

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 10, 2017
2:30 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

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer and Foundation Executive Officer Dolores Cromeens, Friends of the 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, El Pomar Nonprofit Resource Center Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Business Librarian Terry Zarsky, Panelists for Boar Retreat Panel Discussion: Erin Hannan, Steven Hayward, George Preston, David Siegel, Andy Vick; PPLD Foundation Board Members attending the Panel Discussion: Patti Akkola, Laura Muir Mellini; PPLD Friends Members attending the Panel Discussion: Aida Richardson

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the September 12, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 2:30 p.m.

ITEMS TOO LATE FOR THE AGENDA

- Decision 17-10-2: Contract for Café Services at Library 21c was moved to earlier in the meeting.
- President Grossman announced that Secretary/Treasurer Molly Dippold has tendered her resignation from the Board. Molly provided a tearful thank you and farewell to her fellow trustees and the PPLD staff. She will be moving to Texas where her husband has a new job. President Grossman praised Molly for her Service on the Board and wished her well as she begins a new chapter in her life.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

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

Motion: Ken Beach moved that the minutes of the September 12, 2017 meeting of the Board of Trustees be approved as presented.

Second: The motion was seconded by Wayne Vanderschuere.

Vote: The motion was approved unanimously.

Correspondence

A letter from Scott Trainor, City Manager of Fountain, Colorado, to Sand Creek & Fountain Branch Manager Abby Simpson was included in the Board Packet. Mr. Trainor thanked Ms. Simpson for Fountain Branch Library's participation in Fountain's Community Night in the Park on September 19, 2017.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet.

Presentations

PPLD Business Librarian Terry Zarsky reported on her many activities in the community. Terry's one-on-one consultations, group presentations and classes reach hundreds of individuals in both the civilian and military sectors, ultimately contributing to the economic health of the region.

El Pomar Nonprofit Resource Librarian Tammy Sayles provided the Board with information about her activities and the services she provides to PPLD patrons. Tammy provides classes and one-on-one grant-writing and grant-seeking assistance to individuals and organizations in the Library District. Working with the Association of Fund Raising Professionals, the Colorado Institute for Social Impact and other organizations serving nonprofits, Tammy's work supports many of the 3,100 501(c) designations that are currently in El Paso County.

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 Friends are purchasing laptops for their coordinators. She noted that the 2017 Latina Voices program was very successful and the best ever in the series. The Friends Fall Booksale will take place October 27-29 at East Library.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens thanked the Trustees for their support of the recent Foundation Donor Event at Sand Creek Branch and for their participation in the Sand Creek Block Party.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the committee met on September 22, 2017. The committee reviewed the applications received for the upcoming Board vacancies along with the results of the Board Competencies Survey. The Committee drafted a letter to the Colorado Springs City Council/El Paso County Commissioners Joint Committee listing the candidates that would meet the Board's current needs.

The Governance Committee discussed procedures for the nomination of 2018 Board officers. Trustee Spicer will be contacting all of the Board members individually to discuss the nominations.

The committee also discussed locations for 2018 Board meetings. The Board will visit as many PPLD facilities as possible in 2018. Penrose Library meetings will take place in the El Pomar Nonprofit Resource Center beginning with the December 12, 2017 meeting.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met prior to this meeting on October 10, 2017. The committee reviewed the contract for café services at Library 21c and got a first look at the 2018 Budget Draft. The 2018 Budget will be presented to the full Board via email

on October 11, 2017 and there will be an in-depth discussion of the 2018 budget at the November 14, 2017 Board meeting.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the Public Affairs Committee met on September 21, 2017. The committee discussed PPLD ballot initiatives framed in the historical context of data dating back to 1986.

Board President

President Grossman commented on the Sand Creek Donor event, noting that it was very cool to see the community so excited about the makerspace and recording studio at Sand Creek.

Adopt-A-Department and Other Board Participation

- Keith Clayton: attended the Sand Creek Block Party
- Katherine Spicer: attended the Sand Creek Block Party and a meeting of the Non Book Club Book Club at Knights of Columbus Hall
- Kathleen Owings: attended the Sand Creek Block Party
- Wayne Vanderschuere: attended the Sand Creek Donor event; accepted a check for PPLD's Adult Education Program at a ribbon cutting ceremony at Altierus College; attended the Business & Arts Luncheon; attended the High Prairie Harvest Festival

Financial Report

The financial report for the period ending August 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that PPLD ranks 10th out of 13 Colorado public libraries for revenue per capita. He noted that even so, PPLD has exceeded its TABOR limit this year and will need to pay back funds plus 10% to the taxpayers in 2018. Mr. Varnet pointed out that PPLD has stopped collecting new overdue fines on adult library materials as of October 9, 2017. PPLD will still collect old fines and fees for lost and damaged materials.

Library Services and Branch Services Report

The Library Services and Branch Services Report was included in the Board packet. Director of Library Services Janice McPherson distributed a page of success stories from GED students. The stories illustrate just how impactful PPLD's Adult Education program is for the community.

Director of Branch Services Lynne Proctor noted the many special events that took place at various Library facilities during the past month. She pointed out that it

takes a high level of involvement from the whole District to make these events successful.

Circulation Report

The circulation report for September 2017 was included in the Board packet. Also included in the packet was a snapshot of circulation at facilities in September 2016 and 2017 sorted by juvenile materials, print materials and AV materials, as well as the percentage of circulation at each facility that comes from people residing outside of the District (via CLC cards). Chief Librarian Spears noted that percentage values for these categories have remained amazingly stable during the past year.

Chief Librarian's Report

Chief Librarian John Spears thanked the Trustees as well as Commissioner Gonzalez for attending so many PPLD special events.

Mr. Spears noted that the Leadership Team completed and submitted the nomination for the 2018 Institute of Museum and Library Services National Medal. Senator Cory Gardner made the initial nomination.

PPLD is moving forward in pursuing the concept of utilizing modular homes for small branches that would replace bookmobile stops in eastern El Paso County. There is much interest in both Calhan and Ellicott for these projects.

BUSINESS ITEMS

Consent Items

Decision 17-10-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton moved to approve the Consent Items as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-10-2: 2018 Employee Benefits

Renewals for 2018 employee benefits were handled by Moody Insurance the employee benefits consultant for PPLD. PPLD's Benefits and Policy Review Team reviewed all options presented.

- **Health Plan**
PPLD will continue to utilize Cigna as the vendor for the employee health plan in 2018. 2 plans will be offered: the Cigna Network Only Choice Plan (PPO), and the Cigna Network Only High Deductible Health Plan (HAS). The renewal option is slightly reduced from 2017 (-0.11%).
- **Dental Plan**
Two dental plans are offered to PPLD employees. Premiums for the PPO option will increase by 7% and premiums for the HMO option plans will increase by 2.99% from 2017 rates.
- **Vision Plan**
Vision Service Plus provides employee vision benefits for all employees working 20 and more hours/week. No increase over 2017 rates and no plan changes were indicated.
- **Basic Life, Voluntary Life and Long Term Disability Insurance Plans**
PPLD purchases these coverages for employees working 20 and more hours/week (employees may purchase voluntary life insurance). PPLD has a 3-year rate guarantee (year 2), so rates for these plans remained at 2017 levels.

Motion: Kathleen Owings moved that the PPLD Board of Trustees approve the 2018 employee benefits as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-10-3: Contract for Café Services at Library 21c

Beans & Milk, LLC, dba Wesley Owens Coffee and Café responded to an RFP for café services at Library 21c.

Beans & Milk, LLC operates a coffee shop in Monument, Colorado that has established a relationship with the Monument Branch Library. The vendor provided ideas about classes and other activities/events that they would like to do at Library 21c in their proposal. They will offer a variety of food and beverages and will be open the same hours that Library 21c is open to the public.

Wesley Owens Coffee and Café will open to the public at Library 21c in early-mid-December 2017.

Motion: Kathleen Owings moved that the PPLD Board of Trustees award the contract to operate a café operation at Library 21c to Beans & Milk, LLC (doing business as Wesley Owens Coffee & Café). The contract shall not include any

exclusivity of catering or business inclusion within the Pikes Peak Library District.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Board Retreat Panel Discussion

The meeting moved from the Board Room to the Aspen/Pine Room where Chief Librarian Spears moderated a panel discussion between key individuals from the local arts community. The topic for discussion was the role of the arts in our community.

The panel members were:

- Erin Hannan: Director of the Colorado Springs Fine Arts Center at Colorado College
- Steven Hayward: Associate Professor of English at Colorado College; fiction author; founding member of the Critical Karaoke Collective; Editor-at-Large for *Springs Magazine*
- George Preston: General Manager of radio station KCME
- David Siegel: Executive Director of the Bee Vradenburg Foundation
- Andy Vick: Executive Director of the Cultural Office of the Pikes Peak Region

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:20 pm.

Molly Dippold left the meeting at 2:35 pm

Tammy Sayles left the meeting at 3 pm

Gary Syling and Sean Anglum left the meeting at 3:10 pm