

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 14, 2018
4 pm
Monument Branch Library

MEMBERS PRESENT

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Director of Library Services Tim Blevins, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Monument Branch Manager Andrew Hart, Chief HR & OD Officer Sally Jensen, Administrative Assistant Colleen Lark, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Senior Library Associate Liz Turner, Chief Finance Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the August 14, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

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 June 12, 2018 meeting of the Board of Trustees were presented for review.

President Owings requested that the minutes be amended to correct a spelling error and the omission of a last name.

Motion: Keith Clayton moved to approve the minutes of the June 12, 2018 meeting of the Board of Trustees with amendments.

Second: The motion was seconded by Mina Liebert.

Vote: The motion was approved unanimously.

Correspondence

The following correspondence was included in the packet:

- Letter from Superintendent of Schools Nicholas M. Gledich recognizing PPLD staff who provided services in School District 11 facilities during the Spring 2018 session.
- Note from a patron commenting on the great value she receives from PPLD for her property tax dollars.
- Note from a patron thanking PPLD for helping to save her life when she was cold and homeless.
- Letter from Patrick Losinski, Chief Executive Officer of Columbus Public Library to President Owings commenting on the Penrose Library 50th Anniversary event and President Owings's commitment to service.
- Signed photo from the SCAMP4 with Concrete Couch group who completed a project at Sand Creek Branch Library this summer.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet.

Former PPLD video producer and director Jamey Hastings has been awarded a bronze Telly Award for work done while she was still working at PPLD.

Presentations

Monument Branch Senior Library Associate Liz Turner provided a presentation on volunteers at the Monument Branch Library. Members of the Monument community feel strongly about supporting the Library's mission and do so through volunteering. So far in 2018, volunteer hours at the Monument Branch are valued at \$88,565.73. Ms. Turner stressed that volunteers want to feel that they are making a contribution and that they are appreciated.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that East Library management has provided the Friends with additional space at East Library that will allow them to move their Amazon.com operation downstairs in a locked and secure space.

Friends representatives are meeting with Regional Managers to plan volunteer appreciation activities.

The Friends have selected Anne Hilleman as recipient of the 2019 Frank Waters Award and Diane Curtis as recipient of the 2019 Golden Quill Award.

The Friends are working with Penrose Library management to move the Friends Bookstore back to the front entry area at Penrose Library.

The Friends will present the 2018 Latina Voices event in the Venue at Library 21c on September 22.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens noted that today will be her final PPLD Board of Trustees meeting. Lance James has been hired to replace Ms. Cromeens who will retire on September 7, 2018. Mr. James will begin work at PPLD on August 27, 2018.

Ms. Cromeens noted that the Foundation recently received notification of a \$5K Trustee Merit Grant from the El Pomar Foundation.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on June 27, 2018 and July 26, 2018. The Committee has been planning for the Board retreat which will occur on October 9, 2018. A luncheon for the three PPLD boards will be followed by a planning session. James LaRue, Director of the American Library Association's Office for Intellectual Freedom & the Freedom to Read Foundation will provide the lunch presentation and will facilitate the planning session for the three PPLD boards.

The Governance Committee has created a plan for Board job shadowing that will provide an opportunity for the public to visit with the Board on October 10 and 16, 2018. Sign-up for the job shadowing opportunities will be sent to the Trustees via email.

The Governance Committee has created a plan for recruitment and hiring of a new trustee to fill Kathleen Owings's seat when vacated on December 31, 2018.

The Committee continues the review of the Board Bylaws and will discuss suggested changes with the full Board later in this meeting.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Committee met on July 26, 2018 to review the mid-year budget resolution. The committee discussed PPLD's materials budget as well as Board budget priorities for 2019.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet in June or July.

Adopt-a-Trustee Reports

- Kathleen Owings met with staff at the Cheyenne Mountain Branch and Monument Branch Libraries. She also attended the Penrose 50th Anniversary event and the Ice Cream Social and Summer Adventure Party at Palmer Lake Branch.
- Keith Clayton attended the Summer Adventure Party at Palmer Lake Branch and the 50th Anniversary event at Penrose Library.
- Cathy Grossman met with the Penrose Library Building Manager and staff at Sand Creek Branch Library.
- Mina Liebert visited a city bookmobile stop, met with Gary Syling to learn about the Facilities Department, met with the Adult Services Division Head and attended the Penrose Library 50th Anniversary event.
- Debbie English attended the Penrose Library 50th Anniversary event, and met with the Finance Department staff and the Creative Services Division Head.
- Wayne Vanderschuere attended the Penrose 50th Anniversary Event. He also accompanied his grandson to the Educational Resource Center at East Library and attended "Crittterfest" at East and a yoga program at Library 21c.

Board President

President Owings thanked all of the staff involved in the Penrose 50th Anniversary event on July 15, 2018.

President Owings referenced a letter that was sent from Chief Librarian Spears and herself to the City of Manitou Springs on August 14, 2018. The letter outlines issues with the Manitou Springs Library building and provides a timeline for the City of Manitou to respond to the letter and to address the building issues. Mold and asbestos have been found in the building. President Owings asked Chief Facilities Management Officer Gary Syling to provide a brief update on the situation. Mr. Syling reported that PPLD will contain the damaged areas in plastic tomorrow (August 15, 2018) while waiting for the City of Manitou Springs to respond. He assured the Board that professional testing of air quality at the Manitou Springs Branch indicates that this is not an emergency situation and that it is safe to continue operations at the Branch.

Financial Report

The financial report for the period ending June 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that expenditures and revenues are tracking well.

Mr. Varnet announced that Randy Green has been hired as the Controller.

Mr. Varnet offered a sincere thank you to Dee Cromeens, noting that it has been his great pleasure to work with her the past fourteen years.

Public Services Report

Director of Library Services Tim Blevins reported that “the rubber is hitting the road” as far as the PPLD reorganization goes. Seven librarians have recently been promoted to Senior Librarian positions and are moving into Library Services. The next step will be to hire associates for Library Services positions.

Director of Branches Lynne Proctor reported that Library 21c Branch Manager Catie Tierney has completed her move to Colorado Springs and is now on the job. The following have been hired as Branch Managers:

Alicia Gomori: Fountain Branch
Joelle Wren: Ruth Holley Branch
Sandy Hancock: Old Colorado City Branch
Liz Willhoff: High Prairie Branch

Circulation Report

The Circulation Report for July 2018 was included in the Board packet. For many years PPLD has been a member of OverDrive’s “Million Checkout Club”, circulating in excess of 1,000,000 OverDrive electronic items annually. PPLD had its one millionth OverDrive circulation for 2018 earlier this month.

Chief Librarian’s Report

In Chief Librarian John Spears’s absence Director of Branches Lynne Proctor and Director of Library Services Tim Blevins provided the Chief Librarian’s report. Mr. Blevins reported that the process for hiring Library Associates has been slowed in response to staff feedback that the reorganization coupled with many other changes like the implementation of Library Market software, a new system of combined circ/reference desks, and a new computer reservation/print system, was overwhelming them. The process will continue to move forward, but at a slower pace to allow staff to feel comfortable with the work they are doing and recognizing that a learning/adapting process must take place as these changes are implemented.

Ms. Proctor and Mr. Blevins noted that changes will be made to some procedures in the PPLD Makerspace Policy. Responding to recent concerns brought forward by a PPLD Board member, the PPLD Leadership Team has decided to strengthen language to remove any discretionary elements from the Makerspace procedures.

There was discussion on the 3-D printing of guns and other weapons. Although PPLD does not allow the printing of weapons or other items that violate PPLD policies, it was noted that staff do not always recognize what has been printed - they must weigh the final product to determine the cost of material, but it possible that they may not recognize things like small parts of guns.

BUSINESS ITEMS

Decision 18-8-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Wayne Vanderschuere moved to approve all items in the consent agenda as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Discussion: Review of Board Bylaws

Governance Committee Chair Keith Clayton led discussion on the Bylaws. As required by the PPLD Board of Trustees Bylaws, the Governance Committee is conducting an annual review of the Bylaws. Legal counsel for the District reviewed the Bylaws and their suggestions were provided in the Board packet in the form of a red-line review copy of the document.

The Board would like to accept the changes suggested by legal counsel and to change the required review period from 1 year to 2 years. Throughout the document "Executive Director" will be changed to "Chief Librarian & CEO".

The Board would like the Governance Committee to craft changes that reflect the way in which committee meetings are currently recorded in Article V, Section 5 of the Bylaws.

Discussion: Job Shadowing/Community Engagement Project

Governance Committee Chair Keith Clayton discussed the job shadowing/community engagement project in his committee report earlier in this meeting. Ms. Hammond will take next steps to schedule Trustees at various PPLD facilities.

New Business

Discussion: Mid-Year Budget Resolution

Chief Finance Officer Michael Varnet explained that the Board must defer any action on the mid-year budget resolution until their September 11, 2018 meeting at which time there will

be a public hearing for the mid-year budget resolution and it will be an item for decision on the Board agenda.

Mr. Varnet went over several key points of the mid-year budget resolution.

- Revenues will be reduced from fines and fees and increased by interest income
- Calhan Project: Utilities costs have been more than anticipated. We will hire a construction manager to help keep a handle on costs.
- Library materials: the percentage of the budget utilized for library materials has dropped to 13% which is below the national average. The budget will be increased by \$100K (savings from vacant positions) to begin to restore the percentage level.
- East Library Capital Projects: The chiller pit at East will be enclosed.
- Penrose Library Capital Projects: Preliminary estimate is \$1.35 million for the Penrose Campus Project.

Mr. Varnet stated that as a bottom line, the mid-year resolution will increase the budget by \$1.5 million.

Discussion: Board Budget Priorities

The Board Internal Affairs Committee discussed priorities for the 2019 budget with Chief Librarian Spears and Chief Financial Officer Varnet at their meeting on July 26, 2018. The full Board agreed upon these priorities for the 2019 budget:

- Staff
- Facilities
- Materials

It was noted that PPLD's Collection Management staff utilize usage statistics to help determine materials needs. Usage statistics are utilized for physical as well as electronic materials and are readily available and easily tracked.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 5:38 p.m.