

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

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Trustee Ken Beach

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

Executive Director John Spears, Foundation & Development Officer Dolores Cromeens, 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, Associate Director for Library Services Janice McPherson, Technology & Virtual Services Officer Richard Peters, Associate Director for Branches Lynne Proctor, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet, CEOO Staff Members David Kelly and Jeremiah Walter, PPLD Legal Counsel Susan Campbell

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Grossman called the March 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**

There was no public comment.

**CORRESPONDENCE AND COMMUNICATIONS**

**Minutes**

The minutes of the February 14, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Keith Clayton moved that the minutes of the February 14, 2017 meeting of the Board of Trustees be approved as presented.

**Second:** The motion was seconded by Molly Dippold.

**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. Executive Director Spears gave special mention to the Human Library program (March 19), the Book Release for *Disasters of the Pikes Peak Region* (March 23) and the Mountain of Authors program (April 8).

## **Presentations**

### **Statement of Appreciation to Susan Campbell for Long-Standing Service to PPLD**

PPLD staff and the Board honored Susan Campbell with glowing accolades and a gift basket. Ms. Campbell has served as legal counsel for the District since 2007. Ms. Campbell is now moving on to begin a new career. Ms. Campbell noted that it had been a pleasure for her to work with PPLD.

## **PPLD CEOO Department**

Jeremiah Walter and David Kelly of PPLD's Community Engagement & Outreach Office provided a brief overview of their department. CEOO has responsibility for PPLD's social media accounts, advertising and publicity, meeting room reservations, and in-house publications. The Center for Public Media operates out of CEOO 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 noted that the Friends will help to fund the Sand Creek Makerspace project as well as Online Career High School and PPLD staff training.

*S. Campbell left at 4:20 pm*

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

The PPLD Foundation Report was included in the Board packet. Foundation & Development Officer Dolores Cromeens expressed thanks to the Adult Education staff and the Finance Department staff for their help with the AEFLA Grant. When asked about Comcast's involvement in the Sand Creek Makerspace project, Ms. Fowler explained that Comcast is

excited to be involved in the project and has hired a planner to work on events for the project. The room will be named for Comcast for a 2-year period.

*Katherine Spicer joined the meeting at 4:22 pm  
J. Walter and D. Kelly left the meeting at 4:22 pm*

## **Board Reports**

### **Governance Committee**

The Governance Committee did not meet in March.

### **Internal Affairs Committee**

The Internal Affairs Committee did not meet in March.

### **Public Affairs Committee**

The Public Affairs Committee did not meet in March.

### **Board President**

President Grossman attended PPLD Staff Development Day on February 20, 2017. She expressed thanks to staff who worked on the event and especially to the outside presenters: Susan Edmondson, Andy Vick, Marcellus Turner and Andrew Shaw.

## **Financial Report**

The financial report for the period ending January 31, 2017 was included in the Board packet. Chief Financial & Business Officer Michael Varnet provided the monthly report in a new format that includes more detail and features a "Financial Dashboard". In response to a question about the history of specific ownership tax collection by PPLD, Mr. Varnet noted that specific ownership taxes have always been a part of PPLD's funding. The taxes are allocated to PPLD based upon a percentage of the property tax collected.

## **Library Services and Branch Services Report**

The combination Library Services/Branch Services Report was included in the Board packet. Associate Director for Library Services Janice McPherson distributed an excerpt from *The Makerspace Librarian's Source* book by Ellyssa Kroski that was contributed by PPLD staff member Antonia Krupicka-Smith. Associate Director for Branches Lynne Proctor pointed out that all PPLD self-check machines are now the same, bringing consistency of service to PPLD patrons throughout the District.

## **Executive Director's Report**

Executive Director John Spears took time to recognize Facilities Division Head Gary Syling for his work on the 21c Paving Project.

Mr. Spears reported that PPLD and HerStory Café will amicably part ways on May 1, 2017. PPLD staff is currently examining what that space can become – a food/kitchen makerspace and a catering kitchen are among the possibilities.

Mr. Spears reported on PPLD's Amnesty Program. The program has been incredibly successful at getting back materials, welcoming patrons back into the library and creating goodwill with staff and patrons. More than 700 PPLD cardholders were unblocked in one week. The Amnesty Program will be extended to run through March 26.

Mr. Spears reported on recent developments relating to the Knights of Columbus building. He has been approached by multiple parties interested in partnering with PPLD to use the KOC as a public space. One group attracts a demographic that PPLD has had difficulty attracting – late teens to early twenties. The group has strong community support and activities would tie in to 21<sup>st</sup> century library services nicely. PPLD will begin now to see what the interest in the general community would be for such a partnership. This will be part of the community assessment required through the State Historical Fund Assessment grant. PPLD is also looking into opening the Carnegie Garden to more community events like weddings and other private events.

*L. Gonzalez left the meeting at 4:45 pm*

## **BUSINESS ITEMS**

### **Decision 17-2-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Kathleen Owings moved to approve the Consent Items as presented.

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

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

## **New Business**

### **Decision 17-3-2: Meeting Room Policy Revision**

PPLD staff from many departments worked together to revise PPLD's meeting room policy to promote consistency of services across the District. Staff examined and pulled from library meeting room policies in Colorado and nationally.

The Board suggested clarifying changes in wording to the Board Policy section of the Meeting Room Policy. There was discussion about whether or not a library card should be required to book a meeting room.

President Grossman requested that Associate Director McPherson reconvene the Meeting Room committee to research the practice of libraries requiring that customers have library cards to reserve meeting rooms and to bring the results of that research and discussion back to the Board at its next regular meeting.

**Motion:** Katherine Spicer moved that the Pikes Peak Library District Board of Trustees approve Board Policy as it relates to the revision of the PPLD Meeting Room Policy as amended. The amended Board Policy shall read as follows:

*Pikes Peak Library District (PPLD) has meeting rooms available for public use. The District's meeting rooms are designed to offer accommodations for educational, informational, cultural and civic functions of the Colorado Springs and El Paso County community.*

**Second:** Kathleen Owings seconded the motion.

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

The Board discussed "board policy" in general. Board policy is the part of each policy that the Board must approve. Board policy is broad and speaks to philosophy of service. The rest of the policy consists of District procedures which get the into details of policy enforcement. Executive Director Spears will soon bring a "Policy Policy" forward for Board review and discussion. The Policy Policy will serve as a blueprint for all PPLD policies going forward.

### **Decision 17-3-3: Filming/Photographing in Library Facilities**

A full policy on the use and permissions for film photography and audio recording in PPLD facilities was presented. The policy brings consistency for the use of film, photography and audio recording in PPLD facilities and balances the First Amendment rights of both photographers and other patrons.

**Motion:** Molly Dippold moved that the Pikes Peak Library District Board of Trustees approve Board Policy as it relates to PPLD's Film, Photography and Recording Policy.

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

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

### **EXECUTIVE SESSION**

President Grossman noted that it was not necessary to enter into executive session to discuss annual goals for Executive Director Spears.

### **UNFINISHED BUSINESS**

#### **Discussion: Actions Relevant to Executive Director's Performance Appraisal**

The Board discussed 2017 goals for Executive Director Spears. The Board will continue the discussion of these goals in conjunction with a larger discussion of strategic goals for the District at the April meeting. A preliminary list of goals includes:

- Develop plans to implement recommendations coming from the Singer Group Study.
- Engage in strategic goal setting/planning process
- Increase PPLD's visibility and penetration of library services throughout El Paso County, emphasizing services as opposed to facilities.
- Unify the PPLD staff, establishing PPLD as an entity that is greater than each of its parts.

- Work to ensure that PPLD services are on a caliber with like libraries nationally, and that PPLD markets itself to, and is recognized at, local and national levels.
- Conduct environmental scans that will allow PPLD to set strategic goals for what 21<sup>st</sup> century library service looks like at each branch and ensure that individual communities receive the unique library service that meets their diverse needs.
- Seek opportunities for Leadership Team members to be highly and actively involved in the community through board responsibilities and other community liaisons.

## **ADJOURNMENT**

There being no further business to conduct, President Grossman adjourned the meeting at 6:30 p.m.