corrected to 2022.

Motion: Debbie English made a motion to approve the minutes of the December 8, 2021 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 22-1-2: 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 19, 2022 Consent Items:

- Resolution Designating Posting Places for 2022 Board Meetings
- Resolution Designating the Official Custodians of Records
- Property Disposal Guidelines
- 2022 Contract/Vendor Approval
- Conflict of Interest Statement
- 2022 Insurance Policies
- Independent Auditors - 2021 Financial Records

In response to a question from Scott Taylor, it was clarified that the last time the Board authorized disposal of Pikes Peak Library District property was the John Deere Gator XUV 825i in August 2020.

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

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business.

New Business

Decision 22-1-3: Penrose/1905 Carnegie Roof Replacement

The Penrose/1905 Carnegie Roof Replacement documents were included in the Board packet. Chief Facilities Management Officer Gary Syling requested that B&M Roofing be awarded the project, in agreement with Rooftech Consultants Inc. who reviewed submitted bids.

The timeline for this project is not available until a contractor is identified. Supply chain issues are likely to complicate setting a timeline, however any funds budgeted in 2022 for this capital project will roll-over to the 2023 budget if the project is not completed by the end of 2022. Mr. Syling clarified that Knights of Columbus Hall is not included in this project's scope of work.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the Penrose/1905

Carnegie Roof Replacement as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-1-4: Self Check and Security Gate Replacement

The Self Check and Security Gate Replacement was included in the Board packet. Chief Information Technology Officer Rich Peters explained that Self Check and Security Gate Replacement is returning to the Board for approval as the plan to proceed with the Solution as a Service (SaaS) approach approved in July 2021 cannot be implemented. Course of Action 2 (COA2) is the recommended solution of the four provided.

Motion: Debbie English moved that the Pikes Peak Library District Board of Trustees approve the Self Check and Security Gate Replacement COA2 as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-1-5: Access Control Equipment

The Access Control Equipment was included in the Board packet. Chief Safety, Social Services and Security Officer Michael Brantner is requesting the approval of Verkada as the licensing and hardware vendor, to utilize cost savings of approximately \$90,000 if purchased through the PEPPM state purchasing agreement contract. The purchase of door handles and installation will use the RFP process.

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve Verkada as the licensing and hardware vendor as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Discussion: December 2021 wind damage

Details of the December 2021 wind damage to Library District roofs was included in the Board packet. Chief Facilities Management Officer Gary Syling shared that Weathercraft was onsite at East Library the afternoon that the damage occurred and provided temporary solutions until all repairs or replacements can be completed. Library 21c and Penrose Library also suffered minor damage. Weathercraft, the company who replaced the roof at Library 21c in 2019, is expected to provide a response to the insurance adjuster's repair/replacement estimate in the next few days. This project will be handled as an emergency due to the scope of the damage.

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 highlighted that Amazon sales almost doubled in December and that the Spring Book Sale will take place at East Library in early March. The Friends annual meeting will take place virtually this Saturday.

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 Officer Lance James shared that many first-time donors from the 2021 Library Giving Day have made a second donation at the end of the year. End of the year gifts are still being received, and Mr. James expects to have solid numbers in February.

Financial Report: November 2021

The November 2021 Financial Report was included in the board packet. Controller Randy Green stated that 98.2% of the budget has been spent. The December 2021 Financial Report will be provided at the February 16, 2022 meeting.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs thanked all public services staff for maintaining an excellent level of service despite staffing challenges in hiring and current employees being out sick.

The following report items were highlighted:

- Adult Education is working with the Springs Rescue Mission to provide onsite computer classes. Ms. Shainidze Krebs thanked the West region and Alicia Gomori, Penrose Library Manager, for providing this service.
- A partnership agreement is in place with the Western Museum of Mining and Industry to provide onsite storytimes.
- Pikes Peak Library District hosted Isaac Newton Farris, Jr., from January 11 – 14, 2022. Mr. Farris presented to several school districts and to the community at Library 21c. He also met with staff at several PPLD libraries.

Trustee Dora Gonzales suggested a celebration of Latin American heritage, similar to the December holidays presentation provided by EDI Director Shirley Martinez to the Management Team. Ms. Shainidze Krebs will ask EDI to include this suggestion in their plans for 2022. Dr. Ned Stoll commented that pictures in the Public Services Report greatly emphasize the activities the Library District provide.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian and CEO John Spears announced that the Pikes Peak Library District will participate in the Governor's mask distribution. Delivery of 30,000 KN95 and 15,000 surgical masks is pending, and distribution will take place throughout the District.

The Colorado State Library is reassessing the strategy for hiring a new State Librarian after making an offer to a candidate that was not accepted.

Wearing a mask continues to be required of staff; wearing N95 or KN95s is encouraged. The minimum quarantine/isolation time has been reduced from 10 to 5 days, aligning with recommendations from the CDC. Staff are encouraged to consult with a medical professional about their specific circumstances.

The Colorado Springs City Council has selected Stephanie Fortune to fill the Colorado Springs District 3 vacancy. The City Council vote for new PPLD Trustees is pending.

The Board of Trustees Orientation will take place on February 11, 2022.

Mr. Spears thanked Chief Human Resources and Organizational Development Officer Heather Laslie and former Chief Financial Officer Mike Varnet for their work on the market study and the Leadership Team for their discussion of the results. The presentation will be made to Management Team on February 3 followed by a presentation to all staff on February 4. Mr. Spears thanked the Board of Trustees for approving a 4% pay increase for staff in 2022.

Dr. Ned Stoll thanked Chief Librarian and CEO Spears for his leadership and for attending the Board meeting despite being sick.

Mr. Spears explained that keeping regular hours at libraries across the District has been difficult in the past two weeks. Public Service Directors regularly discuss the best approach to staffing, resulting in all regions adopting a regional approach to staffing to ensure continued service to the community across the District.

Board Reports

Governance Committee Report

Governance Committee Chair Dora Gonzales stated that the committee met on January 4, 2022. Current Board members have signed up for Adopt-a-Trustee assignments. The rest of the locations and services will be assigned to new trustees once appointed, with any further empty slots being filled by whomever is available.

The Board Orientation schedule was reviewed and approved; all Trustees are encouraged to attend if available.

The Committee also discussed holding Board of Trustee meetings at library locations other than Penrose later in the year.

Former Governance Chair Debbie English is compiling the CEO evaluation for the Governance Committee to review at the February meeting. An executive session to discuss the CEO evaluation will take place at the February meeting.

Internal Affairs Committee Report

Internal Affairs Committee Chair Debbie English stated that the committee met on January 4, 2022. Decisions made at today's meeting were discussed.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert stated that the committee met on January 4, 2022. A timeline for the ballot measure and scheduling meetings with elected officials were discussed.

Board President's Report

President Dr. Ned Stoll shared that he attended committee meetings on January 4, 2022. He stated that the decision for the January meeting to be held virtually only was made at the last minute. The Board is happy to be flexible if virtual-only meetings are necessary, but he hopes to return to in-person meetings in February 2022.

ADJOURNMENT

There being no further business to conduct, President Stoll adjourned the January 19, 2022 meeting of the Board of Trustees at 6:13 p.m.