

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
March 13, 2018
4 pm
Penrose Library

MEMBERS PRESENT

President Kathleen Owings, Vice President Wayne Vanderschuer, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Security Manager David Glenn, Friends of Pikes Peak Library District Board President Dora Gonzales, Chief HR & OD Officer Sally Jensen, Administrative Assistant Colleen Lark, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Financial Officer Michael Varnet, Finance Specialist Merry Zumwalt

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the March 13, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:04 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

GROUP PHOTO

Trustees gathered for a group photo taken by PPLD Video Producer/Director Danny Walter. The photo will be used on the Board page of ppld.org.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the February 13, 2018 meeting of the Board of Trustees were presented for review.

Motion: Cathy Grossman moved to approve the minutes of the February 13, 2018 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

Upcoming events and recent press clippings were included in the Board packet.

Presentation

PPLD Security Manager David Glenn attended the meeting to provide a brief report on the PPLD Security Department. Mr. Glenn has been with PPLD since 2013. Since that time the Department has worked to create a safe and welcoming environment for PPLD patrons and staff. PPLD Security Officers have gone through formalized training and serve as “vigilant ambassadors” interacting and engaging with patrons and staff. PPLD Security Officers have increased the level of service offered by learning how to administer Narcan, creating a Patron Incident Tracking System, and visiting branches in their regions. Mr. Glenn is involved with library security managers from Denver and Aurora in developing a coalition of state security managers. He works closely with downtown Colorado Springs security companies as well as with CSPD. Security Department staff look forward to having a social worker come on board at Penrose Library.

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 of Directors President Dora Gonzalez reported on Friends volunteer Aubrey Crockett who has recently obtained a Girls Scouts of America Gold Star for her work creating a photo journal, “A Week in Our Lives”.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Dolores Cromeens reported that the Foundation is continuing to refine prospect lists. She is working with Mike Varnet on the audit.

Board Reports

Governance Committee

The Governance Committee had not met since the February 13, 2018 Board meeting.

Internal Affairs Committee

The Internal Affairs Committee had not met since the February 13, 2018 Board meeting.

Public Affairs Committee

The Public Affairs Committee had not met since the February 13, 2018 Board meeting.

Board President

President Owings reported that she attended PPLD Staff Development Day in February. She also attended the Youth in the Arts Breakfast.

President Owings announced Board Committee assignments for 2018:

- Governance Committee: Keith Clayton-Chair, Scott Turner
- Internal Affairs Committee: Wayne Vanderschuere-Chair, Debbie English
- Public Affairs Committee: Cathy Grossman-Chair, Mina Liebert

Sign up for “Adopt-a-Board Member” assignments will take place at the April Board meeting.

Financial Report

The financial report for the period ending January 31, 2018 was included in the Board packet. Chief Financial Officer Michael Varnet introduced Finance Specialist Merry Zumwalt who with Collen Lark is shadowing Sue Hammond’s Board activities. Mr. Varnet noted that property tax collections for January 2018 were higher than usual as many property owners had prepaid taxes this year.

Public Services Report

Director of Library Services Tim Blevins provided information on some recent behind-the-scenes activities of the Library Services Division Heads. Library Services includes Children’s Services, Adult/Teen Services, Creative Services, Circulation, Special Collections, Adult Education and Collection Management. Library Services Division Heads held a retreat recently to work on creation of a blueprint for the future within the framework of the

direction that was provided the Singer Report and the vision that has been provided by Chief Librarian Spears. The group focused on the roles of new jobs and functions.

Director of Branches Lynne Proctor reported on the selection process for the three new Regional Manager positions. Once reference checks have been completed the Regional Managers will be announced. Ms. Proctor noted the importance of investing in staff through providing training opportunities. Staff Development Day, ALA Midwinter, PLA 2018, SXSW 2018 are recent conferences to which PPLD has sent staff. She also cited the importance of PPLD's wellness initiatives in creating wonderful staff.

Circulation Report

Chief Librarian Spears noted that a significant increase in visitors from 2017 at Sand Creek Branch was indicative of the impact of recent additions/improvements to the branch and that the branch is the hub for the Southeast Colorado Springs community. He thanked the Board for approving construction at Sand Creek in 2017.

Chief Librarian's Report

Chief Librarian Spears reported on "Right to Rest" legislation that is currently in the Colorado Legislature. If the bill passes, it will mean that individuals cannot be prohibited from sleeping in any public space and that it will have a tremendous impact upon public libraries. PPLD has volunteered to conduct an experiment to document the impact of Right to Rest legislation on public libraries. PPLD is working on protocols for staff before beginning the experiment. Sleepers will be awakened initially to determine that there is no health issue and then will be left alone. Sleepers may not block egress or use library furnishings in any manner for which those furnishings were not meant to be used, and sleepers will not be allowed to disturb others with noises. PPLD will be able to bring statistics and facts back to the Front Range Library Directors that the group can then take to legislators to engage in intelligent, fact-based conversations.

Chief Librarian Spears reported that PPLD was not selected as a finalist for the IMLS Medal of Honor. Two Colorado Libraries were selected, Pueblo City-County Library District and the Mancos Colorado Public Library District.

Applicants for the Chief Communications Officer have been narrowed down to seven. On site interviews will be held the week of March 26.

The position announcement for the Chief Development Officer will be posted soon.

PPLD is negotiating a contract with the City of Colorado Springs to do monthly displays at the Colorado Springs Airport.

PPLD's "The First 100 Days" photo exhibit depicting the community's reactions to the first 100 days of the Trump administration has created some push-back from the community. It seems that community members have reacted not so much to the exhibit itself, but more to the pieces published in the press about the exhibit. PPLD is working with the librarians who are creating displays to ensure that as PPLD looks to creating displays that engender community discussion; those displays are contextualized to allow a wide variety of opinions to be able to relate to the display on a broad social arc.

Staff will bring a recommendation to eliminate all fines for overdue materials to the Board at the April 10 Board meeting. The recommendation will also include a proposal to institute automatic renewals.

BUSINESS ITEMS

Decision 18-3-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton moved to approve all items in the consent agenda as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

New Business

Discussion: Penrose Campus Project

Chief Facilities Management Officer Gary Syling presented information about plans for the Penrose Library Campus Improvements. Several projects on the Penrose Campus have been rolled together. It was decided that the combined project would best be addressed if an architect were brought in and the design-bid-build approach were followed. An RFP for design services was created and Humphries Poli Architect will be awarded the contract. The cost of the project does not meet the threshold for Board approval.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 5:50 p.m.