

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
June 12, 2018
4 pm
Library 21c

MEMBERS PRESENT

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Facilities Specialist Lino Calica, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Regional Manager Hillary Dodge, Regional Manager Michael Doherty, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Print Production Supervisor David Kelly, Administrative Assistant Colleen Lark, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, Information Technology Staff Members: David Burling, Virginia Franklyn, Justin Goodwin, Nancy Gulick, Cheryl Howard, Bill Hubbard, Juanita Lanaux, Dan Stone and Nick Jones of Flair Data Systems

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the June 12 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 May 8, 2018 meeting of the Board of Trustees were presented for review.

Motion: Cathy Grossman moved to approve the minutes of the May 8, 2018 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Scott Taylor.

Vote: The motion was approved unanimously.

Correspondence

Three letters were included in the Board Packet:

- A letter to Board President Owings from AARP Foundation Tax-Aide Colorado State Coordinator David W. Hutchison thanking PPLD for supporting the AARP Foundation Tax-Aide program in 2018. Six hundred and ninety-four tax payers received assistance between February and April 15, 2018.
- A letter to Chief Librarian John Spears from Ute Pass Elementary Principal Chris Briggs-Hale thanking PPLD for supporting The After School Program (TAP) and the Ute Pass Elementary annual Literacy Night.
- A note from a library patron to the staff at Library 21c expressing appreciation for making all patrons feel like they are welcomed guests.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet. Chief Librarian Spears pointed out the Manitou Springs Library Lawn Concerts. He noted that the authors of the three All Pikes Peak Reads selections (*The Newcomers: Finding Refuge, Friendship, and Hope in an American Classroom* – Helen Thorpe; *Flying Lessons and other Stories* – Ellen Oh; *Last Stop on Market Street* – Matt de la Pena) will be presenting at PPLD in 2018. Mr. Spears reported that PPLD's Summer Adventure programs for children and teens have begun. PPLD's summer reading program continues to be the largest single program offered by the Library. Penrose Library will celebrate its 50th birthday on July 15, 2018 with a special day of speakers, history, fun and food. The day will begin with the rededication of The Secret Garden sculpture in front of Penrose Library. The sculpture is dedicated to past PPLD Director Bernie Margolis. Mr. Spears thanked Heidi Buljung and her team for their work on the July 15 celebration at Penrose Library.

Presentations

Introduction of New Staff

Chief Librarian Spears introduced PPLD's new Chief Communications Officer Michelle Ray. Ms. Ray expressed that she is excited to be at PPLD.

Chief Facilities Management Officer Gary Syling introduced new Facilities Specialist Lino Calica.

Director of Branches Lynne Proctor introduced Hillary Dodge who was recently hired as Regional Manager for the North Region.

Information Technology Staff

Chief Information Officer Rich Peters brought many of the fourteen member IT team to meet the Board. Staff members introduced themselves.

- Juanita Lanaux: IT Tech Support Manager, 3 years at PPLD
- David Burling: Voice System Engineer, 2 years at PPLD
- Nancy Gulick: Network Administrator, 20 years at PPLD
- Bill Hubbard: IT Network and Phone Technician, 4 years at PPLD
- Cheryl Howard: Web Developer, 12 years at PPLD
- Virginia Franklyn: Web Developer, 21 years at PPLD
- Daniel Stone: Server Administrator, 2 days at PPLD
- Justin Goodwin: Server Administrator, 2 days at PPLD
- Nick Jones: Flair Data Systems Network Engineer

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that the Friends are working on better serving the community through improved communications. The Friends are currently involved in planning for this fall's Latina Voices program and are working with Library staff to move administration of the annual Betty Fields Writing Contest from the Friends to Library programming staff.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens thanked Chief Finance Officer Varnet and the Finance Department staff for their assistance with the Foundation's audit process. She recognized Foundation Development Specialist Isabel Soto-Luna for an excellent job with Foundation reports.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Committee met on May 25. The Committee discussed a possible job shadowing opportunity, the 2018 Board retreat and the annual review of the Board Bylaws.

A job shadowing event would allow Board members to experience first-hand some of the daily work of PPLD staff members. It would also provide an opportunity for Board members to engage with the public. Ms. Hammond will continue to look at dates that this activity could occur.

The Governance Committee suggests that the 2018 Board Retreat be designed to include PPLD Foundation and Friends Board members at a deeper level than in the past.

The Bylaws are included for Board discussion at today's meeting.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Internal Affairs Committee met on May 25, 2018 and also on June 12, 2018.

Internal Affairs Committee member Debbie English reported on the May 25, 2018 meeting. The Committee discussed the voice switch vendor selection, the selection of a GC/CM for the Penrose Campus project and the Calhan lease.

Wayne Vanderschuere reported that the Committee met with the auditors and CFO Varnet to discuss the audit of the District's 2017 financial records at their June 12, 2018 meeting.

Public Affairs Committee

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

Adopt-a-Trustee Reports

- Cathy Grossman visited Young Adult Services Division.
- Scott Taylor visited East Library.
- Debbie English visited the Rockrimmon Branch Library and the Old Colorado City Branch Library.
- Keith Clayton visited the Adult Education Division and provided the welcome at the Celebrate Literacy Event. He also visited the Palmer Lake Branch Library on the day of the Summer Adventure kickoff.
- Wayne Vanderschuere visited the Security Department, the Ute Pass Branch Library, the Manitou Springs Branch Library and the Human Resources Department. He recognized HR staff for the work they did related to salary changes as a result of recommendations from the Singer Report.

Board President

President Owings did not give a report.

Financial Report

The financial report for the period ending April 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported the audit of the District's 2017 financial records had been completed and will be presented to the Board at today's meeting. The District has begun the process for the 2019 budget.

With one third of the year completed, District's revenues and expenses are on track. Mr. Varnet noted that there is a one-month delay for bill payments to be reflected in the budget report.

Public Services Report

Director of Library Services Tim Blevins thanked Trustee Debbie English and Chief Librarian Spears for their parts in welcoming guests to the 15th annual Regional History Symposium on June 7, 2018. Mr. Blevins provided some statistics from the feedback received after the Symposium.

- 100% of Symposium participants agreed that the Symposium engaged their interest in community/regional history.
- 100% of Symposium participants agreed that the Symposium increased their knowledge of community/regional history.
- 54% of Symposium participants said that their assumptions of the region's history are transformed based on what they heard at the Symposium.
- 75% of Symposium participants said that what they heard at the Symposium inspired them to seek more knowledge about the topic.

Director of Branches Lynne Proctor reported that the 2018 Summer Adventure programs for children and teens kicked off on June 1, 2018. She noted that many area teens are involved as volunteers, helping with the programs each summer.

Ms. Proctor announced that Janina Goodwin has been selected as the Branch Manager for East Library. She also reported that Branch Manager positions are currently open at Old Colorado City Branch Library, Fountain Branch Library, Sand Creek Branch Library, Ruth Holley Branch Library and High Prairie Branch Library. PPLD will recruit for these positions at the American Library Association Annual Conference later this month in New Orleans.

Circulation Report

The Circulation Report for May 2018 was included in the Board packet. Chief Librarian Spears noted that circulation and visitor count are statistics traditionally reviewed by Boards on a monthly basis, but PPLD collect many other statistics which are reported in the annual Facts & Figures document. He also noted that circulation stats have been up and down without any recognizable pattern. He plans to speak with his peers at the ALA Annual Conference to compare current trends in public library circulation statistics.

Chief Librarian's Report

Chief Librarian Spears thanked Trustees Debbie English and Keith Clayton for providing the welcome at recent major PPLD events adding that it means a lot to see the Board invested in these programs.

Mr. Spears recognized newly hired Regional Library Managers Hillary Dodge, Michael Doherty and Abby Simpson for "heading into uncharted territory" with the new positions. He also recognized Director of Branches Lynne Proctor for guiding the three new managers as they begin their new jobs.

Mr. Spears recognized IT staff member David Burling, noting that Mr. Burling "deserves combat pay" for his work keeping the troubled phone system operating. Mr. Spears praised the entire IT Department for doing a great job and keeping all hands on deck.

Mr. Spears reported that PPLD continues to be involved in the library world at the international level. He, Director of Library Services Tim Blevins and Adult Education Division Head Teona Shainidze-Krebs recently present a webinar with librarians in the Country of Georgia via Skype. The Georgian librarians visited several major United States libraries last year and were most impressed with PPLD. Both parties are discussing the possibility of a staff exchange. PPLD staff have been invited to present in Latvia and will be able to do so through a grant. PPLD is involved in a relationship with the Berlin Public Library, and of course, PPLD staff will attend the IFLA Annual Conference in Kuala Lumpur later this summer. Trustees suggested that PPLD might seek relationships with libraries in Latin America, and Mexico. Mr. Spears agreed that PPLD needs to hire more Spanish-speaking staff and can improve outreach to the Spanish-speaking community as well as strengthen our collections of Spanish materials.

Mr. Spears is involved with library directors from Denver Public Library, Douglas County Libraries and Arapahoe Public Library in a project to identify attributes that will be valuable to library staff in the next three to five years and to come up with methods to prepare current staff to attain these attributes.

Chief Librarian Spears is part of a group of eighteen library directors that the Public Library Association has charged with planning for the future of public libraries. The group will look at external factors impacting the communities served by public libraries to determine how public libraries can provide the support that communities will need.

Eight PPLD staff will attend the American Library Association Annual Conference in New Orleans. Many of these staff will be presenting at the conference.

BUSINESS ITEMS

Decision 18-6-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton 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 18-6-2: Vendor for Voice Switch

PPLD's current telephone system must be replaced. Two vendors responded to PPLD's RFP for a new voice system. Both vendors were compliant with the requirements of the RFP, but Flair Data Systems submitted the lower bid.

Motion: Cathy Grossman moved that the Board of Trustees approve Flair Data Systems to provide the services stipulated in RFP 520-18-01 Voice System redesign at the cost of \$246,578.92 for 2018.

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

Decision 18-6-3: CM/GC for the Penrose Complex Project

PPLD issued an RFP for Construction Manager/General Contractor services for the Penrose Complex Project. Humphries Poli Architects was approved by the Board of Trustees in March 2018 to provide design services for the Penrose Complex Project. The Project will include improvements to Knights of Columbus Hall, the 1905 Carnegie and Penrose Library. Two vendors responded to the RFP. Nunn Construction provided the best overall complete bid for the project.

Motion: Mina Liebert moved that the Board of Trustees approve Nunn Construction as the CM/GC for the Penrose Complex Project at a total cost of \$149,323.00

Second: Debbie English seconded the motion
Vote: The motion was approved unanimously.

Decision 18-6-4: Calhan Land Lease

In lieu of replacing bookmobile L-702 to provide library services to Eastern El Paso County, PPLD will partner with Calhan School District RJ-1 to provide a library in a modular building to be located on 3 acres of land to be leased to PPLD from the School District at the cost of \$1.00/year, guaranteed for fifty years. In exchange for the land lease, PPLD agrees to pay School District RJ-1 \$15,000 to be used for the construction a fence around the school bus parking lot that borders the Library property.

Motion: Scott Taylor moved that the Board of Trustees approve the land lease with Calhan School District RJ-1 as presented.

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

Chief Librarian Spears noted that if this model for the delivery of library services is successful, it will be duplicated in other areas that are currently served by county bookmobiles or that are currently under served.

Decision 18-6-5: Audit of 2017 Financial Records

The final draft of PPLD's Comprehensive Annual Financial Report for the year ended December 31, 2017 was included in the Board packet, as was the final draft of BKD, LLP's communication letter to the Board of Trustees, Internal Affairs Committee and Management. BKD,LLP will issue their final reports after the Board of Trustees has accepted the results of the 2017 audit. The Board Internal Affairs Committee met with management and representatives from BKD, LLP to hear the results of the audit of the District's 2017 financial

records. Internal Affairs Committee Chair Wayne Vanderschuere reported that it was a clean audit and received an unqualified opinion.

Chief Finance Officer Varnet pointed out some of the highlights of the audit report.

- The District's total assets as of 12/31/17: \$79,203,063
- The District's total liabilities as of 12/31/17: \$40,459,621
- The District has three months of expenses in the fund balance as of 12.31/17
- Employee Health Plan Fund as of 12/31/17: \$489,967
- The auditor feels that the District's liability to the El Paso County Retirement Plan is understated.

Motion: Stott Taylor moved that the Board of Trustees accept the results of the audit of PPLD's 2017 financial records as presented.

Second: Mina Liebert seconded the motion

Vote: The motion as unanimously approved.

Wayne Vanderschuere thanked Chief Finance Officer Mike Varnet and the Finance office for their diligent work throughout the year.

Discussion: Review of Board Bylaws

The Bylaws of the Pikes Peak Library District Board of Trustees specify that the Board should review the Bylaws annually and make any changes/additions as necessary. The Governance Committee is charged with the administration of such a review. Governance Committee Chair Keith Clayton reported that the Committee has begun discussion of the Bylaws and has asked PPLD legal counsel to review the Bylaws. The Governance Committee will continue with the review process.

EXECUTIVE SESSION

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

Second: Cathy Grossman seconded the motion.

Vote: The motion was unanimously approved.

The Board convened in Executive Session to discuss personnel matters related to the annual performance of goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) at 5:30 p.m.

Motion: Wayne Vanderschuere moved that the Board reconvene in Open Session

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

The Board of Trustees reconvened in Open Session at 5:50 p.m.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 5:51 p.m.

Keith Clayton joined the meeting at 4:06 pm

D. Kelly joined the meeting at 4:17 pm

Lino Calica, V. Franklyn, Nancy Gulick, Cheryl Howard, Juanita Lanaux, all left the meeting at 4:18 pm

B. Hubbard, N. Jones left the meeting at 5:05 pm

D. Cromeens left the meeting at 5:20 pm

The following left the meeting at 5:30 pm: T. Blevins, H. Dodge, M. Doherty, D. Gonzales, S. Hammond, S. Jensen, D. Kelly, C. Lark, R. Peters, L. Proctor, M. Ray, G. Syling, C. Taylor, M. Varnet, D. Burling, J. Goodwin, D. Stone, N. Jones