

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
April 26, 2016
8 am
Ruth Holley Library

MEMBERS PRESENT

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

MEMBERS ABSENT

Trustee Kathleen Owings

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Executive Director John Spears, Interim 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, Associate Director of Public Services Alan Schlosser-Couch, Facilities Manager Gary Syling, Chief Financial & Business Officer Michael Varnet, Literacy Manager Teona Shainidze-Krebs, Instructor Michael Bittner, the ESL Beginning Class (Instructor Rukhsana Sher, Volunteers Laura Murphy and Barbara Currey, Students Aide Trevizoo, Igor Vasin, Layda Morales, Raquel VanDyke, JinYun Huang, Nina Voronzheve, Sim Sanghvein, Jorge Javier Torres, Yusmelkys Delgado, Amanda Bravo, Jose Lopez, Luz Anchondo, Ana Flores, Cristina Grimaldo, Maribel Moreno, Shi Kui Chen)

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Beach called the April 26, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:00 am.

Executive Director Spears noted that the beautiful cookies on the Board table were baked and decorated by PPLD Artist in Residence, cookie baker and painter, Christine Yocum.

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 March 22, 2016 meeting of the Board of Trustees were presented for review and approval.

Motion: John Wilson moved that the minutes of the March 22, 2016 meeting of the Board of Trustees be approved as presented.

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

Correspondence

There was no correspondence to report.

Meetings, Programs & Events

A list of upcoming meetings, programs and events was included in the Board packet.

Presentations

PPLD's Adult Literacy ESL Beginner Class attended the meeting. Class Instructor Rukhsana Sher introduced the class members and each individual gave a brief presentation. The students came to the United States from Pakistan, Mexico, Cuba, Ukraine, Kazakhstan, Puerto Rico, China, Panama, and Columbia. Following the presentations President Beach stated that it is rewarding to see the Library in action, providing the opportunity for adults in our community to learn English. He noted that he could only imagine just how intimidating it would be to come to a new country and not speak, write or understand the language. The entire Board applauded the efforts and linguistic accomplishments of the ESL students.

REPORTS

Friends of the Pikes Peak Library District

Friends of the Pikes Peak Library District Board President Laura Ettinger gave the Friends report.

- The Betty Fields awards ceremony took place on April 2. Twenty-two students were presented with awards for their writing. Ms. Ettinger recognized former Friends Board member Diane Pfalzgraf for her hard work and dedication to this project.
- The Frank Waters/Golden Quill luncheon will take place on April 30.
- Online book sales continue to do very well. The Friends excellent metrics have qualified them for an Amazon Business account.
- The Friends have some good challenges in so far as dealing with large donations of books. They will be reexamining their policies for large donations.
- The Friends are working on the annual Latino Voices event.

Pikes Peak Library District Foundation

The Pikes Peak Library District Foundation report was included in the Board packet. PPLD Foundation & Development Officer Delores Cromeens provided an update on the Foundation.

- On April 23 PPLD dedicated a garden at Fountain Library honoring Helen McCaffrey's late father Gus Wilson.
- The Foundation is collaborating with the Penrose Hospital Foundation to present a program called, *Women, Wealth and Wisdom*.
- The *Geeks Who Drink* event is scheduled for August 19 at Library 21c. There are currently 13 teams signed-up.

Board Reports

External Affairs Committee

External Affairs Committee Chair Cathy Grossman reported that the committee will meet in May to plan for presentations to the El Paso County Commissioners and the Colorado Springs City Council.

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met in April to update the committee's plan for 2016, to continue their review of the Bylaws and to discuss Board recruitment.

Internal Affairs Committee

Internal Affairs Committee Chair John Wilson reported that the Internal Affairs Committee met in April. The committee had a very full agenda, discussing *Project Outcome*; an RFP for an auditor (to be issued in late summer); the RFP for a compensation study; changes at Manitou Springs Library; the Cheyenne Mountain Library Lease; library kiosks; underserved areas in the District; size limitations at High Prairie Library; and a possible facility collaboration with the YMCA.

Board President

President Beach reported that he recently attended both Governance and Internal Affairs Committee meetings. He praised the committees for the strength and responsibility with which they are approaching their jobs.

Financial Report

The financial report for the period ending March 31, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet reported that the budget is on track with about \$12,000,000 in revenues collected and expenditures at about \$6.7 million. Investment income is up by 222%. Mr. Varnet noted that a decrease in utilities expenses may be weather-related.

Executive Director's Report

Executive Director John Spears reported that he, Michael Varnet and Steve Abbot met recently with the YMCA to discuss the possibility of a joint-use facility. The YMCA has purchased a 50,000 square foot building in the Powers corridor. The Library would probably need to add on to the building, but many areas, like performance venues would be shared. The Board will review a non-binding letter of intent at the May 24 meeting.

Information about a new PLA initiative, *Project Outcome*, was included in the Board packet. Mr. Spears explained that libraries are currently rethinking traditional measures and considering the value in measuring outcomes as opposed to outputs. Although Federal and State mandates make PPLD and other libraries legally bound to collect and report outputs, PLA is working on standardizing methodology for collecting outcomes in a way that will be centrally structured allowing for benchmarking between facilities. Libraries that sign up to participate for free in *Project Outcome* will receive training. Children's Manager Nancy Maday will head up *Project Outcome* activities at PPLD, rolling the project out with the 2016 Summer Reading Program.

BUSINESS ITEMS

Consent Items: Decision 16-4-1: New Hires

A list of new hires for the period March 1, 2016 – March 31, 2016 was included in the Board packet.

Motion: John Wilson moved that the Board approve the new hires for March 1, 2016 through March 31, 2016 presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion passed unanimously.

New Business

Cheyenne Mountain Lease Renewal: Decision 16-4-2

The lease for the Cheyenne Mountain Library at 1785 S. 8th Street will expire on August 31, 2016. The landlord, Loup Management Company, proposes a 5-year extension to the current lease. The proposal includes a non-appropriation clause for compliance with TABOR, an allowance of \$19,130 for carpet replacement and a schedule of annual rental cost increases ranging from 1.8% to 3% (annual \$115,162.56 to \$126,640.56).

Motion: John Wilson moved to accept the lease renewal for the Cheyenne Mountain Library facility as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion passed unanimously

Katherine Spicer joined the meeting at 9:10 am.

Review of Board Bylaws: Discussion

Governance Committee Chair Keith Clayton led the Board through review and discussion of changes that the Governance Committee has suggested be made to the Board Bylaws. Trustee Clayton will incorporate the suggestions made by the Board at this meeting into the document and Executive Director Spears will present the document to Library counsel for legal review. The Board will vote on the Bylaws revision at a future meeting.

Board Retreat: Discussion

Options for a Board retreat and a joint boards luncheon were discussed. It was decided that the Board retreat will be scheduled for Tuesday, August 23, 8 am to 12 pm. GE Johnson has very kindly offered the Board the use of their conference room for the retreat.

The Board will host the PPLD Foundation Board, the PPLD Friends Board and the PPLD Leadership Team at a luncheon immediately following the retreat. The luncheon will be held in the Knights of Columbus Building. Executive Director Spears announced that he will recruit a speaker for the luncheon.

ADJOURNMENT

President Beach wrapped up the meeting by thanking the ESL Beginner Class for attending the meeting and sharing their stories, and wishing the ESL students well on their journey in learning the English language.

There being no further business to conduct, President Beach adjourned the meeting at 9:53 a.m.