

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
FEBRUARY 6, 2023 3 pm
LIBRARY 21C – 2ND FLOOR STAFF CONFERENCE ROOM



VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 837 1958 5376
Passcode: 940463

President Dora Gonzales, Vice-President Scott Taylor, Secretary/Treasurer Erin Bents, Aaron Salt, Julie Smyth

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Executive Assistant Laura Foster

Absent: Trustee Angela Dougan, Trustee Debbie English

SPECIAL MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dora Gonzales called the February 6 Special Meeting of the Board of Trustees to order at 3:02 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (*3 Minute Time Limit per Person*)

BUSINESS ITEMS

DECISION 24-2-1: Resolution to Amend the Funds Appropriated for the 2024 Budget

The Resolution to Amend the Funds Appropriated for the 2024 budget was included in the packet. Figures in the actual budget are correct, however an error was found in the resolution and corrected to match the actual budget.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution to Amend the Funds Appropriated for the 2024 Budget as amended:

WHEREAS, a public hearing was held by the Board of Trustees on January 9, 2024, in which the Board of Trustees, in Section 1 of a Resolution dated January 9, 2024, did appropriate the 2024 Budget in the amount of

General Fund	\$ 30,138,569
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 2,644,269</u>
Total	\$ 35,506,170

WHEREAS, subsequent to the January 9, 2024 Budget Meeting, members of the Board of Trustees were informed that fund amounts presented for appropriation, as listed above, were incorrect due to inadvertent error; and

WHEREAS, the Board of Trustees were also informed that expenditures, and specifically expenditures shown by fund on the 2024 Budget Summary document as presented on January 9, 2024, are true and correct; and

WHEREAS, given the above information, the Board of Trustees wishes to rescind the dollar amounts appearing in Section 1 of the January 9, 2024 Resolution, in which the Board approved an appropriation allotted to the individual funds shown above and reappropriate the correct amounts as presented on the Budget Summary document at the Budget Meeting held on January 9, 2024; and

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

That the expenditures, as presented on the approved and adopted budget, and specifically the Budget Summary of the 2024 Budget on January 9, 2024, be recognized as the true and correct appropriated amounts of the Pikes Peak Library District for the year 2024. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose, retroactive to January 9, 2024:

General Fund	\$ 36,286,668
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 3,271,797</u>
Total	\$42,281,797

The dollar amounts appearing immediately above this sentence shall replace those appearing in Section 1 of the January 9, 2024 Resolution.

ADOPTED, this 6th day of February 2024.

Second: Erin Bents seconded the motion.

Discussion: none

Vote: The motion was approved unanimously.

DECISION24-2-2:

Resolution Designating the Official Custodian of Records of Pikes Peak Library District

The Resolution Designating the Official Custodian of Records of Pikes Peak Library District was included in the Board packet. An error was discovered in item 1.e. and has been corrected.

Julie Smyth read the corrected resolution:

WHEREAS, the Board of Trustees of the Pikes Peak Library District (“District”) is responsible for the management, control, and supervision of all of the business and affairs of the District; and
WHEREAS, the Board of Trustees of the District has the authority to appoint an agent; and
WHEREAS, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2024:

1. Official Custodians.
 - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
 - b. The Executive Assistant to the Chief Librarian and Chief Executive Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special, and executive session meetings of the District, The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
 - c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
 - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, and all other legal records of the District, subject to the control, supervision, and direction of the Primary Official Custodian.
 - e. The Chief Operating Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s employee personnel records, subject to the control, supervision, and direction of the Primary Official Custodian.
 - f. The Chief Public Services Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 (“Open Records Act”) or policies adopted by the Board of Trustees in conformance with the Open Records Act.

4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Printouts or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 6th day of February 2024.

Motion: Scott Taylor made a motion that the Resolution Designating the Official Custodian of Records of Pikes Peak Library District be approved as amended.

Second: Julie Smyth seconded the motion.

Discussion: none

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Dora Gonzales adjourned the special meeting of the Pikes Peak Library District Board of Trustees at 3:29 p.m.