

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**February 13, 2018**  
**4 pm**  
**Penrose Library**

**MEMBERS PRESENT**

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Ken Beach, Trustee Cathy Grossman, Trustee Katherine Spicer

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

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Makerspace Librarian Amber Cox, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Creative Services Division Head Becca Cruz, Debbie English, Friends of Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Administrative Assistant Colleen Lark, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Scott Taylor, Chief Financial Officer Michael Varnet,

---

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Owings called the February 13, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:04 p.m.

**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 January 9, 2018 meeting of the Board of Trustees were presented for review.

**Motion:** Keith Clayton moved to approve the minutes of the January 9, 2018 meeting of the Board of Trustees as presented.

- Second:** The motion was seconded by Ken Beach.  
**Vote:** The motion was approved unanimously.

## **Correspondence**

A note to Library staff from a patron expressing gratitude that PPLD graciously welcomes him into Library facilities was included in the packet.

## **Events & Press Clippings**

Upcoming events and recent press clippings were included in the Board packet.

Special Collections' "First 100 Days" photo documentary exhibit has opened at East Library. The exhibit was envisioned and collected by Bill Thomas of Special Collections and Debbie Vitulli of Penrose Circulation and documents our community's response to the first 100 days of the Trump administration.

Upcoming events of particular note include PPLD Staff Development Day on February 19, another concert in the Shivers Concert Series on March 2, and the third PPLD "Human Library" on March 10 at East Library.

## **Presentation**

Creative Services Division Head Becca Cruz and Makerspace Librarian Amber Cox reported on their September 2017 visit to the New York Maker Faire. Take-aways from the event that can enrich maker activities at PPLD include:

- The social good aspect of making – teaching new skills that help citizens improve their communities
- A push to become more involved with area schools through outreach and in-service
- The idea that libraries can utilize makerspaces to help individuals to be prepared for jobs that have not yet been invented

## **REPORTS**

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

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales thanked Trustees Owings and Vanderschuere for attending the Friends Annual Meeting in January. Ms. Gonzales offered kudos to the PPLD Adult Education Department for the Career Online High School program. The Friends are currently involved in preparations for their annual Literary Awards event on April 21 at the Antlers. The 2018 Frank Waters Award will be given to Mary Taylor Young and the 2018 Golden Quill award will honor Kay Esmiol. The Friends are also busy judging mystery stories written by students in grades 6-12 for the Betty Field Youth Writing Contest. The next Friends Booksale is scheduled for March 16-18 at East Library.

## **Pikes Peak Library District Foundation**

Chief Librarian John Spears prefaced the PPLD Foundation report with an announcement that Chief Development Officer & Foundation Executive Officer Dolores Cromeens will retire on February 19, 2018. He recognized Ms. Cromeens for her many outstanding contributions to PPLD and the community it serves during her fourteen years with the Library District.

President Owings thanked Ms. Cromeens for her many years of dedication and hard work.

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens began her report with praise for the Friends of the Library and the wonderful work that they do in support of PPLD. She noted that the Foundation raised nearly \$1,000,000 in 2017, pointing out that seventy PPLD staff members made donations to the Foundation in 2017.

## **Board Reports**

### **Governance Committee**

Governance Committee Chair Katherine Spicer reported that the Governance Committee met on January 24, 2018 to review and finalize annual goals for Chief Librarian Spears. The goals will be presented for approval later on this agenda.

### **Internal Affairs Committee**

Internal Affairs Committee Chair Ken Beach reported that the Internal Affairs Committee met on January 24, 2018 to review personnel policy updates that will be presented for approval later on this agenda.

### **Public Affairs Committee**

Past Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet in January.

### **Board President**

President Owings welcomed new Board appointees Debbie English and Scott Taylor. With appointee Mina Liebert, all three hope to be officially appointed by the Board of County Commissioners and the Colorado Springs City Council prior to the March PPLD Board meeting. President Owings thanked Ms. Hammond for her work in support of the Board member selection process.

President Owings attended the Friends Annual Meeting in January, a retirement event for Sean Anglum and interviews for new Board members.

President Owings noted that Adopt-a-Department reports will continue after the new trustees have been assigned to Library departments.

## **Financial Report**

The financial report for the period ending December 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that 2017 was a good year financially for PPLD with revenues 6.2% greater than in 2016 and expenditure's 6% greater.

## **Public Services Report**

Director of Library Services Tim Blevins offered a personal story about why, as a patron and a parent, he values the library. Mr. Blevins credits PPLD for his son's academic success.

Director of Branches Lynne Proctor reported that Sand Creek and Fountain Branch Manager Abby Simpson has been selected as a 2018 Rising Star by the Colorado Springs Business Journal. Eight candidates for the three new Regional Library Manager positions will be interviewed. Those interviews begin within the next two weeks.

## **Circulation Report**

Chief Librarian Spears noted that circulation of physical materials like CD music and DVDs continues to decrease as this type of material is becoming readily available streaming online. Mr. Spears pointed out that online resources are not equally available to all and that PPLD will continue to look at circulation trends in a facility-by-facility approach to be sure that we are meeting the needs of all patrons.

A report on Colorado Library Card (CLC) circulation for the year of 2017 was included in the packet. Although CLC circulation has shown a trend of annual decrease, PPLD's Fountain and Ute Pass Branches continue to circulate large percentages of their materials to patrons living outside of the Pikes Peak Library District. Mr. Spears hopes that these trends provide a basis for opportunities for partnering with library districts like Security and Rampart as we move forward.

## **Chief Librarian's Report**

Chief Librarian Spears introduced Communications Department Administrative Assistant Colleen Lark. Ms. Lark along with Finance Specialist Merry Zumwalt will shadow Ms. Hammond's activities related to the Board packet and Board meetings.

Mr. Spears provided a report on the current state of the American Library Association which held its Midwinter Conference last week in Denver. ALA has approximately 60,000 members, a \$60 million budget and about 300 staff. As ALA searched for a new executive director, the decision was made to remove the requirement for a Masters in Library Science which has resulted in a great deal of turmoil amongst the membership. Attendance at Midwinter is down by double digit percentages, and a committee is evaluating the future of the conference. LLAMA, LITA and ALCTS are considering merging, and the entire organization is now looking to LLAMA to plan a complete reorganization of ALA. Chief Librarian Spears is currently serving on the ALA Nominating Committee. He notes that the nominating committee is discussing only considering candidates who do not come forward with initiatives and who are willing to see a reorganization process through to completion.

Chief Librarian Spears also reported that the current administration's 2019 Budget proposal has zeroed out funding for Institute of Museum and Library Services. This will have a tremendous impact on all libraries, bringing an end to Library Services and Technology Act grants that support statewide initiatives and cooperative agreements between public, school, academic, research and special libraries and would have a negative long term impact upon PPLD.

## **BUSINESS ITEMS**

### **Decision 18-2-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Cathy Grossman moved to approve all items in the consent agenda as presented.

**Second:** Wayne Vanderschuere seconded the motion.

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

## **Unfinished Business**

### **Decision 18-2-2: Finalization of 2018 Goals for Chief Librarian & CEO**

2018 goals for Chief Librarian & CEO John Spears were presented. The Board suggested several small amendments. The amended goals read as follows:

1. Lead and monitor the implementation of the PPLD Strategic Plan.
2. Continue implementation of the Singer Study.
3. Evaluate current facilities and infrastructure plans and develop and implement the plans as appropriate.
4. Develop plans to increase awareness of Library programs and services.
5. Develop and implement a Leadership Team Succession Plan that includes professional development, mentoring, and industry and local community involvement.
6. Brief the Board quarterly about the progress of these goals.

**Motion:** Katherine Spicer moved that the Board of Trustees Approve the 2018 Goals for Chief Librarian Spears as amended.

**Second:** Cathy Grossman seconded the motion.

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

## New Business

### Decision 18-2-3: Reservation System Replacement

PPLD's current computer reservation and printing software has components that require replacement in 2018, and the software's inability to migrate to the Windows 10 operating system provides an "uneven" experience to patrons across the District and requires staff to be familiar with 3 different Windows operating systems. Total Business Solutions (TBS) is the only vendor that meets PPLD's established requirements. TBS will provide an integrated kiosk allowing patrons to complete transactions for printing, copying, scanning and faxing and software for a web-based computer booking solution.

**Motion:** Keith Clayton moved that the Board of Trustees approve the selection of Total Business Solutions as the vendor for replacement of the existing reservation system.

**Second:** Ken Beach seconded the motion.

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

### Decision 18-2-4: Policy Update: FMLA

Board Policy for the Family and Medical Leave Act (FMLA) Leaves of Absence has been updated. Amendment of a typo (change "providers" to "provides") is required.

**Motion:** Cathy Grossman moved to approve updates to Board Policy in the FMLA Policy as amended.

**Second:** Wayne Vanderschuere seconded the motion.

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

### Decision 18-2-5: Policy Update: Medical Leave

Board Policy for PPLD's Paid Medical Leave Policy has been updated.

**Motion:** Cathy Grossman moved to approve updates to Board Policy in the Medical Leave Policy as presented.

**Second:** Ken Beach seconded the motion.

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

### Decision 18-2-6: Policy Update: Unpaid Leave Non-benefited Employees

Board Policy for PPLD's Unpaid Leave for Non-benefited Employees has been updated.

**Motion:** Wayne Vanderschuere moved to approve updates to Board Policy in the Unpaid Leave Non-benefited Employees Policy as presented.

**Second:** Keith Clayton seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Decision 18-2-7: Policy Update: Vacation Leave**

Board Policy for PPLD's Vacation Leave Policy has been updated.

**Motion:** Ken Beach moved to approve updates to Board Policy in the Vacation Leave Policy as presented.

**Second:** Katherine Spicer seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Decision 18-2-8: Policy Update: Sabbatical Leave**

Board Policy for PPLD's Sabbatical Leave Policy has been updated.

**Motion:** Wayne Vanderschuere moved to approve updates to Board Policy in the Sabbatical Leave Policy as presented.

**Second:** Cathy Grossman seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Decision 18-2-9: Policy Update: Leaves Under Colorado Statutes**

Board Policy for Leaves Under Colorado Statutes has been updated.

**Motion:** Katherine Spicer moved to approve updates to Board Policy in the Leaves Under Colorado Statutes Policy as presented.

**Second:** Ken Beach seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Discussion: Changes to Personnel Policies**

Chief Human Resources and Organization Development Officer Sally Jensen briefly discussed changes to the following PPLD Personnel Policies. She noted that updates consist of simplification and clarification of language in the policies in the administrative policy sections. Updates to administrative policy do not require Board approval.

- 100.4 Americans with Disabilities Act (ADA)
- 100.8 Hours of Work
- 100.9 Nepotism
- 200.3 Timekeeping
- 500.3 Bereavement Leave

## **ADJOURNMENT**

There being no further business to conduct, President Owings adjourned the meeting at 5:32 p.m.