

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 14, 2017
4 pm
Penrose Library

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Secretary/Treasurer Molly Dippold, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer, Trustee Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Executive Director John Spears, Community Engagement & Outreach Officer Sean Anglum, Ryan Brown (*arrived at 4:30 pm*), C3 Manager Becca Cruz, Downtown Partnership President/CEO Susan Edmondson, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Jr., Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, El Paso County Commissioner Peggy Littleton, Technology & Virtual Services Officer Richard Peters, Associate Director for Branches Lynne Proctor, Fountain and Sand Creek Libraries Manager Abby Simpson, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet, PPLD Facilities Staff: Tony Bonino, Dan Collins, Rich Egan, Dave Garcia, Robin Hammitt, Dave Nagle, Jim Nelson, Randy Osborne, John Rubolino, Domingo Ruiz, Lindsay Sosa

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the February 14, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

El Paso County Commissioner Peggy Littleton introduced El Paso County Commissioner Longinos Gonzalez, Jr. who will serve as co-liaison between PPLD and the El Paso County Commissioners.

Commissioner Littleton thanked Executive Director Spears for his participation with the group applying for a Complex Coordinated Terrorists Attacks federal grant. She also thanked everyone at PPLD for their great service to the citizens of El Paso County.

Ryan Brown commented on a recent experience at Penrose Library when he was told that the lack of a Black History Month display in the children's area was the result of "oversight". Mr. Brown

believes that children of all races should be able to come to the Library and see a reflection of their cultures. He asked that PPLD make more of an effort to ensure that that happens.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the January 10, 2017 meeting of the Board of Trustees were presented for review.

Motion: Ken Beach moved to approve the minutes of the January 10, 2017 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. PPLD Staff Development Day will take place on February 20, 2017. Marcellus Turner, City Librarian of Seattle Public Library will be the keynote speaker.

Presentations

Facilities Division Head Gary Syling brought the members of the Facilities Department to meet the Board. Tony Bonino, Dan Collins, Rich Egan, Dave Garcia, Robin Hammitt, Dave Nagle, Jim Nelson, Randy Osborne, John Rubolino, Domingo Ruiz, and Lindsay Sosa each explained what he/she does in the Department. Mr. Syling noted that he is extremely proud of the work that these individuals do in the District, adding that they are a committed group with great attitudes.

Tony Bonino, Dan Collins, Rich Egan, Dave Garcia, Robin Hammitt, Dave Nagle, Jim Nelson, Randy Osborne, John Rubolino, Domingo Ruiz, and Lindsay Sosa left the meeting at 4:12 pm.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales pointed out that the November/December 2016 edition of *Colorado Springs Lifestyle* contains an article by Friends Board member Linda DuVal about Manitou Springs artist Charles Rockey. Rockey will be honored by the Friends at the 2017 Frank Waters/Golden Quill awards event.

Ms. Gonzales also noted that Friends online book sales are “going gangbusters”!

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the committee met on February 8, 2017 to plan for Executive Director Spears' performance appraisal.

Internal Affairs Committee

Internal Affairs Committee Chair Ken Beach reported that the committee did not meet in January.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee met on February 8, 2017. The committee discussed the "Adopt-a-Branch" program. Each Board member will sign-up to support 3 PPLD departments. A list of key events that would benefit from Board representation was distributed at the meeting. The list will be updated monthly. Board members should let Ms. Hammond know when they plan to attend an event. The committee also met with PPLD Foundation & Development Officer D. Cromeens to discuss PPLD's focus in 2017, which is to expand services to meet the needs of 21st century Library patrons.

Board President

President Grossman did not have a report.

Financial Report

The financial report for the period ending December 31, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet noted that increases to revenues like specific ownership taxes and interest income are indicative of an improving economy.

Banking Services RFP

Information about the recently completed RFP for banking services was included in the Board packet. An RFP for banking services has been completed and based upon the results of the RFP US Bank has been selected to provide PPLD's banking services for the period of April 1, 2017 – December 30, 2020 (a non-appropriation clause is included in the contract). US Bank provided the lowest bid (\$573/month).

PPLD will be evaluating the use of a Purchasing Card program separately from the banking RFP.

Library Services and Branch Services Report

The Library Services and Branch Services Report was included in the Board packet. This was the debut of this report, it will appear monthly in the packet. Associate Director for Branches Lynne Proctor pointed out the high level of community collaborations going on throughout the entire District.

Executive Director's Report

Executive Director John Spears provided the Board with updates on library facilities and progress on the Compensation Study being done by the Singer Group.

The conceptual designs for the redesign of the Manitou Springs Library were presented to the Manitou Springs community for feedback. Feedback was very positive. A concern from a neighbor worried about increased traffic in the parking area was raised. The Manitou Springs City Council has voted to move forward with the project. The City of Manitou Springs will need to do a great deal of fundraising for this project.

Calhan community members would like to establish a community center in Calhan. They have asked PPLD to consider collaborating on the project.

Schriever AFB currently does not have a community center or a library. They have asked PPLD to discuss a joint-use project.

The Compensation Study being undertaken by the Singer Group is moving towards final recommendations which will be presented at a special PPLD Board meeting on March 28. Executive Director Spears reported that results of the study show that the majority of PPLD positions are under market, with some as much as 40% under. He noted that implementation of the compensation recommendations may take a few years, but that PPLD is committed to paying its staff what they deserve. He added that PPLD will no longer allow library services to the community to be subsidized through sub-standard pay. Mr. Spears also shared insights on what some of the expected recommendations coming out of the Singer Group may include:

- A move to matrix management operations
- Building managers at EA, PE and LI who will also be responsible for branch clusters
- No staff will lose jobs or pay, but some may have different jobs
- Across-the-board elevation of staff duties
- MLS librarians will move away from desk duties and into community engagement
- Possible new positions including Organizational Development Officer, Director of Strategy and Innovation, social worker

L. Gonzalez left the meeting at 5:00 pm.

Peggy Littleton left the meeting at 5:05 pm.

Ryan Brown left the meeting at 5:08 pm.

BUSINESS ITEMS

Decision 17-2-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Molly Dippold moved to approve the Consent Items as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 17-2-2: 2017 Downtown Roadway Project

Downtown Partnership President and CEO Susan Edmondson attended the meeting to request that the Board support the 2017 Downtown Roadway Projects. The *Experience Downtown Master Plan* hopes to create a walkable and bike-friendly center through safe and accessible multimodal networks. Many of the projects capitalize on upcoming planned roadwork. Two public meetings to discuss the plan are scheduled.

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees sign a letter in support of the Downtown Roadway Project as it has been presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

S. Edmondson left the meeting at 5:17 pm.

Decision 17-2-3: Sand Creek Library Makerspace RFP

An RFP for the design/build of the makerspace at Sand Creek Library received bids from 2 teams. The team of GE Johnson/Humphries Poli provided well-thought-out options for utilizing a number of spaces and offered good solutions to some of the challenges that could arise during the project. The GE Johnson/Humphries Poli team demonstrated vision as well as capability. The PPLD staff group evaluating the RFPs considered cost differences deeply, but the confidence instilled by GE Johnson/Humphries Poli assured staff that they were the best choice for the project.

Motion: Kathleen Owings moved that the Pikes Peak Library District Board of Trustees award the contract for the Sand Creek Makerspace to the design/build team of GE Johnson/Humphries Poli at the cost of \$83,195 to the District.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-2-4: Changes to Financial Guidelines

Immediate updates to the current Financial Guidelines are recommended to increase efficiencies. Updates include more reasonable limits and moving some responsibility away from upper management, empowering middle level managers to have more budgetary responsibility. The Financial Guidelines will be completely reviewed and updated later in 2017.

Motion: Molly Dippold moved that the Pikes Peak Library District Board of Trustees approve the changes to the Financial Guidelines as presented.

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees go into Executive Session to discuss personnel matters related to the annual performance evaluation of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f).

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Motion: Kathleen Owings moved that the Pikes Peak Library District Board of Trustees reconvene in open session.

Second: Keith Clayton seconded the motion.

Vote: The motion was unanimously approved.

The Board reconvened in open session at 6:42 pm.

Decision 17-2-5: Actions Relevant to Executive Director's Performance Appraisal

CRS 24-90-109 states that the library board of trustees is responsible to employ a librarian. Having employed John Spears as Executive Director in January 2016, the Pikes Peak Library District Board of Trustees conducted, in executive session, an annual appraisal of Executive Director Spears' performance.

The Board found Executive Director Spears' performance in the past year to be exemplary. The Board is very pleased with Executive Director Spears' strong leadership and performance and the Board sees no areas of concern.

Executive Director Spears has requested that his compensation be maintained at its current level.

Motion: Ken Beach moved that it be duly noted that the Pikes Peak Library District Board of Trustees recognizes and thanks Executive Director John Spears for his exemplary

performance for the period January 2016-January 2017. At Executive Director Spears' request, there will be no increase to his current salary.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 6:44 p.m.