

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
March 12, 2019  
4 p.m.  
Old Colorado City Library**

**MEMBERS PRESENT**

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

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

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors Vice President Stephen Adams, Director of Library Services Tim Blevins, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Library Manager Sandy Hancock, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, HRIS/Benefits Manager Heather Laslie, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Dan Schnepf of Blue and Silver Development Partners, Eric Smith of Blue and Silver Development Partners, Ashley Swendsen, Chief Facilities Management Officer Gary Syling, Chief Finance Officer Michael Varnet, Colorado Springs Urban Renewal Authority Executive Director Jariah Walker

**CALL TO ORDER**

President Vanderschuere called the March 12, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 4:05 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

Ashley Swendsen came before the Board to comment on a concern about vinegar syndrome in films. She explained that vinegar syndrome is a serious problem that can destroy archived films. Ms. Swendsen believes that vinegar syndrome is a problem in PPLD's Special Collections film archives. Ms. Swendsen accused PPLD of "negligence" in not addressing vinegar syndrome and further accused PPLD of "lack of trust" for refusing to grant her access to the vault to inspect the film collection on a recent visit to Special Collections at Penrose Library.

President Vanderschuere noted that this is a serious issue and stated that it would be investigated.

At this time, President Vanderschuere announced that agenda item VI.C.5., Presentation for the Urban Renewal Authority Project True North, would be moved up and would take place before any further business on the agenda.

**Presentation: Urban Renewal Authority Project True North**

Colorado Springs Urban Renewal Authority Executive Director Jariah Walker provided introductory information about the True North Urban Renewal Project. This Urban Renewal Authority project is part of the larger City for Champions Project and will provide a visitors' center at the north gate to the United States Air Force Academy. Hotels, offices, and some retail are included in the project, which is expected to be a boon to out-of-state tourism in Colorado Springs. The City of Colorado Springs recently annexed the land for the project.

Don Schnepf of Blue and Silver Development Partners provided commentary on a printed presentation for the project. Mr. Schnepf explained that there is a very small return on investment for developers for this project and it needs public financing to go forward so PPLD's participation is needed. Mr. Schnepf pointed out that the project would provide over 1,000 new jobs.

Eric Smith of Blue and Silver Development Partners stated that he hopes that construction for the True North Project will begin this summer, with commercial sites opening in 2021 and the visitors' center opening in 2023.

Library staff asked if there would be a possibility that library space could be part of the True North project.

Chief Finance Officer Varnet asked how many more Urban Renewal Authority Projects are coming up. Mr. Walker did not provide a detailed answer, but indicated that more projects are forthcoming.

Trustee Grossman stated that as a Board member she has a fiduciary responsibility to District taxpayers who expect that their tax dollars will be spent for library services.

Chief Librarian Spears noted that PPLD has not been successful with ballot initiatives to raise the mill levy. Therefore, the only way PPLD can increase its budget at this time is through new construction. However, he stressed that the demands of the many Urban Renewal Authority projects will start to out-pace PPLD's ability to provide library services.

Library staff asked about "blight" in the area where the project is planned. Mr. Walker explained that there were several factors that qualified the area as "blighted".

## **CORRESPONDENCE AND COMMUNICATIONS**

### **Minutes**

The minutes of the February 12, 2019 meeting of the Board of Trustees were presented for review. .

**Motion:** Scott Taylor moved to approve the minutes of the February 12, 2019 meeting of the Board of Trustees as presented.

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

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

### **Correspondence**

No correspondence was presented.

### **Presentations**

#### **Old Colorado City Library Video**

Old Colorado City Library Manager Sandy Hancock welcomed the Board of Trustees to the Library. She stated that Library staff appreciate the Board's support. Ms. Hancock presented a video review of the past year at Old Colorado City Library. She also presented a short, staff-produced, comic video production on how tough it is to be a bed bug at PPLD. Commissioner Gonzalez

commented that he had very much enjoyed participating in holiday caroling at the Old Colorado City Library.

### **Communications Plan**

Pikes Peak Library District Chief Communications Officer Michelle Ray gave a presentation on her department's FY19 Strategic Communications Framework. Goals for 2019 include the launch of a new quarterly magazine and conducting a community needs assessment. Ms. Ray introduced PPLD's Spark Campaign, which taps into the amazing stories of PPLD's amazing patrons. The stories illustrate how the Library sparks the imaginations of PPLD's diverse patronage.

## **REPORTS**

### **Friends of the Pikes Peak Library District Report**

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board of Directors Vice President Stephen Adams reported that the Friends Booksale at East Library made over \$9,000.00. He noted that the Betty Field Memorial Youth Writing Contest kept sixty-two volunteer judges busy reading three hundred seventeen mystery stories written and submitted by children in grades six through twelve.

### **Pikes Peak Library District Foundation Report**

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James shared a story from Rob Hillbert's daughter who told of reading a Library book to her father in hospice and feeling that it was very fitting that her father would get to enjoy a book from PPLD in his final days.

### **Communications Report**

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray pointed out that PPLD was featured in thirty-one news stories in February 2019. She noted that meeting room statistics have been added to her monthly Board report.

Chief Librarian Spears took this opportunity to thank Commissioner Gonzalez for being a panelist at the recent Coalition for Prevention, Addiction Education, and Recovery (CPAR) Community Listening Forum at Library 21c. CPAR is a program of Community Health Partnership and Springs Recovery Connection.

### **Facilities Report**

Chief Facilities Management Officer Gary Syling reported that the skylight replacement and roof projects at Library 21c will begin ahead of schedule during the week of March 18. Fountain Library will be closed the first week of April for recarpeting and planning for the replacement of the wood flooring at Old Colorado City Library has begun.

### **Financial Report**

The Financial Report for the period ending January 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet noted that revenues from property tax collections are down in January, but

this is a matter of timing and the difference will be made up in February. Specific ownership tax revenues are down and he will continue to monitor this revenue source.

### **Human Resources Report**

Chief HR & OD Officer Sally Jensen introduced Heather Laslie who is PPLD's HRIS/Benefits Manager. Ms. Jensen reported that HR staff recently provided core competencies training for supervisors. She was pleased to announce that with the hiring of a new Talent Management Supervisor on March 18, the Human Resources Department will be fully staffed.

### **Information Technology Report**

Chief Information Officer Richard Peters reported that PPLD's new voice system is operational. Mr. Peters will bring two E-Rate decisions to the Board at a special meeting later in March. The stringent timeline for E-Rate proposals dictates the need for the special meeting.

### **Public Services Report**

Director of Library Services Tim Blevins spoke briefly to the issue of "vinegar syndrome". Mr. Blevins agreed that vinegar syndrome is a serious threat to film archives, but he pointed out that it is inaccurate to suggest that this is a problem in the PPLD archives. The PPLD archival vault is climate controlled and there has not been an instance of vinegar syndrome in the PPLD vault. Mr. Blevins added that Special Collections staff have ordered acid detection strips to test for vinegar syndrome and will continue to monitor materials in the vault.

Mr. Blevins reported that an upswing in circulation statistics in February 2019 is the partial result of PPLD's auto-renewal program going into effect on February 11, 2019. There were 105,937 auto-renewals between February 11 and February 28, and there were also 61,000 patron-initiated renewals in February 2019.

Director of Branches Lynne Proctor reported on happenings at PPLD libraries:

- High Prairie Library is preparing to circulate seeds.
- Ute Pass Library is circulating ukuleles.
- PPLD's "Human Library" will take place at East Library on March 23.
- PPLD will participate in Colorado Springs' St. Patrick's Day parade.
- A new partnership with Pillar will provide free classes for the community.

### **Chief Librarian's Report**

Chief Librarian & CEO John Spears announced that both Chief OD & HR Officer Sally Jensen and Director of Branches Lynne Proctor have announced their retirements from Pikes Peak Library District. Ms. Proctor's final day at PPLD will be April 26. The position of Director of Branches will be retired along with Ms. Proctor. Director of Library Services Tim Blevins will assume supervision of the three regional managers and supervision of the Security Manager will transfer to Chief Librarian Spears.

Ms. Jensen hopes to leave PPLD by the end of April. She will remain in place until a replacement for her position has been hired. PPLD has received fifty-two applications for that position.

Trustee Grossman thanked both Ms. Jensen and Ms. Proctor for all of the work that they did on the Singer Study and the reorganization.

Chief Librarian Spears reported that he recently had a very productive meeting with Ken Jaray, Mayor of Manitou Springs. Mr. Spears offered to make himself available to speak to the Manitou Springs City Council about what PPLD could do if the City of Manitou Springs were to expand the building. He noted that it is not appropriate for PPLD to advocate for expansion and PPLD can offer no direct assistance in fundraising. Mr. Spears also mentioned that Manitou Springs citizen and library patron Matt Cavanaugh has been very actively supporting expansion of the Manitou Springs Library through articles and letters.

Chief Librarian Spears requested the Board's input regarding a request from the Colorado Springs Police Department (CSPD) to install a surveillance camera on the Penrose Library roof. CSPD made the request noting that Penrose Library is a "high crime" area. The camera would capture the Cascade entrance to Penrose Library and the front sidewalk. Mr. Spears reported that he had discussed this issue with legal counsel for the District who noted that the front sidewalk would be considered public property. Trustees had several questions and concerns. Protection of library users' rights was the greatest concern. The perception that Penrose Library is a high crime area was questioned. The only crimes of which PPLD is aware are those for which we call CSPD. Since PPLD is in the process of upgrading their own surveillance system, it was asked if a camera is planned for that location, and if it is, could CSPD simply request footage from PPLD. There was some concern that the camera might take the place of an actual police presence at Penrose Library. Chief Librarian Spears will gather more information and will ask CSPD how we can work together to create a safe and welcoming environment at Penrose Library.

Chief Librarian Spears reported on the latest developments related to the project with Pikes Peak Community College (PPCC) to construct a parking structure and possibly affordable housing units on the land that is currently the Penrose Library parking lot on W. Pikes Peak Avenue. PPCC has decided to build the large affordable housing units on the property they own on the west side of Sierra Madre. They would still like to go forward with the parking structure, and a new iteration of the plan would provide expansion for Penrose Library and Artspace live/work space of 50 units. The plan would allow PPLD to keep their signature view of Pikes Peak. Since PPLD would lose parking for the duration of construction, the Downtown Development Association has offered to provide parking during construction. Architect Mark Harris has expressed the desire to act as an advocate for PPLD in the project, making sure that the plans reflect what we want Penrose Library to be. Mr. Harris has a vision to develop the Penrose Campus to reflect what an urban library should be in our community.

The project will result in:

- Parking for library patrons and staff and for PPCC
- Added square footage for Penrose Library
- 50 Artspace units
- PPLD will own a \$98,000,000 building with PPCC at the end of the land lease (25 years)

Chief Librarian Spears will sign a non-binding letter of intent. The letter provides PPLD with the option to pull out of the project at any time.

President Vanderschuere asked that we make sure that the project will preserve the signature view and protect the historic structures existing on the Penrose Campus – the Antlers Garage façade, Knights of Columbus Hall and the 1905 Carnegie Library.

## **Board Reports**

### **Governance Committee**

Scott Taylor reported that the Governance Committee did not meet in February.

## Internal Affairs Committee

Internal Affairs Committee member Ned Stoll reported that the Internal Affairs Committee met on February 27, 2019. The committee received a briefing from the Urban Renewal Authority on the True North Project at that meeting. Staff provided information on changes to Makerspace Use and Programming Policies and Chief Librarian Spears discussed the recent amendment to the Library Bill of Rights. The Committee also received an update on the Calhan property and information about upcoming E-Rate decisions.

## Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the Public Affairs Committee met on February 27, 2019. The Committee heard a report from Chief Communications Officer Michelle Ray on the marketing campaign. The Committee discussed developments in the Calhan property acquisition and learned about community activities related to proposed expansion at the Manitou Springs Library.

## Adopt-a-Trustee Reports

- Debbie English visited Young Adult Services
- Ned Stoll visited Cheyenne Mountain Library and Palmer Lake Library
- Mina Liebert attended the launch of the Southeast Express at Sand Creek Library
- Keith Clayton visited East Library and Monument Library
- Cathy Grossman attended the Robert Hilbert Nonprofit Resource Center naming event at Penrose Library
- Scott Taylor spoke at PPLD Con and the Naturalization Ceremony at Penrose Library
- Wayne Vanderschuere attended a Facilities Department meeting and the Robert Hilbert Nonprofit Resource Center naming event at Penrose Library

## Board President's Report

President Vanderschuere announced that there will be a special Board meeting for E-Rate decisions on March 25 at 4 p.m. at Penrose Library. He also announced that the April 9, 2019 Board meeting has been moved from Fountain Library to Penrose Library, as Fountain Library will be closed for carpeting.

Trustee Liebert requested that the order of Board committee meetings be changed, with Public Affairs meeting at 2 p.m., Internal Affairs at 3 p.m. and Governance at 4 p.m. There was no objection to this plan.

## BUSINESS ITEMS

### Consent Items

#### Decision 19-3-1 Consent Items

Consent Item Presented:

1. New Hires

**Motion:** Keith Clayton moved to approve the consent item as presented.

**Second:** Scott Taylor seconded the motion

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

## Unfinished Business

There was no unfinished business to conduct.

## New Business

### Decision 19-3-2: Adoption of the Amended American Library Association Library Bill of Rights

The Pikes Peak Library District Board of Trustees has adopted the American Library Association's *Library Bill of Rights*. The *Library Bill of Rights* was amended on January 29, 2019 with the addition of Article VII, which states, "All people, regardless of origin, age, background or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information."

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees adopt the American Library Association Bill of Rights as amended.

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

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

### Decision 19-3-3: Purchase of Property in Calhan

Pikes Peak Library District wishes to purchase real estate at 600 and 600G Bank Street in Calhan, Colorado to use as the site for a public library in Calhan, Colorado. The property has been offered to PPLD at the total price of \$75,000.00.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees authorize Pikes Peak Library District management to purchase properties located at 600 Bank Street and 600G Bank Street, Calhan, Colorado for the total price of \$75,000.00.

**Second:** Debbie English seconded the motion.

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

### Decision 19-3-4: Programming Policy Update

Pikes Peak Library District's Programming Policy provides Board policy and procedures to assist the District in providing public programs that meet the educational, informational, and cultural needs of the community. PPLD reviews and updates policies periodically and slight changes to wording have been made to Board policy in the Programming Policy.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Programming Policy.

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

#### **Decision 19-3-5: Makerspace Use Policy Update**

Pikes Peak Library District's Makerspace Use Policy includes details specific to the public's use of PPLD's makerspaces and the tools and resources available in the makerspaces. Minor revisions to Board policy, procedures, and guidelines were made in a recent review of the policy.

**Motion:** Keith Clayton moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Makerspace Use Policy.

**Second:** Ned Stoll seconded the motion.  
**Vote:** The motion was unanimously approved.

#### **ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the March 12, 2019 meeting of the Pikes Peak Library District Board of Trustees at 7:00p.m.

*Ashley Swendsen left the meeting at 4:10 p.m.*

*Don Schnepf, Eric Smith, and Jariah Walker left the meeting at 5:05 p.m.*

*Sandy Hancock left the meeting at 5:15 p.m.*

*Sally Jensen left the meeting at 5:50 p.m.*