

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**December 6, 2016**  
**8 am**  
**Penrose Library**

**MEMBERS PRESENT**

President Ken Beach, Vice President Cathy Grossman, Secretary/Treasurer John Wilson, Trustee Keith Clayton, Trustee Molly Dippold, Trustee Kathleen Owings

**MEMBERS ABSENT**

Trustee Katherine Spicer

**PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT**

Executive Director John Spears, Foundation & Development Officer Dolores Cromeens, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, Associate Director for Library Services Janice McPherson, Associate Director for Branches Lynne Proctor, Technology & Virtual Services Officer Richard Peters, Community Engagement & Outreach Officer Sean Anglum, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet, Friends of the Pikes Peak Library District Board President Laura Ettinger, Old Colorado City Library Supervisor Trish Blakely, Manitou Springs Library Manager Margaret Morris, Wayne Vanderschuere, Verlene and Roger Thorp of Thorp Associates P.C., Charise Boomsma of The Preservation Studio

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**PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2017 BUDGET**

**Call to Order**

President Beach called the public hearing for the Pikes Peak Library District 2017 budget to order at 8:01 am.

**Public Comment Regarding the 2017 Budget**

There was no public comment.

**Adjournment**

President adjourned the public hearing for the Pikes Peak Library District 2017 budget at 8:02 am.

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## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

### **CALL TO ORDER**

President Beach called the December 6, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:02 am.

### **ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

### **PUBLIC COMMENT**

There was no public comment.

### **CORRESPONDENCE AND COMMUNICATIONS**

#### **Minutes**

The minutes of the October 25, 2016 meeting of the Board of Trustees were presented for review.

**Motion:** Cathy Grossman moved to approve the minutes of the October 25, 2016 meeting of the Board of Trustees as presented.

**Second:** The motion was seconded by Keith Clayton.

**Vote:** The motion was approved unanimously.

#### **Correspondence**

##### **GFOA Certificate of Achievement for Excellence in Financial Reporting**

A Certificate of Achievement from the government Finance Officers Association commending the Pikes Peak Library District for its Comprehensive Annual Finance Report for the fiscal year ended December 31, 2015 was included in the Board packet. PPLD has received this recognition for the past 25 years. The Board commended Chief Financial & Business Officer Michael Varnet and his staff for their excellent work.

#### **Events & Press Clippings**

A list of recent press clippings and upcoming events was included in the Board packet. Trustee Wilson commented that the staff compliments included in the press clippings section made good reading.

#### **Presentations**

##### **Introduction of Staff**

Executive Director John Spears introduced Old Colorado City Library Manager Evelyn "Trish" Blakely. Ms. Blakely has stepped up to manage the Old Colorado City Library

as PPLD waits for staffing recommendations from the Compensation Study to make permanent staffing decisions.

*Laura Ettinger joined the meeting at 8:11 am*

### **Introduction of Incoming PPLD Board Member**

President Beach introduced Wayne Vanderschuere who was selected by the joint City/County team to fill the Board seat that will be vacated when Trustee Wilson's second term ends on December 31, 2016. Mr. Vanderschuere has served on the PPLD Foundation Board of Directors before this appointment.

### **Manitou Springs Library Project**

Roger Thorp, President of Thorp Associates, P.C. , Architects and Planners provided a brief overview of plans for the proposed addition and remodeling at the Manitou Springs Library. The City of Manitou Springs owns the building and will fund the project. Several public meetings have been held and citizens have given input into the project. Mr. Thorp noted that Manitou Springs citizens have a strong desire to maintain the iconic character of the existing building. Handicapped access is also important. There is no cost estimate for the project at this time.

*Verlene Thorp, Roger Thorp and Charise Boomsma left the meeting at 8:27 am*

## **REPORTS**

### **Friends of the Pikes Peak Library District**

Friends of the Pikes Peak Library District Board President Laura Ettinger announced that the Friends Annual Meeting is scheduled for January 14, 2017. A new executive council will be installed at that meeting.

### **Pikes Peak Library District Foundation**

Foundation & Development Officer Dolores Cromeens reported that PPLD has received a \$50,000.00 grant from Comcast for equipping and furnishing the Sand Creek Library Maker Space. The Foundation has five new Board members: Jennifer Bain, Michael Berniger, Laura Ettinger, Arden Feldman and Arthur Ortegon.

### **Board Reports**

#### **Governance Committee**

Governance Committee Chair Keith Clayton reported that the committee met on November 14, 2016. Discussion items at that meeting included the annual review of the Executive Director, the slate of Board officers for 2017 and the interviews of candidates for the Board position.

## **Internal Affairs Committee**

Internal Affairs Committee Chair John Wilson reported that the Internal Affairs Committee had not met in November.

## **Public Affairs Committee**

Public Affairs Committee Chair Cathy Grossman noted that the committee did not meet in November. Trustee Grossman participated in a tour of the YMCA's new acquisition on Powers Boulevard, the "ITZ Building". PPLD will continue to explore the possibilities of a joint-use collaboration with the YMCA at that building.

## **Board President**

President Beach commented on the great group of applicants that applied for the Board position, stating that he is encouraged by the number of applicants and the depth of abilities that the candidates brought to the recent interviews.

## **Financial Report**

The financial report for the period ending October 31, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet reported that right where it should be and tracking well.

## **Executive Director's Report**

The Board took a quick tour of the recently updated Penrose staff lounge. A team of staff members were given a budget and charged with updating the area. The team worked diligently to make the area comfortable for the Penrose Library staff and kept the costs at a reasonable level. The area includes a "Little Free Library". There will be funds in the PPLD budget to update other staff areas going forward. This team will introduce the concept to other facilities in the District in 2017.

Executive Director John Spears announced that PPLD has received the Library Journal designation of "Star Library" for the first time, receiving 3 stars. Mr. Spears noted that the data used to calculate this designation comes from data recently released by the Institute of Museum and Library Services (IMLS) for Fiscal Year 2014.

A report from Executive Director Spears was included in the Board packet. A discussion of how, at a time when the nation is extremely divided by the 2016 Presidential election, the American Library Association is also divided. The tenets of intellectual freedom and social justice are clashing in the library world. Librarians are reacting to the election in different ways, many seeing opportunities to connect people to ideas, as well as to each other through library services and programs. Libraries are dedicated to helping people evaluate information and understand issues.

## BUSINESS ITEMS

### Decision 16-12-1: Consent Items

New Hires: A list of new hires for the period October 1, 2016 – November 30, 2016 was included in the Board packet.

**Motion:** John Wilson moved that the Board approve the Consent Items as presented.

**Second:** Molly Dippold seconded the motion.

**Vote:** The motion was approved unanimously.

### Unfinished Business

### Decision 16-12-2: 2017 Budget

The final draft of the Pikes Peak Library District 2017 Budget was included in the Board Packet. The Board received the first draft of the 2017 budget on October 15, 2016. Notice was published in the local newspaper and there were no questions or comments from the public. A public hearing was posted and held immediately prior to this Board meeting and there was no public input.

The PPLD budget for 2017 includes a mill levy of 3.957 on the total valuation for assessment of all taxable property within the Pikes Peak Library District for total property tax revenue of \$25,942,634.

General fund budgeted revenues for 2017 are \$30,402,388. The 2017 budget for expenditures is \$30,792,251.

The estimated fund balance as of December 31, 2017 will be \$7,945,640.

**Motion:** John Wilson moved that the Board approve the Pikes Peak Library District 2017 budget as presented.

**Second:** Kathleen Owings seconded the motion.

**Vote:** The motion was approved unanimously.

### Decision 16-12-3: 2017 Board Meeting Dates

**Motion:** Cathy Grossman moved that the Board schedule regular meetings on the 2<sup>nd</sup> Tuesday of each month in 2017 with the meeting start time of 4 pm.

**Second:** Keith Clayton seconded the motion.

**Vote:** The motion was approved unanimously.

### New Business

### Decision 16-12-4: Parking Lot Improvements at Library 21c

Complete removal and replacement of the parking lot surface at Library 21c is necessary. An RFP to complete this work received 4 responses. Martin Marietta Materials provided the low bid of \$533,000.

**Motion:** John Wilson moved that the Board approve Martin Marietta Materials as the vendor to complete parking lot improvements at Library 21c at the cost of \$533,000.00.  
**Second:** Cathy Grossman seconded the motion.  
**Vote:** The motion was approved unanimously.

### **Discussion: Compensation Philosophy Policy**

A draft Compensation Philosophy was included in the Board packet for discussion and feedback. The Board commented that the draft looks like a good starting plan. The Board applauded the addition of succession planning and rewards for outstanding performers to promote a high performance culture.

### **Decision 16-12-5: Suspension of Board Bylaws Related to Meeting Dates in 2017**

The Board Bylaws state that the Board will hold 2 meetings in January – an organizational meeting and a regular meeting. With the new change to Board meeting dates, it is impractical to hold 2 meetings in January. A suspension of the Bylaws will allow the Board to operate within the Bylaws without amending them at this time.

**Motion:** John Wilson moved that the Board of Trustees suspend the section of the Bylaws stating that the Board will hold 2 meetings in January for 2017.  
**Second:** Kathleen Owings seconded the motion.  
**Vote:** The motion was approved unanimously.

### **Decision 16-12-6: 2017 Board Officers**

**Motion:** John Wilson moved that the PPLD Board of Trustees elect the following officers for 2017:  
President: Cathy Grossman  
Vice President: Keith Clayton  
Secretary/Treasurer: Molly Dippold  
**Second:** Cathy Grossman seconded the motion.  
**Vote:** The motion was approved unanimously.

### **Decision 16-12-7: Replacement of Self-Check Systems**

In 2015 The Board approved Bibliotheca as the vendor for self-check systems. Phase 1 of self-check replacements was completed in 2015. Phase 2 requires the purchase of 22 self-check systems at a cost of \$231,223.76. There is sufficient budget in Capital Reserve Funds to complete Phase 2.

**Motion:** John Wilson moved that the Board of Trustees approve the acquisition of 22 self-check systems from Bibliotheca at a total cost not to exceed \$231,223.76.  
**Second:** Cathy Grossman seconded the motion.  
**Vote:** The motion was approved unanimously.

### **Decision 16-12-8: Resolution to Honor John Wilson**

- Motion:** Kathleen Owings moved that the Board resolve to honor John Wilson for 10 years of distinguished service to the Pikes Peak Library District.
- Second:** Molly Dippold seconded the motion.
- Vote:** The motion was approved unanimously.

### **ADJOURNMENT**

There being no further business to conduct, President Beach adjourned the meeting at 9:38 am.