

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 19, 2025 5 pm
LIBRARY 21C, VENUE



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: 858 9408 7095
Passcode: 285387

***Anyone interested in making a public comment at this meeting must sign up before 5 p.m.
Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 p.m. The virtual meeting will be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).***

President Julie Smyth, Vice President Aaron Salt, Secretary/Treasurer Scott Taylor, Erin Bents, Angela Dougan, Debbie English

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Associate Attorney Julie Bellville, Chief Facilities & Security Officer Michael Brantner, Director of Strategy and Innovation Becca Cruz, Executive Assistant Laura Foster, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Director of Branches Janina Karoub, Chief Operating Officer Heather Laslie, Director of Collection Management Jenny Pierce, AV Analyst and Photographer Logan Puente, Facilities Director Steve Rogers, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Security Director Tess Warren, City Councilmember Nancy Henjum

CALL TO ORDER

President Julie Smyth called the March 19, 2025 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

PUBLIC COMMENT

Jacob Ward, Pikes Peak Library Workers United (PPLWU) stated PPLWU would like to see more publicly held discussions on PPLD funding.

Nine comments were made by members of the public: Joe Pelka, Lisa Bigelow, Lee Lemkuhl, Elizabeth Carter, Veronica Baker, Beth Carlson, Karla Powers, Audra Talamante, and City Councilmember Dave Donelson. Comments made include requesting a list of criteria for a potential library location in the northwest part of the Springs; stating that there is a lack of trust in the community due to the February work session being scheduled with short notice; stating that PPLD's Facilities Master Plan (FMP) is flawed; asking why staffing expenses exceed other expenses in the PPLD budget; asking for the status of a new location in the Rockrimmon area; sharing that the decision to not renew the Rockrimmon lease shows a lack of transparency and lack of empathy for the District 1 community and hoping that new members of City Council will bring a fresh perspective to the conversation; asking for an explanation of the purpose of unassigned funds in the budget and what is the plan for those funds; asking that discussions with the Rockrimmon community be scheduled; asking why the northwest part of Colorado Springs was not discussed during the Board work session on February 12; stating that the bookmobile stop at Wilson Ranch is not a sufficient solution to not renewing the Rockrimmon lease due to limited hours, a limited selection of materials, and that the bookmobile is inaccessible for some patrons; asking how many patrons visited the bookmobile at Wilson Ranch on the first day it was available; stating the hope that PPLD will consider whatever options are available to keep the Ruth Holley Library open, inviting the Board of Trustees to attend a future City Council meeting to present the progress being made on a location in the northwest part of the city. City Councilmember Dave Donelson offered to meet one-on-one with trustees to further the conversation about a library in the northwest area of the city.

REPORTS

Internal Affairs Committee

Internal Affairs Committee Chairperson Erin Bents shared that the committee met on March 4, 2025. The E-Rate vendor and budget adjustment resolutions on this agenda were discussed.

Public Affairs Committee

The Public Affairs Committee did not meet in March.

Governance Committee

Governance Committee Chairperson Angela Dougan shared that the committee met on March 4, 2025. The discussion included the CEO Conflict of Interest statement and discussing the 2024 evaluation of the CEO.

Liaison comments

City Councilmember Nancy Henjum made the following comments:

- What progress has been made on potential library locations in the northwest area of the city and what is PPLD's timeline?
- What is the Board of Trustee's position on President Trump signing the executive order that will impact federal funding through the Institute for Museum and Library Services (IMLS)?
- Seven candidates for the Board vacancy have been interviewed by the City Council liaisons and results of that process have been shared with the County Commissioners. A status update on the County Commissioner's progress on this process is not available at this time.
- What is the Board of Trustees' view of the vacancy process?
- The community has informed her that responses to messages sent to the Board of Trustees are not being received.

Trustee comments

President Julie Smyth signed up for the Winter Adult Reading Program (WARP) and met with staff in Information Technology (IT) and Security.

Debbie English attended the Foundation fundraising discussion yesterday that included ways to further engage with the community.

Angela Dougan attended the Foundation meeting and is pleased to see the progress being made.

Aaron Salt shared that he got his coffee mug from WARP and that he visits the Friends bookstore every time he visits the library.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. President Rita Jordan was unable to attend this meeting. There were no questions regarding the report.

Financial Report

The preliminary December 2024 Financial report was included in the Board packet. Chief Financial Officer Randy Green explained that a final report for December 2024 will be available in early July due to the current audit. The Unassigned balance includes a spending reserve. The Board of Trustees requires a spending reserve of 15% of the operating revenue to be kept at all times. (2months of operating revenue is approximately \$9 million.)

Public Services Report

Director of Branches Janina Karoub spoke in the absence of Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles. The new bookmobile is in the final stages of development and will replace the current bookmobile when received. Staffing has been increased at the Wilson Ranch stop in the Rockrimmon area to eliminate a midday closure during the lunch hour. Bookmobile hours are arranged around a checklist that must be completed each morning before the bookmobile begins its daily route, and the restocking of materials takes place at the end of each day which limits the hours that the bookmobile can be available. Road conditions, visibility issues, and weather also impact the availability of the bookmobile. Winds of 40 mph or greater, or a temperature below 10 degrees or over 90 degrees prevents the bookmobile from its scheduled route, as well as maintenance of the vehicle. Most bookmobile stops are scheduled for once or twice a month.

Support Services Reports: Communications; Facilities; Human Resources; Information Technology, Safety, & Security; Strategy & Innovation

The Support services reports were included in the Board packet.

Chief Librarian and CEO Report

Chief Librarian and CEO Teona Shainidze-Krebs shared that the Public Library Annual Report will be submitted on Friday, March 21, 2025. The report indicates the total circulation for 2024 was over seven million, which is more than a 3% increase from 2023. Patron visits have also increased by 1.5%, despite several locations being closed for multiple reasons over the course of the year. Although PPLD has offered fewer programs, children's attendance has increased by 16.9% and adult attendance has increased over 100%. An increase in offsite programs, through outreach or partnerships, indicates a greater impact on the community.

814 entries were received for the library card design contest. The Communications department has selected six designs and will announce the winners at a ceremony on April 5 at East Library. All submitted designs will be available on the PPLD website.

Executive Director Donna Walker of the Jefferson County Public Library shared the success of their Express Library location (a self-service model) over the past three years. Beginning on a trial basis, the data provided to the Board of Trustees resulted in approval of this location being available from 5:00 a.m. – 10:00 p.m. throughout the year, including holidays when feasible.

BUSINESS ITEMS

Consent Items

Minutes of February 19, 2025 Board of Trustees meeting

Consent granted on the February 19, 2025 minutes.

Unfinished Business

DECISION 25-3-1 Chief Executive Officer (CEO) Conflict of Interest (COI)

Motion: Aaron made a motion that the Pikes Peak Library District Board of Trustees remove the statement 'This statement is to be readopted by the PPLD Board of Trustees each year' from COI statements

Second: Debbie English seconded the motion.

Discussion: The numbering on the CEO Conflict of Interest form needs to be corrected. The Governance Committee will review the COI form every two years; readopting the statement yearly is not required.

Motion: Aaron Salt amended the motion that the Pikes Peak Library District Board of Trustees remove the statement 'This statement is to be readopted by the PPLD Board of Trustees each year' to include correcting the Numbering errors on the CEO COI form.

Second: Debbie English seconded the amended motion.

Vote: The motion was approved unanimously.

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the CEO statement as amended.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-3-2 Board of Trustees (BoT) Conflict of Interest

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Board of Trustees (BoT) Conflict of Interest form as amended to remove the statement 'This statement is to be readopted by the PPLD Board of Trustees each year' from COI statements.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

New Business

DECISION 25-3-3: Internet Service Provider - E-Rate vendor

Interim Chief Information Technology Officer Dan Stone shared that each library location will have its own internet access with increased speed. The IT department will have the ability to boost the strength of the connection if/when needed.

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Internet Service Provider – E-Rate vendor as presented

Second: Erin Bents seconded the motion.

Discussion: In response to a question about being charged for boosting signal strength, Dan Stone explained that PPLD has yet to see a charge for a short-term boost.

Vote: The motion was approved unanimously.

DECISION 25-3-4: Budget Adjustment Resolution-Capital Funds Prior Year Roll-Forward

This budget adjustment includes budget items previously approved, incomplete items from the previous year, and a correction that applies funds to the automated material handler (AMH) at East Library that were previously stated to be for Penrose Library. This consolidates several previous contingency funds into one account to allow for more flexibility over expenditures when unexpected situations occur, including maintenance.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Budget Adjustment Resolution-Capital Funds Prior Year Roll-Forward as presented.

Second: Angela Dougan seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-3-5: Budget Adjustment Resolution-Special Revenue Funds Prior Year Roll-Forward

Chief Financial Officer Randy Green shared that county standards have changed, and now requiring Special Revenue Funds be listed under the general fund.

Motion: Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the Budget Adjustment Resolution-Special Revenue Funds Prior Year Roll-Forward as presented.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

President Julie Smyth called for a motion to move into Executive Session.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees enter into Executive Session to discuss personnel matters related to the 2024 annual performance evaluation of the Chief Librarian and CEO as authorized by C.R.S. § 24-6-402(4)(f).

Second: Aaron Salt seconded the motion.

Vote: The motion was approved unanimously.

A five-minute break was taken before the Board of Trustees entered into Executive Session at 6:50 p.m.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees return to the regular Board of Trustees meeting

Second: Aaron Salt seconded the motion.

Vote: The motion was approved unanimously.

The Pikes Peak Library District Board of Trustees returned to the regular Board meeting at 8:28 p.m.

SUMMARY OF EXECUTIVE SESSION

President Julie Smyth summarized the Executive Session as a review of the Chief Librarian and CEO 2024 evaluation and establishing evaluation protocols for the 2025 evaluation.

BUSINESS ITEMS (cont.)

DECISION 25-3-6: PPLD CEO Compensation Philosophy

Motion: Aaron Salt made a motion to remove DECISION 25-3-6, PPLD CEO Compensation Philosophy from the agenda and re-number the subsequent decisions.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-3-6: 2024 Chief Librarian and CEO Evaluation

Motion: Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees approve a 3% Cost of Living increase and 3% performance increase effective January 1, 2025.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-3-7: 2025 Chief Librarian and CEO Goals

1. The CEO will implement priority aspects of the Facilities Master Plan (FMP) by:
 - a. Proposing one conversion of a branch into a hybrid model to increase community access by December 2025.
 - b. Providing a proposal by December 2025 that provides a staffing model for projected District growth in underserved areas over the next 12-18 months.
2. The CEO will improve community engagement by updating data collection processes to better track and analyze patron demographics, rations and other PPLD system statistics to allow for improved data-driven analytics and decision-making, reporting to the Board quarterly regarding progress.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the CEO goals as amended.

Second: Aaron Salt seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25.3.8: Title change to CEO from Chief Librarian and CEO

Motion: Scott Taylor made a motion to change the title of Chief Librarian and CEO to CEO as presented.

Second: Debbie English seconded the motion.

Discussion: This change is requested to simplify the title. The responsibilities of the position will remain the same. The responsibilities of this position align with the title of Chief Executive Officer and not with the title of librarian. There is no standard title across the library industry.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the regular meeting of the Pikes Peak Board of Trustees at 8:46 p.m.