

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 14, 2017
4 pm
Penrose Library

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer, Trustee Wayne Vanderschuerer

MEMBERS ABSENT

Trustee Katherine Spicer

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Assistant to the Chief Librarian Sue Hammond, Tim Hardesty, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, 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 Grossman called the November 14, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 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 October 10, 2017 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved that the minutes of the October 10, 2017 meeting of the Board of Trustees be approved as presented.

Second: The motion was seconded by Wayne Vanderschuere.

Vote: The motion was approved unanimously.

Correspondence

A copy of the Pikes Peak Library District Foundation's resolution recognizing and honoring Aje Sakamoto was included in the Board packet. Mr. Sakamoto is retiring from the Foundation Board of Directors after serving four years on that Board. Mr. Sakamoto had previously served on the Pikes Peak Library District Board of Trustees for ten years (retiring from that Board in 2008). The Board thanked Mr. Sakamoto for his service in support of the Pikes Peak Library District

A copy of the letter in reply to a patron challenge of library material was included in the packet. In response to a patron request to remove the DVD *Milk* from PPLD's collection, a team of four librarians reviewed the DVD *Milk*. The review team found that *Milk* meets the criteria of PPLD's selection policy and unanimously recommended that *Milk* be retained in PPLD's collection as classified.

Events & Press Clippings

A list of upcoming events was included in the Board packet. Chief Librarian Spears noted that the Portal @ MAC with PPLD is an amazing experience; it is open during selected hours through December.

APPR author Sarah Weeks (*Save me a Seat*) provided very well-attended programs last week at East Library and Library 21c.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was distributed at the meeting. Chief Development Officer & Foundation Executive Officer Dolores Cromeens reported that the Friends "Big Fall Booksale" at the end of October made about \$9,500.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens reported that the Foundation expects to end the year at about \$850K in gifts and grants. She noted that some of the annual fund dollars support author visits like the Sara Weeks program.

Board Reports

Governance Committee

Governance Committee member Wayne Vanderschuere reported that the committee had not meet. Ms. Hammond was able to provide a brief update on the selection process for new Board members. The City/County selection committee is regrouping and will continue the interview process in the near future.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that he had met with Chief Librarian Spears on October 25, 2017 to discuss the five policies on the New Business agenda.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the Public Affairs Committee had not met.

Board President

President Grossman did not have a report.

Adopt-A-Department and Other Board Participation

- Keith Clayton attended the recent Shivers concert. He commented that it was a great performance and an honor to support Peggy Shivers and the Shivers Fund.
- Wayne Vanderschuere hosted Water Education Colorado at Library 21c.
- Ken Beach recently introduced a group to the exciting and unique features available at Library 21c.
- Kathleen Owings visited the PPLD table at a Bristol Brewery event.

Molly Dippold's adopt-a-department departments were reassigned as follows:

- Circulation/Shelving – Wayne Vanderschuere
- High Prairie Branch – Keith Clayton
- Rockrimmon Branch – Kathleen Owings

Financial Report

The financial report for the period ending September 30, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that the budget is on track. Income from Specific Ownership Taxes continues to be unusually high.

Library Services and Branch Services Report

The Library Services and Branch Services Report was included in the Board packet. Director of Library Services Janice McPherson reported on the Books & Brews program and provided program glasses and mugs for the Board.

Director of Branches Lynne Proctor reported that public services managers have worked with Human Resources staff to place clerks and information specialists into the newly created Library Associate and Library Assistant positions recommended by the Singer Group in the Comprehensive Compensation/Job Analysis Recommendations. Both new positions have regular and senior classifications that will allow PPLD managers to place staff in positions that match their skills and performance.

Members of the Leadership Team have been in contact with school boards in Calhan and Ellicott to schedule times for discussions on moving to small modular branches replacing bookmobile service in those 2 areas.

Circulation Report

The circulation report for October 2017 was included in the Board packet. Chief Librarian Spears commented that circulation seems to be leveling out, with increases in circulation of electronic content not as great as in the past and decreases in physical materials becoming smaller than previously reported. Library visits are up and it was noted that there is no discernable correlation between circulation and visits, indicating that patrons use our libraries for a wide-variety of purposes.

The YTD turnover report was included in the packet. This report shows how many times materials in specific areas of the collection are checked out and compares data across several years. The report is utilized by PPLD's Collection Management department for funds allocation. It is also invaluable in planning for shelf space at library facilities.

Chief Librarian's Report

The 2016 PPLD Report to the Community was distributed to the Board at the meeting. President Grossman commented that it was well-done and professional.

Chief Librarian Spears distributed PPLD's application for the National Medal for Museum and Library Service. U.S. Senator Cory Gardner nominated PPLD for this prestigious award. Results will be announced in spring 2018.

A staff team is meeting to plan for implementation of centralized programming as was suggested in the Singer Group's Comprehensive Compensation/Job Analysis Recommendations. The team is looking at and visiting with other libraries that are using centralized programming and have found a direct correlation at the Santa Cruz Public Libraries. The Singer Group continues to assist when we call upon them.

PPLD will launch as a National Safe Place at a press conference on December 12. In a partnership with Urban Peak, PPLD will be the first Safe Place in the State of Colorado. Safe Place is a national youth outreach and prevention program for young people under the age of 18 (up to 21 years of age in some communities) in need of immediate help and safety.

PPLD is in the top 12 for the *Gazette's* 2017 Best Places to Work. The winners will be announced at a reception on November 29.

Chief Librarian Spears has been nominated to run for a seat on the Public Library Association Board. President Grossman expressed her appreciation that Mr. Spears is well-respected across the nation.

Three staff members have been selected to join the three staff that already have commitments to attend the 2018 International Federation of Libraries Association conference, making six staff that PPLD will send to the conference in Kuala Lumpur.

BUSINESS ITEMS

Consent Items

Decision 17-11-1: Consent Items

Consent Items Presented:

1. New Hires
2. Resolution to Apply for Funds Related to House Bill 17-1326

President Grossman requested that Consent Item #2., Resolution to apply for Funds Related to House Bill 17-1326, be pulled from the Consent Items and place in New Business.

Motion: Kathleen Owings moved to approve Consent Item #1, New Hires, as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-11-2: Confidentiality Policy

Colorado state law requires that the Pikes Peak Library District treat patron records and any other information that identifies a person as having used the library as confidential. The Pikes Peak Library District Confidentiality Policy provides the framework through which patron confidentiality and privacy can be ensured.

Motion: Kathleen Owings moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Confidentiality Policy.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-11-3: Circulation Policy

The Pikes Peak Library District Board of Trustees has adopted the American Library Association's *Library Bill of Rights, Freedom to Read* and *Freedom to View* statements to ensure that equal access to library materials and services is available to all PPLD cardholders in good standing.

Motion: Keith Clayton moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Circulation Policy.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-11-4: Library Card Policy

Pikes Peak Library District is committed to removing barriers to provide equitable access to library materials and services through several types of library cards including resident cards and the Colorado Library Card (CLC). Individuals must provide valid identification and proof of address to obtain a PPLD library card.

Motion: Wayne Vanderschuere moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Library Card Policy.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-11-5: Legal Reference Service Policy

PPLD's legal reference service provides access to legal materials, training, education and services. PPLD strives to provide and maintain collections that serve the diverse needs of the residents of the library district. PPLD's non-circulating Law Collection is located at Penrose Library.

Motion: Keith Clayton moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Legal Reference Service Policy.

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-11-6: Makerspaces Policy

PPLD's makerspaces and studios promote creativity, ingenuity and entrepreneurship by providing opportunities for collaboration, innovation and inspiration. Makerspaces and studios provide a wide variety of equipment, tools, classes and programs.

Motion: Kathleen Owings moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Makerspaces Policy.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-11-7: Resolution to Apply for Funds Related to House Bill 17-1326

House Bill 1326 will potentially offer \$5.8 million over a three-year period for small business loans (\$2.8 M) and grants (\$3M) in southeast Colorado Springs and north Aurora near Denver.

It was noted that the Lane Legacy Fund has been dropped as the local grant fiscal agent. The resolution was amended to read, "The Denver Foundation has been chosen as the general fiscal agent for the funds. Accion, a national nonprofit that makes micro loans to small businesses, will handle the small business loan activities in Colorado Springs and the local grant fiscal agent is yet to be finalized."

Motion: Keith Clayton moved that the Board of Trustees approve the resolution to apply for funds related to House Bill 17-1326 as it was amended.

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

2018 Budget Proposal Discussion

Chief Finance Officer Michael Varnet led the Board of Trustees through a discussion of the 2018 budget proposal utilizing the following talking points:

- 2018 Budget Proposal was presented to the Board of Trustees by October 15th deadline and legal notice placed in newspaper; public hearing on December 12, 2017.
- 2018 General Fund revenues - \$32,063,456; 2018 General Fund expenditures - \$33,861,819; utilization of fund balance - (\$1,798,362) (p53); refer to item 17 below to discuss capital projects.
- Estimated fund balance - 12/31/2017 - \$9,124,599; estimated fund balance - 12/31/2018 - \$7,326,236. (p54)
- Unassigned fund balance - 12/31/2017 - \$7,237,189; unassigned fund balance - 12/31/2018 - \$6,288,079. Balance equates to 2.3 months of operating expenditures. (p54)
- Emergency reserve (TABOR) as of 12/31/2018 - \$934,312. (p54)
- 2018 Property taxes - \$26,943,302; 2017 property taxes - \$25,942,634. (p56)
- 2018 mill levy - 3.863 mills operating purposes (\$27,055.362); 0.023 mills for refunds and abatements (\$161,086); (0.039) mills for temporary tax credit ((\$273,145)). (p58)
- The 2018 mill levy includes a temporary tax credit for estimated amounts that exceed TABOR limits for 2016 and 2017 (plus 10% simple interest per annum). These figures will be refined for the final budget proposal as the numbers are expected to be higher. (p58)
- TABOR Factors - Growth and estimated CPI. Used 3.1% CPI based on two estimates provided by the State. The final CPI figure for 2017 is available in February 2018.
- Specific ownership tax collections have far exceeded expectations (October collections exceeded highest month by \$40,000 - statement received November 10th). Final budget proposal will include refined revenue expectations for 2017 and 2018. This could easily add \$200,000 to anticipated collections for 2017. 2018 figures will be refined and the mill levy may be adjusted downwards for the final budget. P56)
- Budget proposal includes \$200,000 for fines and fees. (p56)

- Interest income has done very well in 2017 and is expected to do well in 2018. (p56)
- 2018 Personnel services - \$19,975,214 (59% of budget) (p59 and p60). Included in Personnel Services are:
 - 3% average pay adjustment pool - \$468,000
 - 26 full time and 1 part time position - \$1,623,000 (p 121 to review positions)
 - Included in new positions:
 - 3 regional managers,
 - 3 Assistant Regional Managers,
 - 1 Organizational Development Manager,
 - 6 Public Services Floaters,
 - 3 Public Services Librarians,
 - 3 Public Services Library Associates,
 - 1 Graphic Artist,
 - 1 System Support Analyst,
 - 1 Facilities Technician,
 - 1 Building Manager for KCH, 1 Social Worker
 - Part-time hours for Eastern El Paso County.
 - Estimate for savings in vacant positions – (\$600,000)
 - Estimate to complete consultant study in 2017 which is carried over to 2018 - \$333,000
 - Reduction in sub budget from original requests – (\$180,000)
- 2018 Library materials budget - \$4,400,000 (13%) (p59 and p60) – close to original 2017 budget
- Transfers to capital projects funds to cover 2018 capital projects - \$2,178,459 (p66)
- Significant capital projects for 2018:
 - \$865,000 – renovation to KCH (p173)
 - \$275,000 – Penrose Library meeting room – lower level) (p172)
 - \$125,000 – Eastern El Paso County library facilities (Calhan and Ellicott) – in place of new bookmobile (p179)
 - \$200,000 – copier and printer replacement project (p183)
 - \$100,000 – along with \$150,000 in 2017 for phone system project (p183)
 - \$600,000+ - all other capital projects.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:46 pm.

Tim Hardesty left the meeting at 4:55 pm

Kathleen Owings left the meeting at 5:00 pm