

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 8, 2019
2 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

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

Chief Librarian & CEO John Spears, Chief Security, Social Services & Safety Officer Michael Brantner, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Teona Shainidze Krebs, Chief HR & OD Officer Heather Laslie, Adult Education Supervisor Scott Maxon (4:55 pm), Individual Giving & Campaign Coordinator Jenna Metz, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Sand Creek Library Manager Jake Rundle, Director of Adult Education Tammy Sayles, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, IFLA Attendees: Creative Services Librarian Amber Cox, Interlibrary Loan Manager Amanda Marez-Frutchey, Strategic Services Law Librarian Deb Hamilton, Penrose Library Manager Antonia Krupicka-Smith, Internal Communications Specialist Jeremiah Walter; Applicants for Upcoming Board of Trustees Vacancy: Charles Amos, Kara Beiswanger (5:05 pm), Jen DeFranco, Abraham Eisenstein, Sue Grant, Patience Kabwasa (4:20 pm), Beau Kelly, Megan Prensner, William Rogers (4 pm)

BOARD MEMBERS ABSENT

Trustee Cathy Grossman

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the October 8, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 2:01 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 PRESENTATIONS

Presentations

Introduction of New Staff

Development Officer & Foundation Executive Officer Lance James introduced PPLD's Individual Giving & Campaign Coordinator Jenna Metz.

Chief Public Services Officer Teona Shainidze Krebs introduced Tammy Sayles who was recently hired as Director of Adult Education.

IFLA Reports

In 2019, the International Federation of Library Associations and Institutions (IFLA) held its annual conference in Athens, Greece. Three thousand six hundred forty-six individuals from over one hundred forty countries attended the IFLA conference in Athens. PPLD sent seven delegates to the conference - one of the largest delegations at the conference in 2019. Staff who attended IFLA this year were Chief Librarian Spears, Creative Services Librarian Amber Cox, Interlibrary Loan Manager Amanda Marez-Frutchey, Strategic Services Law Librarian Deb Hamilton, Chief Public Services Officer Teona Shainidze Krebs, Penrose Library Manager Antonia Krupicka-Smith, and Internal Communications Specialist Jeremiah Walter.

Chief Librarian Spears thanked the Board of Trustees for their ongoing support of PPLD's participation in the international library world, and he thanked the Pikes Peak Library District Foundation and the Friends of the Pikes Peak Library District for their ongoing financial support which has allowed PPLD staff to participate internationally for the past four years. Chief Librarian Spears noted that IFLA participation provides staff with the opportunity to experience how libraries work in other countries and to develop perspectives on library service that would not be available to them in the United States. IFLA participation also provides opportunities for PPLD staff to develop stronger working relationships with one another and to make worldwide connections. PPLD staff attending the conference have become involved in various sections. It was connections from IFLA that led to Teona Shainidze Krebs being asked to keynote the Latvian Library Conference earlier this year and also led to Chief Librarian Spears and Ms. Shainidze Krebs being invited to present on intellectual freedom, program design, adult education, and community engagement in the Republic of Georgia the week prior to the IFLA conference in Athens.

Chief Librarian Spears spoke of IFLA's role with the United Nations, noting that goal #16 (Peace, Justice, and Strong Institutions) of United Nations Agenda 2030 *Sustainable Development Goals* was put in by IFLA.

Mr. Spears is a member of the Freedom of Access to Information and Freedom of Expression Advisory Committee (FAIFE). FAIFE monitors the state of and safeguards intellectual freedom around the world.

Pikes Peak Library District sponsors an international film festival through IFLA. *A Corto di Libri* honors short films focusing on libraries. The 2019 winner, *100 Reasons Why These Finnish Libraries are the Best in the World*, is available at https://youtu.be/rVz82UMWR_E

Each of the PPLD IFLA attendees provided a presentation on what they gained from the 2019 IFLA Conference in Athens, Greece.

Amber Cox: Focus on makerspaces. Compared her IFLA experience to Neil Gaiman's *Stardust*, noting that, like Tristan, she has seen the possibilities.

Amanda Marez-Frutchey: Focus on open access, document delivery, and resource sharing.

Deb Hamilton: Highlighted what she learned from a presentation by Doreen Appiah, *Expected roles of Libraries in developing Smart Cities: The case of Accra, Ghana*, and explained how these ideas might be incorporated into PPLD services.

Teona Shainidze Krebs: Focus on language and cultural challenges. Working to help individuals participate fully in her IFLA section.

Antonia Krupicka-Smith: Focus on library design and technology. She loved the food, too!

Jeremiah Walter: Focus on marketing. Elected to serve as Information Coordinator on the Management & Marketing Standing Committee. He photographed many cats in Athens. Jeremiah ended his presentation by playing the baglamas (an instrument he purchased in Athens).

BUSINESS ITEMS

Board Minutes

Decision 19-10-1: Minutes of the September 10, 2019 Meeting

The minutes of the September 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the September 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Vanderschuere, Vice President English, Secretary/Treasurer Taylor, and Trustee Clayton. Trustee Stoll left the meeting at 3:11 pm and returned at 4:18 pm. He was not present to vote on the Minutes of the September 10, 2019 meeting. Trustee Liebert left the meeting at 4 pm and did not return to the meeting. She was not present to vote on the Minutes of the September 10, 2019 meeting.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 19-10-2: Resolution in Support of the 2020 United States Census

At the September 10, 2019 Pikes Peak Library District Board of Trustees meeting the Board approved a grant application to the Colorado Department of Local Affairs to support the accurate counting of all populations for the 2020 Census. Many Pikes Peak Library District departments will be involved in activities that support the Census. This resolution declares the Pikes Peak Library District's recognition of the importance of the 2020 Census and supports our participation in helping to ensure a complete, fair, and accurate count.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the *Resolution to Support Participation in the 2020 Census* as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Vanderschuere, Vice President English, Secretary/Treasurer Taylor, Trustee Clayton, and Trustee Stoll. Trustee Liebert left the meeting at 4 pm and did not return to the meeting. She was not present to vote on Decision 19-10-2.

Decision 19-10-3: 2020 Employee Benefit Programs

Moody Insurance, PPLD's Employee Benefits Consultant, handled the 2020 benefits renewal process. PPLD's Benefits and Policy Review Team and PPLD management provided recommendations for health, dental, vision, basic life, voluntary life, and long-term disability insurances, as well as voluntary benefits offerings that include supplemental medical insurance, long-term care insurance, and pet insurance.

An estimated renewal increase of 5% for health insurance through Cigna will be reflected in an increase to premium rates for both the District and staff plan participants. The estimated annual cost to the District for 2020 is \$2,166,837 (assuming enrollment in 2020 does not change). Management does not recommend premium relief months in 2020.

Management recommends that PPLD continue to offer life, long-term disability, and voluntary life insurance through the current carrier, Cigna. PPLD is in the third year of a three-year rate guarantee with Cigna for our current plans.

PPLD's dental plans are 100% employee paid. Management recommends that the District continue to offer an HMO option and a PPO option for dental coverage through Cigna. The premium increase to staff will be 2%.

PPLD utilizes Vision Service Plan for employee vision benefits. There are no changes to this benefit in 2020.

Voluntary benefits available for PPLD staff to purchase on their own will include supplemental medical insurance through Colonial and pet insurance through Nationwide Insurance – Basic Protection.

Management recommends that the District discontinue seeking long-term care insurance.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees accept and approve all recommendations for 2020 employee benefit programs as presented.

Second: Keith Clayton seconded the motion.

Vote: The Board of Trustees approved the motion unanimously by the members present at the time: President Vanderschuere, Vice President English, Secretary/Treasurer Taylor, Trustee Clayton, and Trustee Stoll. Trustee Liebert left the meeting at 4 pm and did not return to the meeting. She was not present to vote on Decision 19-10-3.

Discussion: Preliminary Discussion of the 2020 Budget

Chief Librarian Spears began a discussion of the 2020 budget by noting that management value engineered the 2020 budget proposal. Management looked very hard at what was vital to do in 2020 and what could be deferred to the future. Chief Librarian Spears stated that he hoped today's discussion would provide the Board with a sense of the issues being faced by the District so that the Board can provide some direction to management.

Chief Financial Officer Mike Varnet provided information on the 2020 budget.

- Estimated revenues: \$35,212,900
- Projected expenditures: \$36,850,731
- Needed from reserves to balance the budget: \$1,637,080

Reserve funds should be used for one-time expenses. Projects identified for 2020 include:

- Security camera system
- Facilities Master Plan and Strategic Plan
- IT-related items

The 2020 budget proposal includes an increase to the library materials budget of \$200,000 to bring the percentage of budget for materials to 13.4%. This increase will offset price increases for both print and electronic materials.

Mr. Varnet pointed out that the original request for new positions in 2020 was \$1.6 million of which \$1.4 million was deferred. New positions include a Facilities Project Manager, an IT Technical Support Analyst, and a Culinary Program Supervisor.

Chief Information Officer Rich Peters presented a summary of IT projects that will be part of the 2020 budget and those that are being deferred. Original IT requests for 2020 were \$4.7 million. They were reduced to \$1.7million. IT will concentrate on reallocating from existing resources to meet changing needs and taking advantage of emerging technologies.

Chief Facilities Management Officer Gary Syling provided a rundown of facilities projects that will be completed in 2020 as well as those that will be deferred.

The Board discussed the decision to eliminate the collection agency in 2020. Now that the collection agency can no longer credit report, this expense does not produce a meaningful return on investment for the District.

There was discussion of the periodicals budget. Chief Librarian Spears noted that this is an area of materials that we look at very closely, as the cost of print materials continues to increase. Electronic periodicals are heavily utilized, but we still need to keep some print subscriptions.

A new Culinary Program Supervisor position will oversee the workforce development culinary program, allow the District to fully utilize the kitchen at Library 21c, and enable PPLD to present very popular food-related maker classes and demonstrations on cooking. Although the workforce development program can

continue independently of this new position, the kitchen at Library 21c cannot fully operate without a kitchen supervisor, so that resource could not be utilized fully without the new position.

\$1.6 million will need to be taken from the reserve fund to balance the 2020 budget. Options to avoid dipping into the reserve include leaving the materials budget flat and removing the new culinary position. The Board did not advocate for making either of these cuts to the 2020 budget.

President Vanderschuere and Vice President English indicated that they appreciate the work that has gone into the 2020 budget and they are comfortable with the direction management has taken.

Chief Librarian Spears announced that the 2021 budget process will begin in February 2020.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Chief Librarian Spears announced that a farewell reception for Friends Bookstore and Volunteer Coordinator Marcia Meyers would take place in the lobby of East Library on October 9, 2019. Marcia is retiring after serving as the Friends Bookstore and Volunteer Coordinator for many years.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James noted that the Foundation will present two film screenings. The Foundation will host a screening of the documentary film *Ulam* on October 26, 2019. This fundraiser with Dennis Apuan will benefit PPLD's Asian/Pacific American Collection. On November 5, 2019, the Foundation will host a screening of *The Public* at Penrose Library.

Financial Report

The Financial Report for the period ending August 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that the District's finances look good and are exactly where they should be at this time of year.

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs shared a brief story highlighting the public's experience with, and very positive perception of, PPLD's new Director of Adult Education Tammy Sayles.

Library Reports

Reports from the Communications, Facilities, Human Resources, and Information Technology departments were included in the Board packet.

Chief Librarian's Report

Chief Librarian & CEO John Spears provided an update on some Urban Renewal Authority (URA) projects.

- True North Project: The earliest PPLD could move into a proposed library space within the office complex portion of the project is 2021. A letter of commitment will not be necessary until 2020 at the earliest. Chief Librarian Spears noted that if at that time the Library District is in the same position financially as it is now, a new library in the True North project would not be an option for PPLD.
- Downtown Stadium: A Board must be formed to oversee both stadiums (the soccer stadium and the Colorado College arena). The soccer stadium is already within in the City Gate URA boundaries, but the project may require a boundary adjustment that could reset the clock for this project. At this time, the project is considering including up to four hundred fifty apartments in the project. Chief Librarian Spears has let the URA know that 100% for 25 years will definitely be a "no" vote from the Library District, as the number of patrons to be served by Penrose Library would increase significantly and tax revenues would not increase.

Mr. Spears mentioned another recent development related to the Drake power facility. Drake could be cleared, and they could use Urban Renewal Authority funds to do brownfield cleanup at Drake. They cannot use the URA funds directly, but they can use funds if they merge Drake with another project.

Mr. Spears reported that the URA recognizes that the Library District is prepared to fight for its best interests. PPLD staff are regularly attending meetings of the URA Board and PPLD management is included in communications from the URA. Chief Librarian Spears noted that in a recent meeting with Colorado Springs URA Executive Director Jariah Walker, Mr. Walker stated that he will push for an agreement that recognizes the interests of both the City and the Library District.

Welcome Guests

President Vanderschuere welcomed applicants for the upcoming Board of Trustees vacancy and thanked them for their interest in the Library District. The applicants introduced themselves: Megan Prensner, Sue Grant, Will Rogers, Patience Kabwasa, Beau Kelly, Abraham Eisenstein, Kara Beiswanger, and Jen DeFranco. Applicant Charles Amos left the meeting early and did not have the opportunity to introduce himself.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on October 2, 2019. The Governance Committee discussed 2020 officers, Board self-evaluation, job shadowing in 2019, applications received for the upcoming Board vacancy, and the meeting schedule for 2020.

Governance Committee Chair Taylor announced that regular Board meetings in 2020 will be scheduled on the 4th Wednesday of each month from 4 p.m. to 6 p.m. It is hoped that this change will allow more participation from City and County Board Liaisons.

Internal Affairs Committee

The Internal Affairs Committee did not meet.

Public Affairs Committee

The Public Affairs Committee did not meet

Board President's Report

President Vanderschuere reported that he attended the Friends of the Pikes Peak Library District Board of Directors meeting on September 18, 2019. President Vanderschuere recently visited Seattle Public Library where he met with Executive Director and Chief Librarian Marcellus Turner. President Vanderschuere attended the All Pikes Peak Reads author event with Colum McCann.

Adopt-a-Trustee Reports

- Scott Taylor visited Fountain Library and Collection Management. He also attended the Harvest Festival at High Prairie Library.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the October 8, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:24 p.m.

L. Gonzalez left the meeting at 3:10 pm

M. Liebert left the meeting at 4 pm

J. Metz left the meeting at 4 pm

C. Amos left the meeting at 4:35 pm

A. Krupicka-Smith left the meeting at 4:50 pm