

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

August 23, 2016

8 am

GE Johnson Construction Company, 25 N. Cascade Avenue

MEMBERS PRESENT

President Ken Beach, Vice President Cathy Grossman, Trustee Keith Clayton, Trustee Molly Gary, Trustee Kathleen Owings, Trustee Katherine Spicer

MEMBERS ABSENT

Secretary/Treasurer John Wilson

PIKES PEAK LIBRARY DISTRICT STAFF PRESENT

Executive Director John Spears, Executive Assistant Sue Hammond, Chief Financial & Business Officer Michael Varnet

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2016 MID-YEAR BUDGET RESOLUTION

CALL TO ORDER

President Beach called to order the public hearing for the Pikes Peak Library District 2016 mid-year budget resolution at 8:05 am.

PUBLIC COMMENT REGARDING THE 2016 MID-YEAR BUDGET RESOLUTION

There was no public comment.

ADJOURNMENT

President Beach adjourned the public hearing for the Pikes Peak Library District 2016 mid-year budget resolution at 8:06 am.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Beach called the August 23, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:07 am.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

Alan Schlosser-Couch joined the meeting at 8:08 am

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the July 26, 2016 meeting of the Board of Trustees were presented for review.

Motion: Cathy Grossman moved to approve the minutes of the July 26, 2016 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

BUSINESS ITEMS

Decision 16-8-1: Consent Items

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

Motion: Keith Clayton moved that the Board approve the Consent Items as presented.

Second: Molly Gary seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 16-8-2: 2016 Mid-Year Budget Resolution

A legal notice announcing that the supplemental budget amendments were available for public inspection was placed in the local newspaper as required by law. There were no inquiries from the public. A hearing for the mid-year budget resolution was held at 8 am on August 23 and no public comment was made.

The Board of Trustees reviewed the 2016 Mid-Year Budget Resolution at its July 26 meeting. Chief Financial & Business Officer Michael Varnet noted that some updates had been made to the original budget memo:

- General fund revenues were increased by \$34,000 and General Fund expenditures were increased by \$69,000 for the following:
 - The District received \$15,000 in the form of a grant from the State Historical Fund for an assessment study of Knights of Columbus Hall.
 - The District received funding/funding commitments from the Friends of the Pikes Peak Library District (\$5,000) and the PPLD Foundation (\$10,000) to send 9 staff members to the International Federation of Library Associations conference in Columbus, OH.
 - \$4,000 is included as a donation and expenditure to cover costs related to the annual mini-maker faire.
- Budgeted expenditures for the Penrose Library Renovation Project Fund are increased by \$10,000 for new furnishings for the staff lounge. Fundraising has covered this additional cost.

The 2016 Mid-Year Budget Resolution recommends the following actions:

- Amend 2016 revenues from \$28,936,682 to \$29,224,501 to reflect various income from fundraising and designated fund activities
- Amend the 2016 General Fund appropriation from \$28,939,560 to \$30,025,299
- Amend the 2016 budget for expenditures the East Library Renovation Project fund from \$27,500 to \$119,146
- Amend the 2016 budget for expenditures for the Penrose Library Renovation Project fund from \$87,000 to \$167,489
- Amend the 2016 budget for expenditures for the North Facility Project fund from \$92,150 to \$916,832
- Amend the Capital Reserve Fund from \$1,052,438 to \$1,554,864
- Adjust various fund appropriations as a result of the remaining fund balances as of December 31, 2015 (change of \$109,086)

Motion: Kathleen Owings moved to approve the 2016 mid-year budget resolution as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion passed unanimously.

EXECUTIVE SESSION

Motion: Kathleen Owings moved that the Board of Trustees enter into Executive Session to discuss personnel matters related to the six month evaluation of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f).

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

The Board convened in executive session at 8:10 am.

Sue Hammond, Michael Varnet and Alan Schlosser-Couch left the meeting at 8:10 am.

Katherine Spicer joined the meeting at 8:15 am.

Motion: Kathleen Owings moved that the Board of Trustees reconvene in open session.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

The Board of Trustees convened in open session at 9:04 am

Sue Hammond and Jacqueline Murphy joined the meeting at 9:04 am.

President Beach called for a 10 minute break. The meeting resumed at 9:15 am.

BOARD RETREAT

Board Training with Jacqueline Murphy

Jacqueline Murphy, Colorado State Library Senior consultant for Public Libraries and Community Relations, provided training on library boards in Colorado. Ms. Murphy noted that Colorado is trending to library districts and therefore, like PPLD, many boards are governing boards. Colorado Library Law (CRS 24-90-101 *et seq.*) provides the frame work for library operations and responsibilities.

The highlights of Ms. Murphy's presentation and ensuing discussion follow.

- Board minutes should provide a basic understanding of what took place.
- Personnel reports that include a review of staffing changes should be provided to library boards at intervals.
- Ms. Murphy took the Board through a policy development exercise. It was noted that community-specific policy may be appropriate in large, diverse districts. It is advantageous for Districts to create a calendar for board review of policies.
- Community focus groups should be at the center of strategic planning as forums for boards to ask citizens how the library can help the community meet its aspirations. PPLD is using The Aspen Institute's Report, *Rising to the Challenge: Re-Envisioning Public Libraries*, as a framework for planning. The State Library has resources for library boards to utilize to help with strategic planning.
- It was suggested that the library's mission statement be included on all board documents.
- Staying current on local, regional and national library developments is important for board members.
- Ms. Murphy discussed fair campaign practices. Friends groups are often utilized to create a PAC during political campaigns. In political matters, library boards can adopt a resolution. Library staff can respond to unsolicited questions and may often have talking points provided to assist in their response.
- Colorado Sunshine Law informs boards on the way in which meetings must be conducted. Sunshine Law was last updated in 1996 and has not caught up with current business practices. When 3 or more board members are together for discussion, that is considered to be a "meeting". Email communications between board members can occur only on a 1-1 basis. Telephone meetings are not permitted.
- Social media is a public record and posts must be retained.

Dolores Cromeens joined the meeting at 10:45 am.

- Library foundations generally fund “bricks and mortar” priority projects, while Friends generally raise funds for aspects of operations. Friends also often provide volunteer manpower.
- Friends and Foundation groups should be included in strategic planning taskforces.
- When 100% of the library board members support the library through the Foundation, it helps the Foundation with grant requests.
- Ms. Murphy provided a board self-assessment form.
- There was discussion on privacy and holds pick-up in the libraries. By placing holds to be picked up in public holds pick-up areas, patrons have by-passed their privacy rights.

At 11:50 am all present at the meeting left GE Johnson Construction and walked to Knights of Columbus Hall at 25 W. Kiowa Street to resume the meeting with a luncheon and presentation.

Joint Boards Luncheon

At 12 pm a luncheon for the three boards that serve PPLD library was held at Knights of Columbus Hall.

In attendance were:

PPLD Board of Trustees:

Ken Beach, Keith Clayton, Molly Gary, Cathy Grossman, Kathleen Owings, Katherine Spicer

PPLD Foundation Board:

Lynne Telford, Patricia Akkola, Nancy Dawson, Larry Gaddis, Jill Gaebler, Laura Muir-Mellini, James Pagonis, Tim Stack, Wayne Vanderschuere

PPLD Friends Board: Laura Ettinger, Sydne Dean, Linda DuVal, Patty Froehle, Dora Gonzales, Carolina Jackson, Ali LaForce, Patricia Webb

PPLD Staff and Others: John Spears, Sean Anglum, Dolores Cromeens, Sue Hammond, Sally Jensen, Colleen Lark, Richard Peters, Alan Schlosser-Couch, Gary Syling, Michael Varnet, Jacqueline Murphy, Pam Sandlian Smith

Trustee Keith Clayton served as emcee for the luncheon. Mr. Clayton recognized PPLD staff and others who had helped to make the day's activities a success: GE Johnson Construction Company, Colleen Lark, Danny Walter, the Penrose Facilities Staff, the IT staff and the PPLD Leadership Team.

Mr. Clayton introduced the luncheon speaker Pam Sandlian Smith, Director of Anythink Libraries in Adams County, Colorado. Pam received the 2012 Charlie Robinson Award for innovation and risk taking in public libraries and was the Colorado Librarian of the year in 2010. She is the Public Library Association President Elect 2017-2018 and is a member of the working group for the Aspen Institute Dialogue on Public Libraries.

Ms. Sandlian Smith has worked with a collaborative team to reinvent libraries in Adams County, Colorado. Anythink is a library focused on participatory learning, community engagement and shifting perceptions of the role of libraries. Anythink has been awarded the IMLS 2010 National Medal of Honor for innovating library services and the 2011 John Cotton Dana award and the Library Journal 2011 Landmark Library Award.

In appreciation of their presentations today, Mr. Clayton presented both Jacqueline Murphy and Pam Sandlian Smith with a copy of PPLD's Regional History publication *Extraordinary Women of the Rocky Mountain West*.

Mr. Clayton, aided my Board President Ken Beach, conducted a drawing for six prizes of PPLD's Regional History publication, *Candy Makers' Manual for the Household*.

At 1:55 pm the Board left Knights of Columbus Hall and walked to Penrose Library at 20 N. Cascade Avenue to resume the meeting. The meeting resumed at 2:10 pm. Present at this time were: Ken Beach, Keith Clayton, Molly Gary, Cathy Grossman, Kathleen Owings, Katherine Spicer, John Spears, Sally Jensen, Richard Peters, Sue Hammond, Michael Varnet

Compensation & Staffing Study

Paula Singer and Lorraine Kituri of The Singer Group joined the meeting via Skype. Dr. Singer and Ms. Kituri provided a project overview of the Pikes Peak Library District Comprehensive Compensation Job Analysis that the Singer Group will conduct for the District. The project includes 3 areas:

- A Compensation Study which will ensure that PPLD's pay is fair, competitive and internally and externally equitable
- A Classification Study to review and establish internal equity, resulting in an organization structure that places positions in appropriate grades
- A Staffing Study through which a staffing model to deliver 21st century library services today and going forward will be developed.

The Singer Group will involve staff heavily in the study and keep everyone informed at every step. They hope to deliver a plan that is actionable, that can change over time, and that provides closure for PPLD staff. Dr. Singer noted that the project does not include career development and mapping, but added that she is willing to look at that. PPLD management is looking at developing a 2-3 year implementation plan. Executive Director Spears has shared this with the staff and has found the staff to be in agreement and supportive.

The Singer Group anticipates that they will provide a final report to the Board by March 2017.

The Board expressed the desire that the Singer Group provide them with graphs, charts and talking points that can be used externally.

Sally Jensen left the meeting at 2:55 pm.

TABOR Presentation

Chief Financial & Business Officer Michael Varnet provided a presentation on the Taxpayer's Bill of Rights, Amendment 1, Colorado Constitution Article X, Section 20 (familarly known as TABOR).

Mr. Varnet gave a comprehensive look at TABOR and the impact that it has upon PPLD. He discussed the role of COPs as a revenue source, noting that COPs could put the District in the position of needing to pay back revenues to the tax payers in the form of a refund. He stated that COPs are inconsistent with PPLD's fiscal practices.

In discussing PPLD's options to change the mill levy which is currently 4 mills, Mr. Varnet noted that most library districts outside of El Paso County have de-TABORed.

There was a brief discussion of PPLD's history with ballot initiatives. The District has not had a successful ballot initiative since 1987.

President Beach thanked Mr. Varnet for his presentation, noting that the Board needs to understand TABOR and Mr. Varnet is a resource for the Board.

Wrap-Up Discussion

Discussion centered on PPLD's strategic plan. It was noted that the District currently has two staff-developed plans, a 2010-2020 plan created during Paula Miller's tenure and a 2016 plan created during Sydne Dean's tenure that was reviewed by the Board in August 2015. There are mission statements associated with both plans.

It is Executive Director Spears' plan to utilize The Aspen Institute's Report, *Rising to the challenge: Re-Envisioning Public Libraries*, as the framework for the District's planning. He has begun to bring the report to the Board in installments at Board meetings and will continue those discussions. Executive Director Spears added that it is important that PPLD begin the strategic planning process at time when the District has the capacity to devote the time and energy that the project will demand.

The Board will continue a discussion of the retreat topics at their September 27, 2016 regular meeting.

ADJOURNMENT

There being no further business to conduct, President Beach adjourned the August 23, 2016 meeting of the PPLD Board of Trustees at 4:35 pm.