

**MINUTES  
PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
May 9, 2017  
4 pm  
Penrose Library**

**MEMBERS PRESENT**

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

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

Executive Director John Spears, Community Engagement & Outreach Officer Sean Anglum, Special Collections Division Head Tim Blevins, Foundation & Development Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, El Paso County Commissioner Peggy Littleton, Associate Director for Library Services Janice McPherson, Special Collections Manager Tim Morris, Technology & Virtual Services Officer Richard Peters, Sand Creek Branch Manager Abby Simpson, Facilities Division Head Gary Syling

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Grossman called the May 9, 2017 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 April 11, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Kathleen Owings moved that the minutes of the April 11, 2017 meeting of the Board of Trustees be approved 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**

A list of recent press clippings and upcoming events was included in the Board packet. Executive Director Spears noted that the children's summer reading program which will begin on June 1 will be called "Summer Adventure". The program will be more experiential this year.

### **Presentation**

Special Collections Division Head Tim Blevins provided a presentation that focused on the public's misconceptions about what Special Collections. Special Collections is not a museum and does not collect artifacts. It has open stacks and an eager and experienced staff who are excited to help the public. Special Collections offers rich collections that add value to the lives of the individuals in our community by increasing their understanding and appreciation of their ancestors and the Pikes Peak Region's past. Special Collections has at least one exhibit mounted somewhere in the District at any given time. Special Collections' digital collections contain over 13,000 items. Each week Special Collections provides the *Gazette* with a photo for the feature "A Look Back". To date the *Gazette* has published over 12,000 photos from Special Collections. Mr. Blevins introduced Tim Morris who is the new Special Collections Manager.

## **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 reported that the recent Frank Waters/Golden Quill Awards event was very successful. The Frank Waters award winner was Charles Rockey and the Golden Quill was awarded to C.J. Box.

## **Pikes Peak Library District Foundation**

The PPLD Foundation Report was included in the Board packet. Foundation & Development Officer Dolores Cromeens reported that PPLD has again received an AEFLA grant in support of the Adult Education program.

## **Board Reports**

### **Governance Committee**

Governance Committee member Wayne Vanderschuere reported that the committee met with Executive Director Spears to review his annual goals and to discuss a title change for the Executive Director. The committee also discussed the strategic plan.

### **Internal Affairs Committee**

Internal Affairs Committee chair Ken Beach noted that the committee met to review recommendations for funding the compensation adjustments. The Internal Affairs Committee also reviewed and approved of recommendations for increased funding for the Sand Creek makerspace. The committee received an update on the KOC building and the surge of community support for activities to begin at the site.

### **Public Affairs Committee**

Public Affairs Committee Chair Kathleen Owings reported that the committee had not met.

### **Board President**

President Grossman congratulated the Friends on the Frank Waters/Golden Quill Awards event. She noted that planning for the annual Board retreat will begin soon in the Governance Committee and asked Board members to submit any ideas to Ms. Hammond.

President Grossman reported that she met with staff at Old Colorado City Branch as part of the Board's "Adopt-a-Branch" program. She requested that an item to allow the Board members to report on Adopt-a-Branch activities be added to future Board agendas. The following reported on their Adopt-a-Branch activities:

Keith Clayton: Visited Special Collections, Collection Management and CEOO.

Kathleen Owings: Will speak at the upcoming pre-construction party at Sand Creek Branch.

Wayne Vanderschuere: Attended the “One Book For Colorado” event at the Monument Branch.

### **Financial Report**

The financial report for the period ending March 31, 2017 was included in the Board packet. Executive Director Spears noted that specific ownership revenues continue to come in high and interest rates are increasing. Revenues from fines and fees took a dip as a result of the very popular amnesty event. Numbers relating to the Gallagher amendment are favorable.

### **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 provided a handout at the meeting that featured a note from a happy patron who recently completed a project using the laser cutter in the East Library makerspace. His project will be published in *Nuts and Volts Magazine*.

### **Executive Director’s Report**

Human Resources Division Head Sally Jensen reported on a Public Library Association internship initiative in which PPLD has been asked to participate. PLA will fund 2 summer internships for high school juniors and seniors wishing to learn more about librarianship as a possible career choice. Staff is working with local high schools to recruit for the internships. The interns and their mentors will receive a trip to the Library of Congress in Washington, D.C. at the onset of the program and a trip to ALA headquarters in Chicago to present on what they learned at the end of the program. The Board requested that the interns also present at a Board meeting at the end of the program.

Executive Director Spears reported that with the current uncertainty of the IMLS, the State Library has placed a temporary hold on funding.

Mr. Spears noted that PPLD has assumed fiscal responsibility for the Career Online High School project in the State of Colorado.

Circulation and visitor statistics for April 2017 were included in the packet. Mr. Spears pointed out that circulation of e-materials is beginning to plateau. This follows a national trend in e-book sales and a resurgence of interest in print materials. Mr. Spears stressed that libraries provide a multitude of services to the communities they serve and circulation does not describe all that we do. There is impetus to include more outcomes and impacts in statistical reporting. It was noted that the materials dispensers at East Library and Library 21c have been discontinued and the only remaining dispenser is at First & Main. This is a good time for PPLD to evaluate dispenser service.

Mr. Spears shared info from ALA's Center for the Future of Libraries website on societal trends and how they impact libraries (<http://www.ala.org/transforminglibraries/future/trends>).

## **BUSINESS ITEMS**

### **Consent Items**

#### **Decision 17-5-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Molly Dippold moved to approve the Consent Items as presented.

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

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

### **New Business**

#### **Discussion: Change of Position Title for Executive Director**

Recommendations from the Singer Group included moving to more consistent position titles for PPLD administration. The Board Governance Committee discussed possible titles for the Executive Director position that could carry through consistently to other administrative positions. PPLD will now refer to the former Executive Director position as the "Chief Librarian and CEO". "Chief" will carry through to other administrative position titles with the exceptions of the two associate director positions which will become "directors".

#### **Decision 17-5-2: Policy Guidelines Policy**

A Policy Guidelines Policy based on the American Library Associations Library Bill of Rights and the American Library Association's Intellectual freedom committee's recommendations for policy formulation will serve as the guidelines for all PPLD policy formulation. This policy describes the parameters of PPLD's policies and grants PPLD administration authorization to adopt rules and procedures to administer Board approved policies.

**Motion:** Ken Beach moved that the Board of Trustees approve Board Policy as it relates to the Policy Guidelines Policy.

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

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

### **Decision 17-5-3: Funding for Compensation Adjustments**

Recommendations from the Singer Group's compensation and job analysis study included a new organizational structure of 21 salary grades. To implement these recommendations PPLD will bring staff with a current rate of pay less than the minimum of their new salary grade up to the minimum of new salary levels. Salary adjustments will also be made for compression. The cost to fully implement these recommendations is \$802,423.

PPLD administration has created a sustainable plan to fund the compensation adjustments that includes:

- Additional month of no premiums for the health plan (\$150,000)
- Use of fund balance to fund capital projects (\$346,478)
- Reduction to library materials budget (\$100,000)
- Reduction to substitute budget (\$100,000)
- Savings from vacant positions (\$105,945)

**Motion:** Keith Clayton moved that the Board of Trustees approve funding compensation adjustments for PPLD staff in the amount of \$802,423 through the recommendations presented.

**Second:** Molly Dippold seconded the motion.

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

### **Unfinished Business**

#### **Decision 17-5-4: Funding for Sand Creek Makerspace**

At their February 2017 meeting the Board of Trustees approved the team of G.E. Johnson and Humphries Poli for a design/build approach to the makerspace at Sand Creek Branch. The original budget for the project was \$240,000; the proposed GMP is \$500,725 resulting in a difference of \$260,725 of additional funds needed for the project. PPLD administration proposes utilizing the McKinley Trust reserve fund to fund the difference. The McKinley Trust reserve has been used in the past with funds being replenished at the close of the fiscal year.

**Motion:** Wayne Vanderschuere moved that the Board of Trustees approve the GMP of \$500,725 for the design and construction of the Sand Creek makerspace project; and that the Board of Trustees authorize use of the McKinley Trust to fund up to \$260,725 of the difference between the GMP cost and the amount originally included in the 2017 adopted budget.

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

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

### **Discussion: 2010-2020 Strategic Plan**

The Board of Trustees discussed blending the 2010-2020 draft of the strategic plan with the 2015 work plan to create a 2017-2020 strategic plan. The Leadership Team will bring a refined plan forward for discussion and decision at the June 13 Board meeting. The mission, vision, values statements from the 2010-2020 draft have served the District well and have been adopted annually as part of the budget. Those statements will remain unchanged.

### **ADJOURNMENT**

There being no further business to conduct, President Grossman adjourned the meeting at 6:08 p.m.

*K. Spicer joined the meeting at 4:20 pm*

*P. Littleton left the meeting at 4:50 pm*

*L. Gonzalez left the meeting at 4:55 pm*