

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**July 26, 2016**  
**8 am**  
**Manitou Springs Library**

**MEMBERS PRESENT**

Vice President Cathy Grossman, Secretary/Treasurer John Wilson, Trustee Keith Clayton, Trustee Molly Gary

**MEMBERS ABSENT**

President Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer

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

Executive Director John Spears, Community Engagement & Outreach Officer Sean Anglum, Foundation & Development Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Laura Ettinger, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, Manitou Springs and Ute Pass Library Manager Margaret Morris, Information Technology & Virtual Services Officer Richard Peters, Associate Director of Public Services Alan Schlosser-Couch, Chief Financial & Business Officer Michael Varnet

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

Vice President Grossman called the July 26, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:00 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 amended minutes of the May 24, 2016 meeting of the Board of Trustees and the minutes of the June 28, 2016 meeting of the Board of Trustees were presented for review.

**Motion:** John Wilson moved to approve the amended minutes of the May 24, 2016 meeting of the Board of Trustees as presented.

**Second:** The motion was seconded by Molly Gary.

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

**Motion:** John Wilson moved to approve the minutes of the June 28, 2016 meeting of the Board of Trustees as presented.

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

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

### **Events & Press Clippings**

A list of recent press clippings and upcoming events was included in the Board packet.

### **Presentations**

Manitou Springs and Ute Pass Library Manager Margaret Morris provided an update.

The City of Manitou Springs is moving forward with the expansion and ADA access project for the library building in Manitou Springs. The City has selected architect Thorp Associates of Estes Park for the project. Thorp Associates has assembled a team for the project and has conducted 2 meetings with Manitou Springs City Council, citizens and PPLD staff in July. Two additional meetings are planned. Thorpe Associates hopes to make the Library “green”, aiming for a LEED gold rating. PPLD will work closely with the City of Manitou Springs on every aspect of the project. The timeline for the project has not been established, but it is estimated that the project will take place over about 3 years, with fundraising and grant-seeking by the City of Manitou Springs taking up a major part of the time frame.

Manitou Springs Library is setting up an aquaponics system with funds from a Healthy Living grant. The Manitou Arts Center received a \$1,000 grant for aquaponics which they are passing on to the Manitou Springs Library. Manitou Springs Library staff hope to raise vegetables and flowers in the system.

Summer lawn concerts at Manitou Springs Library are very popular this year with at least 350 people showing up weekly for family picnics and music.

Summer reading was popular at both the Manitou Springs and Ute Pass Libraries. Ute Pass is increasing programming for children, teens and adults, and Ute Pass staff are finding Ute Pass Elementary School to be very receptive to cooperative efforts.

## **REPORTS**

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

Friends of the Pikes Peak Library District Board President Laura Ettinger reported that the Friends have selected C. J. Box as the recipient of the 2017 Frank Waters Award. The Golden Quill award will be presented to Charles Rockey and his daughter Hannah, well known Manitou Springs co-authors of *Love Songs of Middle-Times*.

The Friends will have a team in the August PPLD “Geeks Who Drink” trivia event.

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

Foundation & Development Officer Dolores Cromeens reported that Development Associate Isabel Soto-Luna has done an excellent job with the “Geeks Who Drink” event that takes place on August 19 at Library 21c, noting that the event is drawing in a new demographic that the Library is eager to serve.

Ms. Cromeens congratulated Adult Literacy staff on the renewal of the Adult Education and Family Literacy grant and offered kudos to Sand Creek and Fountain Library Manager Abby Simpson for her work on the Healthy Living Grant.

Ms. Cromeens reported that the Foundation is currently identifying and engaging stakeholders for the Knights of Columbus building. Fundraising will not begin until the Library has received community input on the space. The PPLD Foundation has applied for an assessment grant from the State Historical Fund. Cathy Grossman encouraged Board members to let Ms. Cromeens know of anyone who would like to tour the building.

### **Board Reports**

#### **Governance Committee**

Governance Committee Chair Keith Clayton reported that the Governance Committee did not meet in July. The Governance Committee continues to work on memberships, the Board retreat and Board education and functionality.

Executive Director Spears noted that the agenda for the Board retreat was in place. The entire retreat will be an open meeting. Consideration of a mid-year budget resolution will be a business item at the meeting and there will be an executive session for the Executive Director’s quarterly performance review. The speakers for the retreat have been confirmed. Colorado State Library Public Library Community Programs Senior Consultant Jacqueline Murphy will provide an orientation program during the morning session. Pam Sandlian Smith, Director of Anythink Libraries will be the luncheon speaker. During the afternoon session the Board will meet via Skype with Paula Singer of the Singer Group for a discussion about the Compensation Study project. Chief Finance & Business Officer Michael Varnet will give a presentation on TABOR and the day will end with a wrap-up discussion.

#### **Internal Affairs Committee**

Internal Affairs Committee Chair John Wilson reported that the committee met on July 12. The Internal Affairs Committee discussed budget priorities for fiscal year 2017 and their recommendation will be considered by the Board at this meeting.

The Internal Affairs Committee heard reports on various incidents and the resolutions of those incidents. The Committee reviewed preliminary staff suggestions designed to remove barriers to access by changing PPLD’s fines practices.

## **Public Affairs Committee**

Public Affairs Committee Chair Cathy Grossman noted that although the Committee did not meet in July, Committee members introduced Executive Director Spears to the El Paso County Commissioners and the Colorado Springs City Council. Mr. Spears and Committee members spoke to each group, pointing out the Library's ability to support each entity's strategic efforts. The presentations were very favorably received. County Commissioners have enlisted Executive Director Spears as a representative on their Strategic Planning Team. The City Council is interested in fostering Library partnerships with the schools.

## **Board President**

Vice President Grossman reported that the recent Library program featuring political cartoonist Chuck Assay was thought-provoking and very well attended.

## **Financial Report**

The financial report for the period ending June 30, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet reported that 90% of revenues have been collected and expenditures are at 48.8%. Trends are consistent and the budget is tracking well.

## **Executive Director's Report**

The Foreward, Executive Summary, first and second chapters of the Aspen Institute's report, *Rising to the Challenge, Re-Envisioning Public Libraries* (October 2014) were included in the Board packet. Executive Director Spears led the Board in a discussion of the material. Areas discussed included:

- How libraries can better interact with communities
- Societal changes that impact library services
  - More transitory/mobile populations
  - Aging populations
  - Immigrant populations
- The library as a place, and as a platform
  - The library as the underpinning of the ways in which communities become educated
- The importance of libraries sharing/interacting with other libraries
  - Potential of Prospector software at PPLD
- The continuum of library services through life cycles/changes
- Focusing on community needs as opposed to demographics
- The role of libraries in cultural phenomena
  - Opportunities
  - Critical language that society needs to know
  - Different modes of learning
- Mobile makerspaces to take the 21<sup>st</sup> Century library experience to the patrons
- "Regional" makerspaces in the Southeast portion of the District
  - Sand Creek makerspace
- How does the library fit into existing community organizations?

- Tying library goals to community goals
- The role of the library in enabling other community organizations to do their work

The Board will utilize this report in the wrap-up discussion at the Board retreat.

## **BUSINESS ITEMS**

### **Decision 16-7-1: Consent Items**

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

Resolution for Grant Application: El Pomar Possibilities Grant: El Pomar would provide a \$25,000 planning grant for cross-sector community coalitions interested in working with stakeholders in Southeast Colorado Springs to strengthen the community.

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

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

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

## **New Business**

### **Decision 16-7-2: Fiscal Year 2017 Budget Priorities**

The Board Internal Affairs Committee discussed priorities for the budget for fiscal year 2017 at its July 12, 2016 meeting. The District will have the results of the compensation study in early 2017, making the main budget priority implementation of the first phase of recommendations coming out of the study. Priorities for the 2017 are ranked in this order:

1. Staffing
2. Capital Expenses
3. Library Materials

The District currently maintains a 2-month reserve fund. Lowering the reserve would allow the District to catch up on deferred maintenance projects.

**Motion:** John Wilson moved to accept the recommendations for fiscal year 2017 budget priorities as presented, and the utilization of funds from the general fund reserve to fund capital expenses.

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

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

## **Discussion: 2016 Mid-Year Budget Resolution**

A draft of the 2016 mid-year budget resolution was included in the Board packet. A notice of a public hearing for the 2016 mid-year budget resolution must be posted and a public hearing for the 2016 mid-year budget resolution must take place before the Board can act on this item. The public hearing will take place at 8 am on August 23, 2016 and the 2016 mid-year budget resolution will be presented to the Board as a decision item at the regular meeting of the Board on August 23, 2016.

Chief Financial & Business Officer Michael Varnet reported that the amendment to the budget includes funding for the following:

- The Compensation Study that was approved by the Board on June 28, 2016
- Additional e-Materials purchases
- The Sand Creek Library makerspace

## **EXECUTIVE SESSION**

Because three Board members were absent from the meeting, the Board did not enter into Executive Session to discuss personnel matters related to the six month evaluation of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f).

This business will be carried forward to the August 23 agenda.

## **ADJOURNMENT**

There being no further business to conduct, Vice President Grossman adjourned the meeting at 9:27 am.