

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 10, 2019
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Wayne Vanderschuere, Vice President Debbie English, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, PPLD Foundation Member Mike Berniger, Chief Safety, Social Services & Security Officer Michael Brantner, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Teona Shainidze Krebs, Penrose Library Manager Antonia Krupicka-Smith, Chief HR & OD Officer Heather Laslie, PPLD Foundation Board of Directors President James Pagonis (5:15 p.m.), Chief Information Officer Rich Peters, Friends of the Pikes Peak Library District Member Diane Pfalzgraf, PPLD Foundation Member Paula Pollet (4:35 p.m.), Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Elevated Insights Staff Members Debbie Balch and Erin Bradley

BOARD MEMBERS ABSENT

Secretary/Treasurer Scott Taylor

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2020 BUDGET

CALL TO ORDER

President Vanderschuere called the Public Hearing for the Pikes Peak Library District 2020 Budget to order at 4:00 p.m.

PUBLIC COMMENT REGARDING THE 2020 BUDGET

There was no public comment regarding the 2020 Budget.

ADJOURNMENT

President Vanderschuere adjourned the Public Hearing for the Pikes Peak Library District 2020 Budget at 4:01 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the December 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

Board Minutes

Decision 19-12-1: Minutes of the November 12, 2019 Meeting

The minutes of the November 12, 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 November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Keith Clayton 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

Decision 19-12-2: 2020 Budget for Pikes Peak Library District

The 2020 Budget for Pikes Peak Library District was included in the Board Packet.

A public hearing for the 2020 Budget for Pikes Peak Library District was held on December 10, 2019. No public comment was made.

The Board discussed the 2020 Budget at its regular meetings on October 8, 2019 and November 12, 2019. The Board of Trustees received the draft 2020 Budget on October 15, 2019.

Chief Librarian Spears thanked the Board members for their guidance in preparing the 2020 Budget. He also thanked Chief Financial Officer Michael Varnet, the Pikes Peak Library District Leadership Team, and the Pikes Peak Library District Management Team for the tremendous amount of work they all put towards the 2020 Budget.

President Vanderschuere requested that the record reflect that he continues to have concerns about reserve fund spending.

Chief Financial Officer Michael Varnet noted that minor changes had been made to the 2020 Budget since the last time it was reviewed and discussed by the Board.

- The assessed valuation increased by about \$3 million, which equates to about \$6,000 in revenues for PPLD.
- The Budget reflects a more refined estimate for 2019 year-end figures.
- The budget for substitute pay was increased by \$50,000 to cover what management would like to do for the new Parental and Bereavement Leave programs.
- There was about \$100,000 more in 2019 reserves than originally estimated.

Motion: Debbie English moved that the Pikes Peak Library District Board of Trustees approve the 2020 Budget for Pikes Peak Library District as presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-12-3: Resolution to Recognize Keith E. Clayton, II

Keith Clayton's second term on the Pikes Peak Library District Board of Trustees will end on December 31, 2019. A resolution recognizing Trustee Clayton was presented.

Resolution in Recognition of Exemplary Service Presented to Keith E. Clayton, II

- Whereas,** The Pikes Peak Library District Board of Trustees wishes to commend Keith E. Clayton, II for his exemplary service as a Pikes Peak Library District Board of Trustees Member from September 24, 2013 to December 31, 2019; and
- Whereas,** Keith held the following positions on the Board of Trustees: Vice President (2017); Secretary/Treasurer (2018); Governance Committee (2014, 2016-Chair, 2018-Chair, 2019); Internal Affairs Committee (2015); Public Affairs Committee (2017); and
- Whereas,** Keith's knowledge, professionalism, and accountability have made a significant, positive, and long lasting impact on the libraries, families, and children within this community; and
- Whereas,** Keith's personal ethics and attention to detail have contributed to the continued success of the Pikes Peak Library District; and
- Whereas,** Keith's thoughtful insights have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and
- Whereas,** Keith E. Clayton, II has been an advocate for public libraries, and a champion of intellectual freedom;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Keith E. Clayton, II for his commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during his tenure.

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees adopt the *Resolution in Recognition of Exemplary Service* to honor and thank Keith Clayton, II for his service to the Pikes Peak Library District Board of Trustees.

Second: Debbie English seconded the motion.

Vote: The Board of Trustees approved the motion unanimously and provided a round of applause for Trustee Clayton.

REPORTS

Written reports were included in the Board Packet. President Vanderschuere called for any questions or comments regarding the written reports. There were no questions or comments.

Chief Librarian's Report

Chief Librarian Spears provided an update on the Macmillan ebook embargo. The embargo took effect on November 1, 2019. Macmillan will allow libraries to purchase only one copy of new ebook releases for the first eight weeks after the ebook is released. Many libraries have made the decision to boycott Macmillan ebooks, and Mr. Spears reported that some PPLD staff have voiced a desire to join the libraries boycotting Macmillan.

The hoped for outcome in boycotting is that Macmillan will reconsider the embargo and other publishers will not want to join Macmillan in embargoing new materials to libraries. Libraries fear that if the ebook embargo is successful, publishers may embargo other formats. Some library patrons will be able to purchase ebooks rather than wait for very long holds lists that will be one impact of the embargo, but for many patrons purchase is not an option. Ebooks provide access to PPLD patrons who are stationed overseas, those with low vision, as well as patrons living with other disabilities.

Library systems that have made the decision to boycott Macmillan ebooks include King County, Columbus Metropolitan Library, Nashville Public Library, Des Moines Public Library, Multnomah County Library, Houston Public Library, and state library systems in Utah, North Dakota, Kansas, Kentucky, and Arkansas. In Colorado, the Poudre River Public Library and Estes Valley Library have made the decision to boycott.

The Board will discuss this issue further.

Board Reports

Governance Committee

Governance Committee Member Keith Clayton reported that the Committee met on November 20, 2019. The Governance Committee discussed the following:

- The interviews for the upcoming Board vacancy.
- A letter thanking those who applied for the upcoming Board vacancy.
- The Chief Librarian's performance review, and how the process of collecting Board input can be carried out through an online survey tool.

- Board orientation. The Committee recommends that all Trustees participate in the 2020 orientation.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Internal Affairs Committee met on November 20, 2019. The Committee discussed the 2020 Budget.

Public Affairs Committee

The Public Affairs Committee did not meet.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Community Needs Assessment Survey

Debbie Balch and Erin Bradley of Elevated Insights attended the meeting to provide a presentation very briefly summarizing the results of the recently completed Community Needs Assessment Survey. They shared some key slides from their report that included conclusions and recommendations.

Pikes Peak Library District's Community Needs Assessment was completed in November 2019. Objectives of the Community Needs Assessment included hearing from both library users and non-users to develop a better understanding of community needs, barriers to library use, and triggers for library use.

Elevated Insights utilized data mining, interviews with stakeholders, group discussions with community leaders, and focus groups. One survey was completed by 3,000 El Paso County Residents and a shorter, point-in-time survey was available in PPLD libraries. Surveys were presented in both English and Spanish and responses were anonymous.

Input from community leaders included the desire for more cohesive linkage of unique neighborhoods, equitable opportunities for all citizens, improved education, resources for teens, and help to train and equip the workforce.

Library trends showed that libraries are evolving to meet changing community needs. This includes acting as a safety net in some regions, moving from transactional to relational, providing social services and outreach, and serving as co-locations with other community service organizations.

The top personal desired areas of improvement identified by residents included improving physical and mental health, having more adventures/experiences, strengthening relationships with family and friends, and expanding job skills.

Sixty-two percent of respondents had interacted with Pikes Peak Library District in some way during the past twelve months, making PPLD second (Garden of the Gods was first) in the list of organizations with which citizens had interacted.

The perception of PPLD, and libraries in general, is that of a place to work alone and not as a place to connect with others. However, while eighty-six percent of residents are satisfied with their quality of life, less than one in four feel connected to their neighborhood.

When asked what PPLD could do to make their life better or easier, respondents listed more library materials and shorter wait times for materials, more programs and classes, more locations, extended hours, and better awareness of what the Library has to offer.

Elevated Insights saw many areas of overlap, with both community leaders and stakeholders desiring equity, education/training, and a place to connect.

Conclusions from Elevated Insights included the following:

PPLD Awareness

- Metrics are unclear
- Perceptions of PPLD are markedly different between users and non-users
- Awareness of PPLD's services is very low
- Patron experiences/perceptions vary widely by library location

Two areas of recommendations were suggested:

Meeting Community Needs

- Partner with foundations and donors with shared visions (equity, increased connections, opportunities)
- Work with other organizations
- Strive to increase equity

Optimizing PPLD's Offerings

- More community/neighborhood libraries are needed
- Launch a major marketing effort to increase awareness
- Align with a new strategic plan
- Prioritize programs and events to meet the needs of specific communities
- Revamp library hours
- Balance facility upgrades with an eye to equity

Chief Librarian Spears thanked Chief Communications Officer Michelle Ray and her entire department for their work on this project.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the December 10, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:31 p.m.