

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 25, 2016
8 am
Fountain Library

MEMBERS PRESENT

President Ken Beach, Vice President Cathy Grossman, Secretary/Treasurer John Wilson, Trustee Keith Clayton, Trustee Molly Dippold, Trustee Katherine Spicer

MEMBERS ABSENT

Trustee Kathleen Owings

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Executive Director John Spears, Foundation & Development Officer Dolores Cromeens, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, Associate Director for Library Services Janice McPherson, Associate Director for Branches Lynne Proctor, Technology & Virtual Services Officer Richard Peters, Chief Financial & Business Officer Michael Varnet, Fountain Library Public Services Specialist Mary Gapko, Cheyenne and Rockrimmon Libraries Manager Steve Abbott, Special Collections Division Head Tim Blevins, Public Services Specialist Adult Services Interlibrary Loan Jennifer Eltringham, Children's Services Librarian Evan Kendrick, Information Technology & Virtual Services Administrator for End User Services Juanita Lanaux, East Library Adult Services Manager Joanna Rendon, Adult Services Division Head Amy Rodda, Fountain and Sand Creek Libraries Manager Abby Simpson, PPLD Foundation Board of Directors Member Wayne Vanderschuere

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Beach called the October 25, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:03 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 minutes of the September 27, 2016 meeting of the Board of Trustees were presented for review.

Motion: Cathy Grossman moved to approve the minutes of the September 27, 2016 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

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

Introduction of Staff

PPLD's Associate Director of Public Services is no longer with the District. Two new temporary positions that divide the responsibilities previously assigned to the Associate Director of Public Services have been created, and existing staff have been moved into temporary assignments to assure that all areas of PPLD's operations are covered. Assignments remain temporary as PPLD continues to work through the Compensation Study. John Spears introduced staff involved in these temporary reassignments.

- Janice McPherson: Associate Director for Library Services
- Lynne Proctor: Associate Director for Branches
- Amy Rodda: Adult Services Division Head & Penrose Adult Services Manager
- Joanna Rendon: East Adult Services Manager
- Steve Abbott: Community Library Manager for Rockrimmon and Cheyenne Mountain

Fountain Library Update

Fountain Library Public Services Specialist Mary Gapko welcomed the Board to the Fountain Library. Ms. Gapko pointed out a group of wild turkeys that could be seen checking out the courtyard! Ms. Gapko described typical weekly programs at the Fountain Library as well as Fountain community events in which the Library participates. Fountain Library celebrated its 10 year anniversary earlier this month.

IFLA Conference Reports

The Pikes Peak Library District Foundation and the Friends of the Pikes Peak Library District generously funded 9 PPLD staff members' participation in the International Federation of Library Associations (IFLA) annual conference in Columbus, Ohio in August. A 10th PPLD staff member attended the conference through an ALA IFLA Fellowship. Over 4,200 attendees from 140 countries joined the conference this year.

PPLD staff were exposed to new and different perspectives and learned that libraries worldwide face many common challenges.

Each of the IFLA attendees gave a brief presentation highlighting key take-aways from the conference. The PPLD IFLA delegation:

John Spears: Executive Director
Steve Abbott: Community Library Manager (RO, CH)
Tim Blevins: Special Collections Division Head
Jennifer Eltringham: PSS Interlibrary Loan (ALA IFLA Fellow)
Evan Kendrick: Children's Librarian
Juanita Lanaux: ITVS End User Services Administrator
Joanna Rendon: East Adult Services Manager
Amy Rodda: Adult Services Division Head
Abby Simpson: Community Library Manager (SA, FO)
Michael Varnet: Chief Financial & Business Officer

Katherine Spicer joined the meeting at 8:15 am

John Wilson joined the meeting at 8:17 am

Each of the IFLA attendees thanked the Friends, Foundation and PPLD Board for the opportunity to represent PPLD at the international conference. Tim Blevins and Executive Director Spears thanked Sue Hammond for her behind-the-scenes work related to PPLD's IFLA delegation.

REPORTS

Friends of the Pikes Peak Library District

The Friends Report was included in the packet. Executive Director Spears pointed out that the recent Latina Voices event was very successful. The Fall Booksale raised over \$9,000.

Pikes Peak Library District Foundation

Foundation & Development Officer Dolores Cromeens introduced PPLD Foundation Board of Directors member Wayne Vanderschuere who was in attendance. The Foundation is moving into end of the year fundraising activities with a focus on maintaining cutting edge services. A partnership with California Pizza Kitchen will return 20% of each bill for diners showing a card between now and the end of February 2017. The Foundation has just received \$144,000 from the State Grants for Libraries for the purchase of designated library materials.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the committee met on October 15, 2016 to review the 13 applications received for the upcoming Board vacancy and to prepare a recommendation for Vice President Cathy Grossman's reappointment. Copies of the compilation of the Board Competencies Survey, and the

applications received for the upcoming vacancy were distributed to the full Board. It was agreed that an applicant with longevity in the community as well as strong ties to the community would be ideal.

Internal Affairs Committee

Internal Affairs Committee Chair John Wilson reported that the committee met on October 12, 2016 to review the draft of the 2017 budget proposal.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the committee met on October 18, 2016. The committee discussed the possible partnership with the YMCA and received an update on the KOC planning grant.

Board President

President Beach congratulated Chief Financial & Business Officer Michael Varnet for being presented with the President's Award at the recent Colorado Association of Libraries annual conference.

Financial Report

The financial report for the period ending September 30, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet reported that the budget is tracking well compared to the same period last year.

Dolores Cromeens left the meeting at 9:11 am

Executive Director's Report

Executive Director John Spears pointed out the chart comparing percentages of circulation devoted to juvenile materials, AV materials and users living outside of PPLD's service area that was included in the Board packet. The PPLD facility with the lowest percentage of AV checkouts is Library 21c and this circulation statistic is directly related to the materials dispensers located there.

BUSINESS ITEMS

Decision 16-10-1: Consent Items

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

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

Second: Molly Dippold seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 16-10-2: 2017 Employee Benefits

The PPLD Benefits and Policy Review Team worked with Moody Insurance to handle the 2017 benefits renewal process. Human Resources Division Head Sally Jensen presented a summary of 2017 employee benefits recommendations.

- PPLD will retain Vision Services Plan with no changes
- PPLD will retain CIGNA with the following changes:
 - CIGNA will offer a 3.5% renewal rate increase if PPLD bundles dental and long term disability and life insurance
 - CIGNA will provide a \$30,000 administration fee credit for 2017

Motion: John Wilson moved that the Board approve employee benefits for 2017 as presented.

Second: Katherine Spicer seconded the motion.

Vote: The motion was approved unanimously.

Discussion: 2017 Board Meeting Dates

There was discussion on dates and times for PPLD Board meetings in 2017. The Trustees were in agreement that Tuesday remains a good day and that a late afternoon (4 pm) meeting time would be beneficial for those Trustees who must get children off to school in the morning and would allow for more participation from the County Commissioners. Executive Director Spears will have conflicts with many dates that occur on the 4th Tuesday of each month, but would be available on most first and second Tuesdays. The Board requested that Ms. Hammond provide them with dates for both first and second Tuesdays via email. Meeting dates will be decided upon at the December 6, 2016 Board meeting.

It was decided that a November 2016 Board meeting will not be needed. The Board will conduct Executive Director Spears' annual review at the January 2017 Board meeting.

Discussion: 2017 Budget Proposal

Executive Director Spears and Chief Financial & Business Officer Michael Varnet provided a detailed review of line items in the 2017 budget proposal that have implications for current practices.

- Fines & Fees: PPLD will no longer assess fines for overdue children's and teen materials beginning on January 1, 2017. The Colorado State Library strongly urges that public libraries implement this practice.
- Meeting Rooms: PPLD will eliminate all rental fees for meeting spaces district-wide.
- Compensation Study: \$900K is set aside to begin implementation of recommendations coming out of the Compensation Study which should be completed in March 2017.
- Substitute Pay: a 25% reduction in substitute pay will be instituted. This 25% will be held in a pool to be used if absolutely necessary. What is not used will be added to the \$900K for implementation of recommendations from the Compensation Study.
- eMaterials: Budget is increased to \$1,000,000.
- Spanish Language Materials: Budget is increased from \$3,500 to \$10,000.
- Prospector: PPLD may join this state-wide resource-sharing effort which will greatly benefit PPLD patrons. The initial implementation cost is \$75K with \$20K annual fee in subsequent years.

- Dues and Training: The staff training budget will be doubled as an investment in PPLD staff that will bring more internal and external training opportunities to more staff members. Payment of professional organizational dues will be spread further into the organization. The dues and training budget represents less than 1% of the total budget.
- Staff Organization: Staff O will move under the umbrella of the Library and every PPLD employee will automatically become a member at no cost.
- Career Online High School: PPLD will take the lead in the State to offer this Gale program that will complement PPLD's Adult Education Program. Participants will earn actual high school diplomas (as opposed to GEDs).

ADJOURNMENT

There being no further business to conduct, President Beach adjourned the meeting at 10:29 am.