

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
January 8, 2019  
4 pm  
Cheyenne Mountain Library**

**MEMBERS PRESENT**

President Wayne Vanderschuere, Vice President Debbie English, Secretary/Treasurer Scott Taylor, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Dr. Ned Stoll

**PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT**

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Security Manager Michael Brantner, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Social Worker Alicia Kwande, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Kathleen Owings, Chief Communications Officer Michelle Ray, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, Video Producer/Director Danny Walter

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**REGULAR MEETING OF THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES**

**CALL TO ORDER**

President Vanderschuere called the Regular Meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

El Paso County Commissioner Longinos Gonzalez wished the Board of Trustees Happy New Year on behalf of the El Paso County Board of County Commissioners. Commissioner Gonzalez announced that Commissioner Cami Bremer will join him as the second El Paso County liaison to the PPLD Board. Commissioner Bremer was unable to attend today's meeting, but asked Commissioner Gonzalez to let the Board know that she is looking forward to meeting them.

**BOARD PHOTO**

Video Producer/Director Danny Walter shot the Board's official 2019 group photo.

## CORRESPONDENCE AND COMMUNICATIONS

### Minutes

The minutes of the December 11, 2018 meeting of the Board of Trustees were presented for review.

**Motion:** Cathy Grossman moved to approve the minutes of the December 11, 2018 meeting of the Board of Trustees as presented.

**Second:** The motion was seconded by Keith Clayton.

**Vote:** The motion was approved unanimously.

### Correspondence

A letter from the Government Finance Officers Association (GFOA) was included in the Board packet. The letter notifies Pikes Peak Library District that PPLD's 2017 fiscal year end comprehensive annual financial report qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. This is the 27<sup>th</sup> consecutive year that PPLD has received the certificate. Chief Librarian Spears thanked Chief Finance Officer Michael Varnet and the entire Finance Department for their parts in this amazing achievement.

### Introduction of New Staff

The following new staff were introduced:

- Alicia Kwande, Social Worker
- Michael Brantner, Security Manager

### Welcome – Cheyenne Mountain Library Staff

Cheyenne Mountain Library Manager Tiffany Paisley welcomed the Board to the Cheyenne Mountain Library. Ms. Paisley thanked the Trustees for their service. She noted that Cheyenne Mountain Library has a great, hard-working staff who deliver excellent service to PPLD patrons every day.

## REPORTS

### Friends of the Pikes Peak Library District

Friends Board President Dora Gonzales reported that the Friends new space at East Library is coming together, adding that Friends volunteers at East love the new space. Ms. Gonzales offered kudos to East Library Manager Janina Goodwin and Regional Manager Abby Simpson for making the space a reality.

### Pikes Peak Library District Foundation

Development Officer & Foundation Executive Officer Lance James noted that the Foundation received a \$5,000 Trustees Merit Grant from the El Pomar Foundation. El Pomar merit grants are awarded - as opposed to applied for - and are a recognition of PPLD's service to the community.

PPLD Foundation Board members recently made thank-you calls to donors. This stewardship activity provided an excellent opportunity to engage with donors and hear why the Library matters to them.

## **Financial Report**

The Financial Report for the period ending November 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet provided a brief report, noting that interest income continues to do very well and the budget continues to be on track.

## **Communications Report**

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray reported that American Library Association President Loida Garcia Febo highlighted the Sand Creek Library recording studio in a recent piece for *Reader's Digest*. A recent news story about PPLD's new Social Worker position was picked up by the Associated Press and received both statewide and national coverage. PPLD's video production team has done some fantastic work lately on two pieces in particular, *The Story of the North Pole* and a feature on the Air Force Academy Cadet Chapel. The *Southeast Express* is a new bi-monthly publication that will focus on Southeast Colorado Springs. The publication will launch from Sand Creek Library later in January. They will have office hours at Sand Creek Library to better connect with people in that community. Ms. Ray gave kudos to Public Relations Specialist Kayah Swanson for her work on the many recent news stories related to PPLD.

## **Branch Report**

Director of Branches Lynne Proctor offered praises for Security Manager Michael Brantner's work related to challenges at Penrose Library. She highlighted several activities that have taken place in the PPLD Libraries recently.

## **Facilities Report**

Chief Facilities Management Officer Gary Syling reported that construction projects at the Penrose Library Complex are nearing completion. He is coordinating the transition to a new elevator maintenance service company and working on the Library 21c skylight and roof projects.

## **Human Resources Report**

Chief OD & HR Officer Sally Jensen reported that Cody Logsdon has been hired as the new OD Manager. HR has just wrapped up open enrollment for benefits, and Heather Laslie was instrumental in making that a smooth process.

## **Information Technology Report**

Chief Information Officer Rich Peters reported that PPLD's new phone system will be installed next week.

## **Library Services & Circulation Report**

Director of Library Services Tim Blevins reported Adult Services and Young Adult Services have launched "program menus" which are lists of selections for Spring programming from which the PPLD Libraries may select. This is part of the new centralization of programming and represents a significant milestone in that new direction.

With the exception of Penrose Library, all PPLD locations had decreases in visitors in December 2018. Circulation of all physical materials declined somewhat, while circulation of electronic materials continued to

increase. Total circulation has declined about 1% from 2017 and reflects the lowest decline in annual circulation in several years.

## Chief Librarian's Report

Chief Librarian & CEO John Spears reported that Pikes Peak Library District has been invited to host Library Journal's Design Institute two-day symposium this fall.

Chief Librarian Spears met recently with Pikes Peak Community College President Lance Bolton and others to discuss a proposal by Pikes Peak Community College to utilize the lower parking lot at Penrose Library as the site for an affordable housing project. Dr. Bolton noted that 30% of Pikes Peak Community College students face housing challenges. The project would provide affordable housing to PPCC students and others, as well as provide needed expansion for Penrose Library and it would include a multi-level parking garage. The site is uniquely located within two opportunity zones that could offer incentives to builders. President Bolton has requested that the PPLD Board of Trustees express their interest in exploring the project through a non-binding letter of intent. The Board of Trustees believes that the project as explained merits further exploration and Chief Librarian Spears will work with legal counsel to construct a non-binding letter of intent that includes several stop points that would allow PPLD to pull out at any time.

Chief Librarian Spears recognized Security Manager Michael Brantner, Social Worker Alicia Kwande, Penrose Library Manager Antonia Krupicka-Smith, Public Relations Specialist Kayah Swanson, Regional Manager Michael Doherty and Chief Communications Officer Michelle Ray for their efforts over the past weeks related to issues surrounding people experiencing homelessness at Penrose Library. Chief Librarian Spears noted that these staff members have all contributed greatly to maintaining a safe environment for everyone in the community – both homed and unhomed.

Mr. Spears reported that increased numbers of overnight campers at Penrose Library had made it impossible for the Library to maintain a safe environment for overnight campers, so changes were made to disallow overnight camping. He reiterated that these changes were made for the safety of those experiencing homelessness and that the goal is not to keep those experiencing homelessness out of Library facilities.

Signs indicating no trespassing on Library property between the hours of 10:00 p.m. and 8:00 a.m. were posted on Monday, January 7. Mr. Spears noted that the Penrose Security staff did an outstanding job talking with campers and others experiencing homelessness, informing them of the new rules and assisting them with lists of resources. Response to the camping ban was met with an overwhelmingly positive reaction from Colorado Springs City officials.

Staff have researched how other libraries handle personal belongings in public spaces and have developed a Personal Belongings Policy that is designed to eliminate the large piles of personal belongings while being fair to all Library users. In conjunction with the Personal Belongings Policy, staff has set up an area in the Penrose Library lower parking lot where shopping carts and other conveyances can be parked during Library open hours. Several bins will also be available for people to stow their personal belongings during open hours. This amenity is being offered on a trial basis for a few weeks to see if it will be sustainable.

Trustee Grossman noted that the Board of Trustees is very appreciative of the work that the staff is doing to support the rights of all citizens to access the public library. She noted that the work is challenging, but that the ultimate reward is tremendous. Trustee Grossman suggested that staff attempt to track the success of their efforts to assist those experiencing homelessness and that PPLD can set the example that will help our whole community begin to make a difference.

## Board Reports

### Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee had not met since the December 11, 2018 Board meeting.

### Internal Affairs Committee

Wayne Vanderschuere reported that the Board Internal Affairs Committee met on January 2, 2019. At the January 2 meeting the Committee reviewed the Personal Belongings Policy and lease agreements for both the Rockrimmon and Ruth Holley libraries. The Committee discussed potential opportunities with Pikes Peak Community College (PPCC) to explore the feasibility of construction at Penrose Library which could include affordable housing units.

### Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee had not met.

### Adopt-a-Trustee Reports

President Vanderschuere asked the Board members to select their 2019 Adopt-a-Trustee assignments.

### Board President's Report

President Vanderschuere noted that Board committees will meet on the third Wednesday in January and the fourth Wednesday in February. Meeting times will be revisited after the February meetings and a permanent meeting schedule will be determined.

## BUSINESS ITEMS

### Decision 19-1-1: Consent Items

Consent Items Presented:

1. New Hires
2. Resolution Designating Posting Places for 2019 Board Meetings
3. Resolution Designating the Official Custodian of Records
4. Disposition of PPLD Property
5. 2019 Contract/Vendor Approval
6. Conflict of Interest Statement
7. 2019 Insurance Policies

**Motion:** Ned Stoll moved to approve all items in the consent agenda as presented.

**Second:** Keith Clayton seconded the motion.

**Vote:** The motion was approved unanimously.

## New Business

### Decision 19-1-2: Personal Belongings Policy

PPLD's Personal Belongings Policy has been designed to foster a safe and welcoming environment in the Library that will allow all people to use the Library's resources. The new policy applies to inside and outside Library facilities. All Library users must keep:

- Access to resources available to all users
- Walkways and exits open and clear for everyone's safety
- Personal belongings with them at all times, except in designated areas

The policy includes procedures for lost and found property.

Trustee Clayton requested that PPLD ask legal counsel to review the policy and comment in writing on any liability related to the procedures put forth in the Personal Belongings Policy. Staff will do so and report back to the Board at the next regular Board meeting.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Personal Belongings Policy.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was unanimously approved.

### Decision 19-1-3: Lease Extension for Ruth Holley Library

The lease for the Ruth Holley Library facility at 685 N. Murray Boulevard expires September 30, 2020. The landlord has offered an 88-month extension for October 1, 2020 through January 31, 2028. Base rent will be \$13.00 per square foot with annual escalations of 3%.

It was noted that PPLD hopes to eventually relocate the Ruth Holley Branch to the Powers Corridor, however the current facility can be converted to an Adult Education Center should an opportunity arise to relocate prior to the end of the new lease.

**Motion:** Keith Clayton moved that the Pikes Peak Library District Board of Trustees approve the terms of the lease extension for the Ruth Holley Library for the period October 1, 2020 through January 31, 2028 as presented.

**Second:** The motion was seconded by Mina Liebert.

**Vote:** The motion was unanimously approved.

### Decision 19-1-4: Lease Extension for Rockrimmon Library

The lease for the Rockrimmon Library facility at 832 Village Center Drive expires December 31, 2019. PPLD staff worked with the landlord to develop terms for a 5-year lease extension. The annual rent for 2020 will be \$174,833.52 and the new lease includes one month of free rent.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve the terms of the lease extension for the Rockrimmon Library for the period January 1, 2020 through December 31, 2024 as presented.

**Second:** Scott Taylor seconded the motion.  
**Vote:** The motion was approved unanimously.

## EXECUTIVE SESSION

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

**Second:** Scott Taylor seconded the motion.  
**Vote:** The motion was approved unanimously.

The Board of Trustees convened in Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) at 5:55 p.m.

President Vanderschuere invited Kathleen Owings to join them in Executive Session.

The following left the meeting at that time: Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Security Manager Michael Brantner, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Social Worker Alicia Kwande, Cheyenne Library Manager Tiffany Paisley, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet

Chief Librarian John Spears was invited to join the Board in Executive Session at 6:50 p.m.

There being no further discussion related to personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f), President Vanderschuere called for a motion to return to Open Session.

**Motion:** Ned Stoll 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 convened in Open Session at 7:30 p.m. Assistant to the Chief Librarian joined the meeting at that time.

## Decision 19-1-5: Action Relevant to the Chief Librarian's Annual Performance Evaluation

There was no discussion.

**Motion:** Keith Clayton moved that in recognition of John Spears's performance as the executive director and Chief Librarian of PPLD for the 2018 year that the Board of Trustees increase his salary and compensation by 3% effective January 1, 2019.

**Second:** The motion was seconded by Mina Liebert.

**Vote:** The motion passed unanimously.

#### **ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the January 8, 2019 meeting of the Pikes Peak Library District Board of Trustees at 7:32 p.m.

*Danny Walter left the meeting at 4:12 p.m.*

*Longinos Gonzalez left the meeting at 5:00 p.m.*

*Sally Jensen left the meeting at 5:05 p.m.*