

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 22, 2020
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Debbie English, Vice President Mina Liebert, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Ned Stoll, Trustee Scott Taylor

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, KCH Manager Dustin Booth, Chief Safety, Social Services & Security Officer Michael Brantner, Keith Clayton (6:06 p.m.), Director of the West Region Michael Doherty, Corporate and Foundation Relations Officer Aubrey Fenewald, Volunteer Development Specialist Karen Goates, Talent Management Supervisor Soumya Gollapalli, Assistant to the Chief Librarian Sue Hammond, Digital Marketing Specialist Brenna Hemphill, Chief Development Officer & Foundation Executive Officer Lance James, Compensation, HRIS & Compliance Manager Cristina Jaramillo, Manitou Art Center Executive Director Natalie Johnson, Chief Public Services Officer Teona Shainidze Krebs, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Shawn Smith, Adult Education Manager Rachel Snellgrove, Manitou Springs Library Manager Whitney Springer, Director of Public Relations & Marketing Kayah Swanson, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet

BOARD MEMBERS ABSENT

Secretary/Treasurer Wayne Vanderschuere

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 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 PRESENTATIONS

Correspondence: Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

A letter from Michele Mark Levine of the Government Finance Officers Association (GFOA) was included in the Board packet. The letter notified Chief Financial Officer Michael Varnet that Pikes Peak Library District's *2018 Comprehensive Annual Financial Report* qualifies for the GFOA's Certificate of Achievement for

Excellence in Financial Reporting. This is the twenty-eighth consecutive year that PPLD has earned this certificate. President English thanked Mr. Varnet and the Finance Department for their excellent work.

Presentation: Introduction of New Staff

The following new or recently promoted staff were introduced to the Board of Trustees:

- Aubrey Fenewald, Corporate and Foundation Relations Officer
- Brenna Hemphill, Digital Marketing Specialist
- Kayah Swanson, Director of Public Relations and Marketing
- Dustin Booth, Knights of Columbus Hall Manager
- Whitney Springer, Manitou Springs Library Manager
- Rachel Snellgrove, Adult Education Manager
- Karen Goates, Volunteer Development Specialist
- Soumya Gollapalli, Talent Management Supervisor
- Cristina Jaramillo, Benefits, Compensation, HRIS & Compliance Manager

Chief Communications Officer Michelle Ray also mentioned new staff members Graphic Designer Nathan Enos and Senior Graphic Designer Nicole Enger who were unable to attend the meeting.

President English welcomed new Board of Trustees member Dora Gonzales.

Chief Librarian Spears welcomed new Friends of the Pikes Peak Library District Board President Stephen Adams.

BUSINESS ITEMS

Board Minutes

Decision 20-1-1: Minutes of the December 10, 2019 Meeting

The minutes of the December 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Ned Stoll moved to approve the minutes of the December 10, 2019 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

Decision 20-1-2: Consent Items

Consent items are acted upon as a whole unless a specific item is called for discussion, in which case that item is removed from the "Consent Items" and discussed under "New Business". The following items were included in the January 22, 2020 Consent Items:

- Resolution Designating Posting Places for 2020 Board Meetings
- Resolution Designating the Official Custodians of Records
- Property Disposal Guidelines

- 2020 Contract/Vendor Approval
- Conflict of Interest Statement
- 2020 Insurance Policies

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

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Unfinished Business

There was no unfinished business.

New Business

Discussion: Board Meeting Time

President English announced that a discussion of this topic was no longer necessary.

Discussion: Volunteer Agreement

A draft of the *Volunteer Agreement* was included in the Board packet. Governance Chair Scott Taylor noted that the *Volunteer Agreement* came to PPLD from the Library Board at Douglas County Libraries. The Governance Committee has adapted the Douglas County document for the PPLD Board. There were no questions from the Board members. The Board members would like to adopt the *Volunteer Agreement*, and it will appear for decision on the February 26, 2020 Board meeting agenda.

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-Elect Stephen Adams reported that new officers will be installed at the Friends Annual meeting on January 25, 2020. Officers for 2020 will be:

President: Stephen Adams

Vice President: Rita Jordan

Secretary: Pat Webb

Treasurer: Beverly Fulton

The Friends have added two new members to the Board of Directors, Ken Krassy and Frances Gomeztagle.

Beth Crumrine has been appointed as the fulltime Operations Coordinator for the Friends.

Friends book sales did well in 2019 with the bookstores earning \$59,000 and online sales earning \$34,000.

Mr. Adams announced that the annual Literary Awards Luncheon is scheduled for April 25, 2020 and will be held at the Marriott North.

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 reported that Tilah Larson has joined the Foundation Board of Directors. The Foundation Board and staff will hold a retreat in February.

Financial Report

The Financial Report for the period ending November 30, 2019 and the Preliminary Financial Report for the period ending December 31, 2019 were included in the Board packet. Chief Financial Officer Michael Varnet reported that the budget is tracking well. Mr. Varnet will be working on e-Rate funding during the coming weeks and plans to bring a recommendation to the Board at the February 26, 2020 meeting.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs reported that December was a very busy month for Public Services at PPLD. The Holiday Vegan Market at Library 21c was a huge success, welcoming over 3,000 attendees, and the annual Yule Ball had over 500 attendees.

In partnership with Colorado Springs World Affairs Council, PPLD will host a group of librarians from Belarus the last week of January 2020.

Library Reports

The *Communications Report*, *Facilities Report*, *Human Resources Report*, *Information Technology Report* and *Safety, Social Services & Security Report* were included in the Board packet. President English asked if the Board had any questions or comments regarding any of the reports. When asked if the reports were highlighted in the media, Chief Librarian Spears noted that the reports are online in the Board packet. He added that there has been an increase in media coverage of Library news since Kayah Swanson joined the Communications team. He mentioned a one-year follow-up television interview about the impact of changes that PPLD enacted in January 2019 to address challenges created when many individuals experiencing homelessness were camping on Library property. Andy Phelps, Colorado Springs Homelessness Prevention and Response Coordinator was interviewed for that report. The new *District Discovery* publication features human-interest stories about patrons and PPLD staff. Kayah Swanson added that she is always on the lookout for good stories.

It was noted that charts in the *Safety, Social Services & Security Report* indicate that suspensions and reports seem to be decreasing. Chief Librarian Spears noted that hiring Social Worker Alicia Kwande has made a positive impact. He recognized Chief Safety, Social Services & Security Officer Michael Brantner for the part he has played in changing Library security to reflect a state of "restorative justice", and he thanked Mr. Brantner for the work he is doing.

There was a question about the Connect Group. Mr. Brantner explained that the group, started by PPLD Social Worker Alicia Kwande, provides art therapy, general support and resource sharing, and group support to citizens who wish to take advantage of these services.

Chief Librarian's Report

Chief Librarian Spears gave accolades to the Finance and Human Resources Departments for their efforts with end-of-year activities that ensure staff are paid, are signed up for benefits, and receive required documentation like W-2's. He noted that these year-end activities require an incredible amount of work from both departments.

Chief Librarian Spears reported that he continues to meet with representatives of local government. He noted that County Commissioner Holly Williams has replaced Commissioner Longinos Gonzalez as one of the liaisons to PPLD from El Paso County. He recently met with Commissioner Williams, and she is very excited to participate with us in this role. In another meeting with Commissioner Mark Waller, Mr. Spears learned more about exactly what El Paso County Commissioners might need from PPLD in order to get their support for a Library tax increase in the future.

Mr. Spears pointed out that the new staff members who were introduced at this meeting probably represent the final steps in the reorganization that began three years ago as a result of the Singer Study. He added that although the Singer Study recommendations are complete, PPLD will continuously evaluate and improve staffing to respond to the needs of the public.

Chief Librarian Spears recognized Manitou Art Center Executive Director Natalie Johnson who was present at today's meeting. He then provided some background on expansion efforts at the Manitou Springs Library and developments in the progress of the Manitou Springs Arts, Culture, and Heritage Initiative (MACH). The MACH tax was approved by the Manitou Springs City Council on January 21, 2020, and will take effect in July 2020.

Since 2013 PPLD has been providing library services out of the historic Carnegie library building that has served the citizens of Manitou Springs for more than a century. The City of Manitou Springs owns the building and leases it to PPLD, but PPLD does not have a contractual agreement with the City of Manitou Springs to provide library services. The building is not ADA accessible and lacks much of what is needed to be able to provide services that are on a level with PPLD's other libraries. There is no meeting space, the restroom is in very poor condition, and there is limited access to computers and library materials. The building is inadequate for the services that PPLD feels the community deserves to receive.

Mr. Spears pointed out that expansion of the building has been stalled for six years and even with the passing of the MACH tax, PPLD is unsure how and when expansion of the Manitou Springs Library might move forward. The City of Manitou Springs has expressed the desire to make the already very small building ADA accessible without expanding the footprint, which would further limit access. Mr. Spears asked the Board to consider continuing discussions with the Manitou Art Center (MAC) Board to explore a partnership and shared facility at the MAC. He suggested forming a committee to explore the possibilities of such a partnership. The missions of the two organizations are aligned and the MAC building is ADA accessible, has meeting space, and amazing maker spaces. PPLD already partners with MAC extensively.

After discussion which included the need to incorporate any plans for library services in Manitou Springs into the Facilities Master Plan, the Board agreed that they would be comfortable discussing a partnership with MAC in Board committees. Ms. Johnson indicated that the MAC Board would also like to have conversations with PPLD and explore what this partnership would mean for the MAC. Mr. Spears assured the Board that they would have the final decision as to how to move forward.

At the December 10, 2019 Board meeting Chief Librarian Spears talked with the Board about efforts by many libraries to boycott Macmillan ebooks in hopes of keeping other big publishers from joining Macmillan in ebook embargos. Since that time, the PPLD Management Team has discussed a possible boycott and is

ninety-one percent in favor of going forward with a boycott. If the Board decides to boycott Macmillan ebooks, PPLD would opt to spend funds that would have been spent on ebooks to purchase more print copies of new titles.

Macmillan ebooks and a potential partnership between PPLD and MAC will be discussed at a joint Internal Affairs/Public Affairs Committee meeting on February 11, 2020.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on January 15, 2020. The Governance Committee discussed the following:

- The Chief Librarian's annual performance evaluation
- 2020 Adopt-a-Trustee
- Board member orientation
- A 2020 Board retreat
- Board evaluation and goals
- Review of the Board Bylaws
- The *Board Volunteer Agreement*
- *Conflict of Interest Statement*

Internal Affairs Committee

Internal Affairs Committee did not meet.

Public Affairs Committee

The Public Affairs Committee did not meet.

Board President's Report

President English reported that she attended the Vegan Market at Library 21c, noting it was an awesome event.

President English announced Board Committee membership and meeting times for 2020:

- Public Affairs Committee: 2nd Tuesday of the month at 2 pm
Chair: Mina Liebert, second member: Ned Stoll
- Governance Committee: 2nd Tuesday of the month at 3 pm
Chair: Scott Taylor, second member: Dora Gonzales
- Internal Affairs Committee: 2nd Tuesday of the month at 4 pm
Chair: Cathy Grossman, second member: Wayne Vanderschuere

EXECUTIVE SESSION

President English called for a motion from the Board to move into Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

Motion: Scott Taylor moved that the Board of Trustees meet in Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

The following left the meeting at 5:55 pm: John Spears, Michael Brantner, Stephen Adams, Sue Hammond, Lance James, Natalie Johnson, Teona Shainidze Krebs, Heather Laslie Rich Peters, Michelle Ray, Shawn Smith, Gary Syling, Dustin Booth, Michael Doherty, Aubrey Fenewald, Karen Goates, Soumya Gollapalli, Brenna Hemphill, Cristina Jaramillo, Tammy Sayles, Rachel Snellgrove, Whitney Springer, and Kayah Swanson.

Former Board member Keith Clayton joined the Board of Trustees in Executive Session at 6:05 p.m. Chief Librarian & CEO John Spears was called into Executive Session shortly thereafter.

Motion: Mina Liebert moved that the Board of Trustees reconvene in Open Session.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 8:02 p.m.

ADJOURNMENT

There being no further business to conduct, President English adjourned the January 22, 2020 meeting of the Pikes Peak Library District Board of Trustees at 8:05 p.m.