

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 13, 2019
4 p.m.
High Prairie Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Present at 3:00 p.m.: President Wayne Vanderschuere, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Ned Stoll, Citizen Beau Kelly, Elevated Insights Staff Debbie Balch and Erin Bradley

Joined the meeting at 4:00 p.m.: Secretary/Treasurer Scott Taylor, Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors Member Stephen Adams, Chief Public Services Officer Tim Blevins, High Prairie Branch Supervisor Laura Foye, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, High Prairie Library Manager Liz Willhoff,

Joined the meeting at 5:14 p.m.: Trustee Mina Liebert

MEMBERS ABSENT

Vice President Debbie English

CALL TO ORDER

President Vanderschuere called the August 13, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 3:06 p.m.

SPECIAL PRESENTATION: DISCUSSION WITH ELEVATED INSIGHTS

Debbie Balch and Erin Bradley of Elevated Insights were present to survey the Board for the Community Needs Assessment.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A letter from The Independence Center Advocacy Manager Rebecca Michael was included in the Board packet. Ms. Michael expressed gratitude for the work of PPLD staff Janina Goodwin and Jaylene Walls on the Photovoice 2019 project.

Presentations

High Prairie Library Supervisor Laura Foye provided a brief presentation on the Seed Library at High Prairie Library. Library patrons can checkout seeds, share and trade extra seeds, plant the seeds and grow a garden and then save some of the seeds from the garden to share with the Library. High Prairie Library offers classes for all levels of gardeners and is collaborating with the Fresh Start Center to teach individuals to grow and utilize fresh foods.

BUSINESS ITEMS

Board Minutes

Decision 19-8-1: Minutes of the July 9, 2019 Meeting

The minutes of the July 9, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Cathy Grossman moved to approve the minutes of the July 9, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-8-2: Minutes of the July 27, 2019 Special Meeting

The minutes of the July 27, 2019 special meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Ned Stoll moved to approve the minutes of the July 27, 2019 special meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Discussion: Mid-Year Budget Resolution

A draft Mid-Year Budget Resolution was included in the Board packet. Chief Financial Officer Michael Varnet explained that a hearing for the budget resolution will take place on September 10, 2019 and the final Mid-Year Budget Resolution will be presented to the Board for consideration and decision at the September 10, 2019 regular meeting of the Board.

The Mid-Year Budget Resolution will address the following:

- Balances carried over from 2018 capital project funds
- Outstanding encumbrances as of 12/31/18
- Funding a long-term facilities plan
- Funding a partial wrap for one bookmobile

Trustee Grossman took the opportunity to suggest that going forward Mr. Varnet ask if Board members would like printed budget books. All of the Board members present indicated that they would like to receive the budget in electronic format only going forward.

Discussion: Board Volunteer Agreement

A draft Board Volunteer Agreement was included in the Board packet. Governance Committee Chair Scott Taylor noted that many Front Range library boards have adopted a similar Board Volunteer Agreement. The Board liked the agreement. The Governance Committee will go through the document a final time and it will be incorporated into Board procedures beginning in January 2020.

Decision 19-8-3: Contract for Courier Services

In response to a formal RFP, PPLD received two bids to provide courier services. A team of PPLD staff evaluated the bids for courier services. The team also considered costs for bringing courier services in-house. The low bid was submitted by American Courier, however, American Courier failed to include bid document attachments by the mandatory deadline. The staff team unanimously recommended that the contract for courier services be awarded to Stat Courier at an annual cost of \$180,000.00 with an additional \$212.50 per week when the Calhan Library opens.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve the selection of Stat Courier Services to provide continuing courier delivery services to all PPLD locations at a starting annual cost of \$180,000.00 with an additional \$212.50 per week when the Calhan Library location opens.

Second: Keith Clayton seconded the motion.

Vote: The Board of Trustees approved the motion unanimously.

Decision 19-8-4: Copier RFP

RFP 520-19-04 to replace all copiers in the Pikes Peak Library District, adding additional features to replace desktop printers, received four bids. The staff evaluation team recommended All Copy Products. All Copy Products offered the best value and the lowest cost. All Copy Products is PPLD's current vendor for copiers and has demonstrated good response time.

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees approve All Copy Products as the vendor for RFP 520-19-04 for copier/multi-function device services to the Pikes Peak Library District as the cost of up to \$213,000.00.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-8-5: Child Safety Policy

The *Child Safety Policy* is a new Board policy. The policy addresses access to Library areas designed for children and their parents, guardians, and caregivers.

Trustee Grossman suggested edits to the Board policy. Secretary/Treasurer Taylor discussed possible word choice changes to the procedures as well. Staff will review the procedures with Trustee Taylor's suggestions in mind.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the Pikes Peak Library District Child Safety Policy to read as follows:

Pikes Peak Library District (PPLD) strives to provide a safe and welcoming environment for all community members, including the youngest patrons. Areas designed for children and their caregivers help them make effective use of the children's spaces, books, programs and services to provide an engaging, educational and meaningful Library experience.

Second: Keith Clayton seconded the motion.

Vote: The motion was unanimously approved.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board member Stephen Adams reported that Friends online book sales were good in July. The Children's Booksale at the Summer Adventure party at East Library made \$503.00. The big fall booksale is scheduled for October 4-6 at East Library.

The Friends have begun working on the 2020 literary awards and have identified potential award winners.

The Friends are working on building their Board of Directors. One new member will come on board in September and they currently have two additional potential members.

Mr. Adams noted that the Friends found the July 27, 2019 Board retreat to be very informative and helpful.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James reported that the Foundation Board of Directors have expressed their appreciation for being included in the July 27, 2019 Board retreat. The information presented has already informed some of their decisions.

Mr. James announced a Give! Event on November 5, 2019. The Foundation will host a screening of the film *The Public* at Knights of Columbus Hall. A panel discussion will follow the film. Invitations and registration information will be forthcoming.

Financial Report

The Financial Report for the period ending June 30, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that revenues are up from the previous year by 5.6%. Investment earnings are doing well. Expenses are about 8% greater than in 2018 at this time. This is a result of many vacancies last year that have since been filled.

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Tim Blevins reported that the meetings for 2020 budget planning have been very good. There is lots of staff input this year.

Mr. Blevins noted that "original" circulation (circulation that does not include renewals) for many of the branches is at the same level as that of Penrose Library.

Library Reports

Reports from the Communications, Facilities, Human Resources and Information Technology departments were included in the Board packet.

It was noted that the PowerPass! link on ppld.org will go live soon. All students enrolled in D11 schools will automatically receive library cards. This is a program first suggested by past D11 Superintendent Nicholas Gledich. Other school districts have expressed interest and PPLD hopes to eventually offer this service to all public schools in the District.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that the ALA Design Institute tours have been finalized. PPLD will host the Design Institute on September 13, 2019. Tours for Design Institute attendees will take place on September 12, 2019 with a reception at the Pioneers Museum that evening.

Mr. Spears reported on changes in the book publishing industry that could have a negative impact on PPLD's electronic collections. Many of the "big 5" publishers have imposed restrictions on ebooks and are changing pricing models. The Colorado Association of Libraries and other state library associations have joined ALA in writing to the publishers.

PPLD will join all Colorado Libraries in cutting off LinkedIn Learning (formerly Lynda.com) as soon as the recently announced changes take place. These changes will substantially impair the privacy of library users. PPLD staff are currently evaluating alternative sites.

Chief Librarian Spears discussed his plan for moving forward with a Facilities Master Plan and a Strategic Plan. PPLD's Needs Assessment will inform the Facilities Master Plan by letting us know what the public wants. Once the Facilities Master Plan is completed, PPLD will begin to work on a Strategic Plan. Mr. Spears hopes that the Facilities Master Plan can be started in late 2019. The firm doing the Needs Assessment, Elevated Insights, does strategic planning and is a logical choice for the project. PPLD's Financial Guidelines dictate that another quote be sought.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on July 17, 2019. The Committee discussed the annual retreat, the upcoming Board vacancy, job shadowing, and changes to meeting times in 2020.

The Committee recommends that regular Board meetings be scheduled for the fourth Wednesday of each month beginning in January 2020. A meeting time will be set once feedback from City and County officials has been received.

Trustee Taylor noted that a reception for Board applicants will take place immediately following the September 10, 2019 Board meeting at Penrose Library.

Trustee Taylor thanked Sue Hammond, Michael Varnet, and John Spears for their parts in making the annual Board retreat successful.

Internal Affairs Committee

Internal Affairs Committee Member Ned Stoll reported that the Committee met on August 6, 2019. The Committee reviewed the Mid-Year Budget Resolution draft, the Courier Services recommendation, and the Child Safety Policy.

Public Affairs Committee

The Public Affairs Committee did not meet in July.

Board President's Report

President Vanderschuere thanked everyone involved in the July 27 Board retreat.

Adopt-a-Trustee Reports

- Cathy Grossman visited Human Resources and Children's Services.
- Scott Taylor represented the Board at the Naturalization Ceremony on July 22.

EXECUTIVE SESSION

Motion: Scott Taylor moved that the Board of Trustees enter executive session to discuss personnel matters related to a six-month review of the annual performance of goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

The Board of Trustees entered executive session at 5:50 p.m.

The following left the meeting at that time: Stephen Adams, Tim Blevins, Laura Foye, Sue Hammond, Lance James, Beau Kelly, Heather Laslie, Rich Peters, Michelle Ray, Gary Syling, Caleb Taylor, Michael Varnet, Liz Willhoff.

The Board resumed open session at 6:30 p.m.

President Vanderschuere reported that the Board of Trustees discussed Chief Librarian Spears's goals, and the progress towards completing those goals, in detail during the executive session.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the July 13, 2019 meeting of the Pikes Peak Library District Board of Trustees at 6:31 p.m.