

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 9, 2018
4 pm
Penrose Library

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Special Collections Division Head Tim Blevins, Chief Communication Officer Sean Anglum, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Friends of Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Scott Taylor, Chief Financial Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the January 9, 2018 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

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the December 12, 2017 meeting of the Board of Trustees were presented for review.

Motion: Wayne Vanderschuere moved to approve the minutes of the December 12, 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

Chief Librarian & CEO John Spears asked the Board to recognize Chief Communication Officer Sean Anglum who will retire from PPLD on January 26. Chief Librarian Spears and the Board thanked Mr. Anglum for his service to PPLD.

Events and press clippings were included in the Board packet. Of special note:

- **The Unanswered Question: Six Talks at Harvard by Leonard Bernstein**, a PPLD/C.S. Philharmonic partnership for the Leonard Bernstein Festival, January 25 – March 4, Venue at Library 21c.
Lecture I “Musical Phonology”: January 25, 6:30 pm,
Lecture II “Musical Syntax”: February 4, 2:00 pm,
Lecture III “Musical Semantics”: February 14, 6:30 pm.
- **Staff Development Day:** February 19, 8 am – 4 pm at Library 21c.

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 invited the Board to attend the Friends Annual Meeting on January 20 at 10 am at Library 21c. Ms. Gonzales noted that it has been a full year since the Friends implemented online book sales, and in that year online sales have brought in about \$10K.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens reported that the Foundation ended 2017 with grants and donations totaling over \$904K.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the committee met on December 27, 2017 to work on the Chief Librarian & CEO's annual performance evaluation. The Board will conduct a formal evaluation with Chief Librarian Spears in Executive Session today.

Internal Affairs Committee

Internal Affairs Committee Chair Ken Beach reported that the committee met on December 27, 2017. Trustee Beach noted that a member of the public came to the meeting to comment. Mr. Tom Noonan requested that the Internal Affairs Committee consider opening Ruth Holley Branch on Sundays. Mr. Noonan also expressed his admiration of the PPLD staff and the services and materials provided to the community.

Public Affairs Committee

Past Public Affairs Committee Chair Kathleen Owings reported that the committee met on January 5, 2018 and discussed alternate funding sources and options for the future. These topics will be discussed by the full Board when the three Board vacancies have been filled.

Board President

President Owings reported that until the three new Trustees have been selected and appointed the committees will continue on as they were in 2017 with the exception of Cathy Grossman replacing President Owings as Chair of the Public Affairs Committee.

Financial Report

The financial report for the period ending November 30, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenues are up by more than 6% from November 30, 2016 and expenditures are about 5% higher for the same period. Mr. Varnet noted that the District's health insurance provider is currently in negotiations with a major service provider. He assured the Board that whatever the outcome of these negotiations, PPLD will act to ensure that staff are provided with the services they expected and that there will be no additional costs.

Public Services Report

Chief Librarian Spears took a moment to recognize Director of Library Services Janice McPherson. This is Ms. McPherson's last Board meeting before her retirement at the end of January. The Board gave Ms. McPherson a hearty round of applause.

The Public Services Report was included in the Board packet. Director of Library Services Janice McPherson provided the Board members with a 2018 Adult Reading Program mug.

Director of Branches Lynne Proctor spoke briefly about how PPLD's many facilities serve as conduits for members of the community to help one another. She cited teen programs to make gifts for others and the community photo day at Penrose Library as good examples.

Circulation Report

Chief Librarian Spears reported that PPLD's CyberShelf vendor of ebooks and eaudios, OverDrive, is currently the top circulating "branch" in the District with 1,459,032 circs in 2017. Circulation at Library 21c continues to increase, showing an 11.1% increase in 2017. A list of the District's top circulating titles was included in the Board packet. The majority of top circulating titles in 2017 were fiction.

Chief Librarian's Report

The book *Sorry to Disrupt the Peace* by Patty Yumi Cottrell was recently challenged by a PPLD patron. A team of librarians thoroughly reviewed the challenge and determined that the book should remain in the collection. A copy of the letter to the patron was enclosed in the Board packet.

The Flux Capacitor has recently entered into a relationship with a local establishment and will now host the majority of their concerts at that establishment.

In the course of working with the Division of Workforce Services, PPLD's Adult Education Department will receive an additional \$6,000. The \$6,000 will serve as seed money to create programming that will allow PPLD to create a certificate program. PPLD will work with local employers to find out which skills potential employees need to have in our job market, and PPLD will create classes to teach those skills.

Chief Facilities Management Officer Gary Syling is working on a unified RFP for work at the Penrose Library Campus. This includes office spaces, a new PE meeting room, and improvements to Knights of Columbus Hall.

PPLD is continuing the fines amnesty that was begun in November. This will avoid stop-start confusion related to fines as a staff team studies the impact of fines and works toward a permanent fines philosophy to present to the Board in coming months. At this time, all fines for overdue materials have been purged. Fees for lost and damaged materials and for collection agency expense are still payable.

BUSINESS ITEMS

Decision 18-1-1: Consent Items

Consent Items Presented:

1. New Hires
2. Resolution Designating Posting Places for 2018 Board Meetings
3. Resolution Designating the Official Custodian of Records (p. 43)

4. Disposition of PPLD Property (p. 46)
5. 2018 Contract/Vendor Approval (p. 50)
6. Conflict of Interest Statement (p. 58)
7. Insurance Policies (p. 60)
8. Auditor for Audit of 2017 Financial Records (p. 62)

Motion: Ken Beach moved to approve all items in the consent agenda as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 18-1-2: Policy Update: Interlibrary Loan Policy

An update to PPLD's Interlibrary Loan Policy was included in the Board packet. As PPLD is unable to purchase or subscribe to every available resource, Interlibrary Loan services are essential to PPLD to meet the information and recreational needs of the community.

Motion: Wayne Vanderschuere moved to approve Board Policy as presented in the updated PPLD Interlibrary Loan Policy.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-1-3: Policy Update: Code of Conduct Policy

An update to PPLD's Code of Conduct Policy was included in the Board packet. The updated policy does not include a list of "can't dos", but rather a short list of basic behavioral expectations. This new approach to the Code of Conduct will enable staff to be flexible and to make decisions that are appropriate to each individual incident.

Motion: Keith Clayton moved to approve Board Policy as presented in the updated PPLD Code of Conduct Policy with the following amendment:

"This policy, in conjunction with all other PPLD Policies, ensures that Pikes Peak Library District can carry out its mission and ensures that no person or group is denied access to Library facilities or a safe and welcoming environment."

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-1-4: Integrated Library System Migration to Software as a Service

The Integrated Library System is a core library system that manages the collection and patron library accounts as well as serving as the validation authority for patron accounts to use numerous PPLD services. PPLD's current Integrated Library System vendor now provides a service to host PPLD's ILS. An additional annual cost of \$30,482 to migrate the ILS to Software as a Service will reduce risk, improve availability, increase security and reduce IT infrastructure costs.

Motion: Ken Beach moved that the Board approve expenditures related to the migration of the integrated library system to Software as a Service as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Motion: Ken Beach 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 Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

The Board entered into 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 5:19 pm.

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

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

The Board reconvened in open session at 6:25 pm.

Decision 18-1-5: Actions Relevant to the Chief Librarian's Annual Performance Evaluation

CRS 24-90-109 states that the library board of trustees is responsible to employ a librarian. The Board conducted an annual appraisal of Chief Librarian Spears's performance in Executive Session.

Motion: Wayne Vanderschuere moved that the Board approve a 3% market based salary adjustment to be retroactive to January 1, 2018 for Chief Librarian & CEO John Spears and that John Spears' goals for 2018 should include:

- Implementation of the Singer Study including the regional approach.
- Implementation and monitoring of the PPLD Strategic Plan.
- Evaluation of facilities and infrastructure plans.

- Development of a marketing plan for increased awareness of PPLD services and programs.
- Development and implementation of a succession plan, professional development and increased community involvement for the Leadership Team.

Second: Keith Clayton seconded the motion.

Vote: The motion was unanimously approved.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 6:27p.m.

C. Grossman joined the meeting at 4:10 pm

L. Gonzalez left the meeting at 5 pm

T. Blevins, S. Anglum, D. Cromeens, D. Gonzales, S. Hammond, S. Jensen, J. McPherson, R. Peters, L. Proctor, G. Syling, C. Taylor, S. Taylor,

M. Varnet left the meeting at 5:18 pm