

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 27, 2016
9:15 am
Penrose Library**

MEMBERS PRESENT

President Ken Beach, Vice President Cathy Grossman, Secretary/Treasurer John Wilson, Trustee Keith Clayton, Trustee Molly Dippold, 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, Technology & Virtual Services Officer Richard Peters, Chief Financial & Business Officer Michael Varnet, Paula Singer, Children's Services Division Head Nancy Maday, Teen Services Librarian Joanna Rendon

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Beach called the September 27, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 9:17 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 August 23, 2016 meeting of the Board of Trustees were presented for review. Cathy Grossman requested that the minutes be amended to reflect that the Board reviewed the 2016 Strategic Plan in August 2015.

Motion: Kathleen Owings moved to approve the minutes of the August 23, 2016 meeting of the Board of Trustees with the suggested amendment.

Second: The motion was seconded by John Wilson.

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

Compensation Study Update: Paula Singer

Paula Singer of The Singer Group provided an update on the PPLD Compensation Study that was launched in late August. The Singer Group has been collecting lots of data. Staff interviews have been conducted and 3 questionnaires have gone out to the staff. Ms. Singer reports that PPLD staff are engaged and she is receiving very good response. A communications plan was shared with the staff explaining multiple ways for staff to connect with the Singer Group, and staff are informed on what is occurring at each step. The Singer Group is at PPLD this week to conduct site visits designed to help them get to know each facility very well. Focus groups have been held by department and by position to allow the Singer Group to get a feel for PPLD positions and how they relate to one another. A Project Review Committee made up of a cross section of PPLD staff will review issues related to organizational design and compensation.

Paula Singer left the meeting at 9:30 am.

Summer Reading and Project Outcome Reports: Nancy Maday and Joanna Rendon

Children's Services Division Head Nancy Maday and Teen Services Librarian Joanna Rendon provided an overview of the 2016 Summer Reading Program for kids and teens at PPLD.

	Registered	Programs	Program Attendance
Children's Program	16,931 big kids 1,954 babies	960	36,090
Teen Program	4,843	195	1095

- 659 teen volunteers provided 13,295 volunteer hours.
- Staff are working to redesign the program for 2017. Since one of the goals of the program is to prevent summer reading loss, staff hope to be able to make the program more experiential for participants, focusing on intrinsic motivations as opposed to external rewards and looking at what will make children want to be forever readers.

Project Outcome is PLA's latest field-driven initiative, helping libraries to capture their impact in the communities they serve. Two surveys, a children/teen survey and a caregivers' survey, were utilized to measure the impact of Summer Reading. A total of 1,028 surveys were collected from children/teens. Some results:

- 82% learned something new from what they read or experienced
- 78% enjoy reading more
- 75% read more often
- 82% want to use the library more often

1,878 caregivers completed surveys. Results included:

- 80% reported their child maintained or increased reading skills
- 73% reported that their child is a more confident reader
- 88% reported that their child reads more often
- 78% reported that their child uses the library more often

REPORTS

Friends of the Pikes Peak Library District

Friends of the Pikes Peak Library District Board President Laura Ettinger reported that the Friends are in the process of creating a slate of officers and setting a date for the annual meeting in January 2017. Ms. Ettinger will conclude her term as president at the end of the year. In the meantime, she is working with the Board to refine Friends policies and procedures and is planning a Friends Board retreat. The Fall Booksale is scheduled for October 7-9 at East Library.

Pikes Peak Library District Foundation

Foundation & Development Officer Dolores Cromeens thanked the teen and children's staff for their efforts in bringing in so many great sponsors for the summer reading programs. Ms. Cromeens reported that the *Geeks Who Drink* event ended with a net profit of \$3,300 and brought 145 new supporters into the Library. Although PPLD will not seek funding as the lead agency through an El Pomar Foundation Possibilities Grant, the Library will benefit from local government, nonprofit and business partnerships forged during meetings held to explore the grant. Sand Creek Library manager Abby Simpson will continue to convene this group. The PPLD Foundation is concentrating on end of the year activities – the Annual Fund, Colorado Gives Day and the Indy Give campaign. PPLD is currently looking at a pilot program to form a consortium to bring Gale's Career Online High School to Colorado libraries. The Foundation would conduct fundraising to secure scholarships for online adult learners.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on September 22. The committee is busy with Board membership – recruitment of a new member and reappointment for Cathy Grossman, review of the Conflict of

Interest Statement and Ethics Policy, creating an FAQ for new Board members, looking at Board competencies, creating a schedule for policy review and updating the Board manual.

Internal Affairs Committee

Internal Affairs Committee Chair John Wilson reported that the committee had not met in September.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the committee did not meet in September. Trustee Grossman attend the Mayor's State of the City event and the Downtown Partnership Annual Breakfast.

Board President

President Beach did not give a report.

Financial Report

The financial report for the period ending August 31, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet noted that interest income is up from the previous year. Mr. Varnet reported that he expects to see a 4-4.5% increase in property tax revenues in 2017, which will amount to about \$1.5 million in additional revenue. Mr. Varnet is currently involved with Library management in completing the 2017 budget proposal. The 2017 budget will be delivered to the Board by October 15.

Executive Director's Report

Executive Director John Spears thanked Nancy Maday, Joanna Rendon, Terry Zarsky and Teona Shainidze-Krebs for their work on *Project Outcome*. PPLD is one of the first libraries involved in the initiative and staff have put forth a tremendous effort.

Mr. Spears thanked Sally Jensen and Michael Varnet for their efforts in the Compensation Study project.

Mr. Spears reported that PPLD has received a Request for Reconsideration of Library Material for the adult nonfiction book *AX Volume 1: A Collection of Alternative Manga*, edited by Sean Michael Wilson. The patron is requesting that the material be removed or restricted to patrons aged 18 and over. The book is currently in the review process.

PPLD's two most recent strategic plans were included in the Board packet. The 2010-2020 plan was a visionary document that guided the District as 21st century library practices were developed and implemented. The 2016 plan offered a practical operating plan, and it is the strategic plan on which current PPLD departmental goals have been developed. Work plans for 2017 will continue to mesh with the current plan.

Executive Director Spears explained that it is critical for the District to complete the Compensation Study before embarking on further strategic planning efforts. Results of the

Compensation Study will impact the direction PPLD takes going forward. The Compensation Study should be complete in late March 2017 and there will be funds in the 2017 budget for the development of a new strategic plan.

Although it is probable that PPLD will need to increase funding through some sort of ballot initiative, Mr. Spears noted that the development of a plan to go to the polls is a long-term project. The Board would like to see that project come about in 2018 and Mr. Spears added that it will be very important to watch other agencies to see what they are doing at the polls and to gauge how that may impact PPLD going to the voters. A marketing plan that includes better branding will need to precede any efforts toward a ballot initiative and PPLD will need to have developed a very clear plan for the future. The Board asked that discussion of an election appear on a Board agenda in the future following the completion of the Compensation Study.

BUSINESS ITEMS

Decision 16-9-1: Consent Items

New Hires: A list of new hires for the period August 1, 2016 – August 31, 2016 was included in the Board packet.

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.

Unfinished Business

Discussion: Board Retreat

The Board wrapped up discussion from the August 23, 2016 Board retreat. Prioritization of activities for the next 3-5 years will be important as the Board begins to discuss going to the voters for increased funding. It is clear that much of what will need to be prioritized rests upon the results of the Singer Group's Compensation Study. Strategic planning cannot be initiated until the study has been completed. Adjustments to current services and reallocation of staff will likely be necessary. Projects already earmarked include the Sand Creek makerspace, and the yet to be defined Knights of Columbus Hall project. Looking at technology going forward, we will bring personnel offsets into the equation as we consider automated materials handling equipment, and some vacant positions will not be hired. Reallocation and shifting of resources in the materials budget will continue to be a factor.

New Business

Decision 16-9-2: Pantheon Subscription Service Renewal

Pantheon Website Management Platform hosts the PPLD website. A multi-year agreement that includes a non-appropriation clause will be more cost effective than the annual renewals which are currently PPLD's practice. Annual cost savings for the multi-year renewal will be \$1,425/year.

Motion: John Wilson moved to approve a multi-year contract with Pantheon Website Management Platform as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Beach adjourned the meeting at 10:46 am.