

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 12, 2017
4 pm
Penrose Library

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer, Trustee Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Special Collections Division Head Tim Blevins, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, Executive Assistant Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Tom Nixon, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Financial Officer Michael Varnet

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2018 BUDGET

I. Call to Order

President Grossman called the Public Hearing for the 2018 PPLD Budget to order at 4:00 pm.

II. Public Comment

President Grossman called for public comment. There was no public comment.

III. Adjournment

President Grossman adjourned the Public Hearing for the 2018 PPLD Budget at 4:01 pm.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the December 12, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

Special Collections Division Head Tim Blevins welcomed the Board and their guests to Special Collections. This is the first Board meeting to be held in PPLD's Special Collections Department in the 1905 Carnegie. Pens are not allowed in Special Collections, and Mr. Blevins explained that this procedure is in place to help preserve the rare and valuable materials located in this section of the Library. Pens can be a factor if patrons write in library materials or if the pens leak ink onto library materials. Mr. Blevins told the Board that he had recently given a tour of Special Collections to the youngest patrons ever. Twelve preschool students toured Special Collections and were allowed to see and touch a 1745 Italian missal. The preschool students also spent time on all fours searching for coyote footprints in the concrete floor of the 1905 Carnegie.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

Library patron Tom Nixon was in attendance. Mr. Nixon commended PPLD and stated that he very much likes and appreciates the people and the services at PPLD.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the November 14, 2017 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved that the minutes of the November 14, 2017 meeting of the Board of Trustees be approved as presented.

Second: The motion was seconded by Kathleen Owings.

Vote: The motion was approved unanimously.

Correspondence

A letter from the Board of Trustees to former Trustee Molly Dippold was included in the Board packet. The letter expressed the Board's appreciation for Mrs. Dippold's service on the Board from January 2016 – October 2017.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet.

Chief Librarian Spears announced that PPLD was awarded the 2017 Best Workplace by the *Gazette* in the extra-large (299+ employees) category. After PPLD was nominated, PPLD staff completed a third party survey, and positive staff responses landed PPLD the honor. Mr. Spears commented that PPLD managers and supervisors are the ones who set the tone for the workplace that PPLD employees experience and the supervisors and managers are to be commended for their role in making PPLD the best workplace in Colorado Springs.

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 of Directors President Dora Gonzales reported that the Friends held their annual budget meeting on December 11 and will fully fund all of the requests they received. Friends funding will support professional development, Colorado Online High School scholarships, STEAM programming, the Special Collections Symposium and a few other projects including Baby's First Book. The Friends Annual Meeting is scheduled for January 20, 2018 at 10 am at Library 21c.

President Grossman noted that the Friends support is critical and very much appreciated.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Librarian Spears reported that the Foundation collected over \$40K between November 15 and December 8, 2017.

Board Reports

Governance Committee

Governance Chair Katherine Spicer reported that the committee met on December 6, 2017. Ms. Spicer noted that the City/County team to interview applicants for the 3 trustee positions has not yet scheduled candidate interviews. Trustees Spicer and Beach will stay with the Board until the vacancies have been filled (as allowed by PPLD Board Bylaws). The Governance Committee has begun the annual performance evaluation process for Chief Librarian Spears. The annual evaluation will take place in executive session at the January 9, 2018 Board meeting. The Governance

Committee will present the slate of Board officers for 2018 for decision later in today's meeting.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met on November 28, 2017. The committee reviewed updates to the Teen Spaces and Challenged Materials Policies, the renewal of the lease for the Monument Branch, an upgrade to the phone system and the migration of the ILS to the Cloud.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee had not meet since the November 14 Board meeting.

Board President

Board President Cathy Grossman commented on the 2017 Best Workplace award noting that she was very proud to join staff members at the Best Workplace awards event in late November. She added that the entire Board is grateful for Chief Librarian Spears' leadership and the impact he has had upon the District. President Grossman attended the Safe Place press conference on December 12 at Library 21c. She stated that Antonia Krupika-Smith did an excellent job spearheading the Safe Place partnership with Urban Peak.

Adopt-A-Department

- Keith Clayton attended Special Collections' annual staff meeting and appreciation breakfast. He met with High Prairie staff for a tour of the facility and he plans to attend the Collection Management holiday event later this week.
- Kathleen Owings toured Rockrimmon Branch.
- Ken Beach attended the Best Workplace awards ceremony.
- Wayne Vanderschuere attended the Staff O holiday brunch and the Safe Place press conference. He visited Monument Branch to see the new carpet and paint.
- Katherine Spicer was pleased to receive a compliment for Library 21c from a colleague.

Financial Report

The financial report for the period ending October 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenue in the

form of specific ownership taxes, interest income and income from copiers continues to be high. Expenditures are 5.7% higher than in 2016 which is largely due to compensation changes related to implementation of recommendations from the Singer study.

Library Services and Branch Services Report

The Library Services and Branch Services Reports were included in the Board packet.

Director of Library Services Janice McPherson highlighted some firsts at PPLD:

- “Go Outside” programming
- Community breakfast at Penrose Library for National Hunger and Homelessness Awareness Week
- First Colorado Online High School graduate

Director of Branches Lynne Proctor noted that holiday parties for branch staff, Friends and volunteers celebrate the many different people who come together to contribute to the success of PPLD branch libraries.

Circulation Report

Chief Librarian Spears was pleased to report that November circulation was up from the previous year.

Chief Librarian’s Report

Chief Librarian & CEO John Spears spoke briefly about the libraries he visited in Australia and New Zealand during his recent trip, noting that he made many valuable professional contacts. Mr. Spears commended the PPLD Leadership Team, remarking that he has never worked with a group that allowed him to feel as comfortable leaving for such a long period.

Mr. Spears announced that Director of Library Services Janice McPherson will retire from PPLD on January 26, 2018. Ms. McPherson has worked at PPLD for 27 years and will be greatly missed by both staff and the community. The Board applauded Ms. McPherson and expressed their thanks to her for her service to PPLD.

Mr. Spears explained that the job of deputy director is often an appointed position, and noting that PPLD’s Director of Library Services and Director of Branches taken together function much as a deputy director would. After considerable thought and discussion with the Leadership Team, Mr. Spears has determined that it would be in the District’s best interest to appoint Tim Blevins to the Director of Library Services position. The Board heartily congratulated Mr. Blevins.

Mr. Spears commended PPLD Security Manager Dave Glenn who has created a formal group with security leadership from Denver Public Library and Aurora Public Library. The group will meet quarterly to share and discuss security issues. This is the first group of this sort in Colorado.

Mr. Spears recognized Chief HR & OD Officer Sally Jensen and Chief Financial Officer Michael Varnet for their work on the salary adjustments that came out of the Singer study recommendations.

The historic structure assessment for Knights of Columbus Hall has been completed by Humphries Poli Architects. The draft assessment has been forwarded to the State Historic Fund which should get back to PPLD with their comments by mid-January. It is expected that PPLD will have a good idea of what needs to be done to the building and how much that will cost by the end of January 2018. Pikes Peak Regional Building Department will not provide PPLD with a provisional occupancy change until substantial work has been completed.

Mr. Spears recognized Adult Education Department staff for hosting librarians from the country of Georgia, noting that PPLD is definitely on the international “map” of the library world.

The Colorado State Library is beginning a trustee training committee. Cathy Grossman will serve on that committee.

For the 26th consecutive year PPLD has received the GFOA award for excellence in financial reporting. The Board thanked CFO Varnet and the Finance Department for their good work.

BUSINESS ITEMS

Consent Items

Decision 17-12-1: Consent Items

Consent Items Presented:

1. New Hires

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

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 17-12-2: 2018 Budget

The draft 2018 Budget was delivered to the Board on October 15, 2017. CFO Varnet noted that since that time he has received the final assessed valuation from El Paso County and the mill levy for the 2018 budget is 3.860 mills. The 2018 budget includes a temporary tax credit of 0.071 mills which equates to \$497,111 to be refunded to the tax payers in 2018. Two years ago the Board set aside funds for improvements to Knights of Columbus Hall. Changes and improvements to Knights of Columbus Hall will impact the entire Penrose Complex and renaming that fund to reflect that fact will be in the interest of transparent fiscal reporting.

Motion: Kathleen Owings moved that the PPLD Board of Trustees approve the 2018 budget for Pikes Peak Library District as presented, to include changing the “Knights of Columbus Hall” line item designation to “Penrose Complex” consisting of the 1905 Carnegie Library, Penrose Library and Knights of Columbus Hall.

Second: Katherine Spicer seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-12-3: Resolution to Honor Katherine Spicer

A resolution recognizing Katherine Spicer’s 10 years of distinguished service on the Pikes Peak Library District Board of Trustees was included in the Board packet.

Motion: Ken Beach moved that it be resolved that the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Katherine Spicer for her commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during her tenure.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-12-4: Resolution to Honor Ken Beach

A resolution recognizing Ken Beach’s 8 years of distinguished service on the Pikes Peak Library District Board of Trustees was included in the Board packet.

Motion: Kathleen Owings moved that it be resolved that the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Ken

Beach for his commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during his tenure.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-12-5: Renewal of Monument Branch Lease

The current lease for the Monument Branch at 1706 Lake Woodmoor Drive in Monument expires on December 31, 2017. The landlord for the property has proposed a seven-year extension to the current lease that includes annual rent increases of approximately 4.5% for each year in the seven-year lease period. The non-appropriation clause included in the current lease will remain in effect, to assure that PPLD is in compliance with TABOR. The proposal includes an allowance of \$18,000 for tenant improvements. The Board Internal Affairs Committee reviewed this lease proposal at their November 28, 2017 meeting.

Motion: Wayne Vanderschuere moved that the PPLD Board of Trustees approve the lease renewal of the Monument Branch facility for seven (7) additional years with the terms presented.

Second: Katherine Spicer seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-12-6: Board Policy Update: Teen Spaces

The Internal Affairs Committee reviewed the updated Teen Spaces Policy at its November 28, 2017 meeting. The updated policy includes procedures related to when and how adults may be present in teen spaces.

Motion: Kathleen Owings moved to approve Board Policy as presented in the PPLD Teen Spaces Policy.

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-12-7: Board Policy Update: Challenged Materials

An update to PPLD's Challenged Materials Policy tightens up language to make the policy succinct and easy to understand.

Motion: Katherine Spicer moved to approve Board Policy as presented in the PPLD Challenged Materials Policy.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-12-8: Slate of 2018 Board Officers

Motion Katherine Spicer moved that the slate of Board officers for 2018 be accepted as presented:

President – Kathleen Owings
Vice President – Wayne Vanderschuere
Secretary/Treasurer – Keith Clayton

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-12-9: Schedule of 2018 Board Meetings

The Governance Committee reviewed the schedule for 2018 Board meetings at its December 6, 2017 meeting. The Board will meet at a variety of facilities in 2018. Meetings will come to order at 4 pm on the 2nd Tuesday of every month.

Motion: Katherine Spicer moved that PPLD Board of Trustees approve the schedule of 2018 Board meetings as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5: 27 p.m.