

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
October 9, 2018  
10 a.m.  
Penrose Library

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Trustee Mina Liebert was absent from the regular meeting at 10 am. Trustee Liebert joined the retreat at 12:15 pm.

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

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Sally Jensen, Children's Services Head Nancy Maday, Chief Information Officer Rich Peters, Senior Librarian Becca Philipsen, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Young Adult Services Head Joanna Rendon, Chief Facilities Management Officer Gary Syling, Chief Finance Officer Michael Varnet

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Owings called the October 9, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 10:05 a.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 September 11, 2018 meeting of the Board of Trustees were presented for review. Cathy Grossman requested that the minutes be amended to change the word "adapted" to "adopted".

**Motion:** Keith Clayton moved to approve the minutes of the September 11, 2018 meeting of the Board of Trustees as amended.

**Second:** The motion was seconded by Wayne Vanderschuere.  
**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. Chief Librarian Spears brought several upcoming events to the Board's attention:

October 10: Career Online High School and GED Graduation

October 15: Naturalization Ceremony

October 20: Colorado Springs MiniMaker Faire

Chief Communications Officer Michelle Ray announced that East Library, Library 21c and Sand Creek Branch will serve as Voter Service and Poling Centers which will be open to the public from October 22 – November 6.

## **Presentations**

### **Summer Adventure Report**

Children's Services Head Nancy Maday, Young Adult Services Head Joanna Rendon and Senior Librarian Becca Philipsen presented a report on 2018 Summer Adventure programming for children and teens. PPLD opted not to go with the national summer adventure program this year. Instead, staff created a customized program that offered a better fit for PPLD patrons. The 2018 program was very successful with 12,197 children and 2,058 teens registering and 5,340 children and 789 teens completing the program. Young readers and their parents/caregivers were surveyed after the program through Project Outcome. One parent noted that the program "made my teen *want* to read."

## **REPORTS**

### **Friends of the Pikes Peak Library District**

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that the Friends are working with management at East Library to provide additional space for Friends' operations at East. The Friends big fall book sale will take place at East Library October 26 – 28.

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

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James reported that he is closely following changes to tax code and the impact upon charitable giving as the IRS attempts to close the SALT loophole. Charitable giving through Colorado's Enterprise Zone program may be impacted by these changes which will be retroactive to gifts given after August 27, 2018. If approved by the IRS, taxpayers who itemize would only realize the deduction on 75% of a gift's total amount.

Mr. James reported that he has enjoyed visiting PPLD branches and meeting with Branch Managers throughout the District.

## **Board Reports**

### **Governance Committee**

The Governance Committee met on September 12, 2018 and September 26, 2018. Governance Chair Keith Clayton reported that the Committee discussed the Board retreat, the quarterly review for the Chief Librarian, the process to fill the upcoming Board vacancy and upcoming Board job shadowing at PPLD facilities.

The Governance Committee's recommendations for candidates to be interviewed for the Board vacancy were shared with the full Board. The recommendations will be sent to the City/County Selection Committee later this week.

### **Internal Affairs Committee**

The Internal Affairs Committee met on October 3, 2018. Chair Wayne Vanderschuere reported that the Committee discussed 2019 employee benefits and the Calhan Branch project. Ideas about Colorado Springs Urban Renewal Authority and tax increment financing were also discussed at that meeting.

### **Public Affairs Committee**

The Public Affairs Committee met on September 26, 2018. Chair Cathy Grossman reported that the Committee was personally introduced to Chief Communications Officer Michelle Ray and Chief Development Officer & Foundation Executive Officer Lance James at the meeting. The Committee was updated on PPLD's response to community input on the Drag Queen Story Time program that was held by a community group in one of PPLD's meeting rooms. They also received preliminary information on an upcoming full Board discussion on Colorado Springs Urban Renewal Authority projects and the potential financial impact of tax increment financing on PPLD. The Committee discussed how PPLD might anticipate issues like the community response to Drag Queen Story Time and looking at opportunities to be more proactive. Related to that discussion, Michelle Ray is working on a Communications Plan that she will bring to the Board and Chief Librarian Spears will check with other libraries to see if they have a challenge process for programs/meeting room activities offered by the public.

### **Adopt-a-Trustee Reports**

- Wayne Vanderschuere visited Collection Management and attended the reception for author Helen Thorpe.
- Cathy Grossman attend the Friends of the Library Board of Directors meeting as well as the Culture Fest at Sand Creek Branch.
- Scott Taylor met with Children's Services staff at East Library. He attended the reception of Helen Thorpe and the Harvest Festival at High Prairie Branch. Scott and his sons attend the Python training course at Library 21c.
- Debbie English attended the reception for Helen Thorpe, the Harvest Festival and an art show at Rockrimmon Branch Library.
- Keith Clayton attended the Harvest Festival.

### **Board President**

President Owings reported that she attended the reception for Helen Thorpe and the Harvest Festival. She met with Jariah Walker of Colorado Springs Urban Renewal Authority to learn

more about CSURA projects, TIF and the potential impact to PPLD. She attended the State of the City Luncheon with Regional History & Genealogy Head Brett Lobello.

## **Financial Report**

The financial report for the period ending August 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet noted that the 2019 budget proposal will be delivered to the Board by October 15, 2018 as required by law. Revenues are tracking within 1-2% of the previous year. Expenditures are about 7% higher than the previous year due to transfers to the Capital Fund.

## **Public Services Report**

Director of Library Services Tim Blevins pointed out that the Library Services and Branch Reports have been combined as the "Public Services Report". The compilation of the new report will rotate through Library Services Heads and Regional Managers.

Special Collections will rerelease *The Book of Colorado Springs* at an event on November 8 at Penrose Library. This volume is an important reference in Special Collections. PPLD staff have re-indexed the book.

Mr. Blevins brought the Board's attention to the oil painting *Heart of the Rockies* that hangs in the El Pomar Nonprofit Room in the 1905 Carnegie Library. The painting by Harvey Otis Young is one of the many pieces of Western art that was gifted to PPLD by El Pomar.

Director of Branches Lynne Proctor reported that Michael Brantner has been hired as PPLD's Security Manager. She reported that Mobile Library staff have completed annual driver's education and shared a short anecdote from PPLD's Lobby Stop Van about the attraction of banned books to their seasoned patrons.

## **Circulation Report**

The Circulation Report for September 2018 was included in the Board packet. Chief Librarian Spears noted that in September 2018 circulation of electronic materials increased from the previous year and the circulation of physical materials decreased.

## **Chief Librarian's Report**

Chief Librarian Spears recognized the following for their contributions to making author Helen Thorpe's reception and presentation a success: Colorado College for funding the speaker's fee, Friends of the Pikes Peak Library District and PPLD Foundation staff Lance James and Isabel Soto-Luna.

Chief Librarian Spears announced that Nicolle Davies has been selected as the new Colorado State Librarian. Ms. Davies replaces retiring State Librarian Gene Hainer. Mr. Spears was privileged to be part of the interview team that selected Ms. Davies.

Chief Librarian Spears noted that the Board's Internal Affairs Committee and Public Affairs Committee recently heard information related to the funding of Colorado Springs Urban Renewal Authority (CSURA) projects. Jariah Walker of CSURA will present information to the full Board at a special meeting on October 24, 2018. That meeting will be scheduled during the time that monthly committee meetings are usually scheduled. The Board will need to make a decision on CSURA at its regular meeting in November 2018.

Mr. Spears reported that American Library Association President Loida Garcia-Febo's recent trip to PPLD went very well. Three events made up the visit which was Ms. Garcia-Febo's first stop on a tour of five important American public libraries for her "Libraries = Strong Communities" campaign. Chief Librarian Spears thanked Michelle Ray for the planning and coordination that made the visit a success and noted that staff across the District jumped in and were hugely important in the success of all three programs. Mr. Spears made special note of the fact that Colorado Springs City Council Member Bill Murray supported PPLD by attending the event at Library 21c. Council Member Murray supports the Library and has suggested that PPLD place an initiative on the ballot in 2019 to increase funding.

Chief Librarian Spears announced that PPLD will be one of two public libraries working with Gale as a beta partner to develop new customer relations management software for libraries. PPLD will be key in developing the software and the processes for its use, and will lock in at half price for annual fees as a result. It is hoped that the software will allow libraries to utilize customer information to offer enhanced customer service to their patrons.

## **BUSINESS ITEMS**

### **Decision 18-10-1: Consent Items**

Consent Items Presented:

1. New Hires

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

**Second:** Scott Taylor seconded the motion.

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

### **Unfinished Business**

There was no unfinished business to conduct.

### **New Business**

#### **Decision 18-10-2: Employee Benefits for 2019**

A detailed report with recommendations for 2019 employee benefits was included in the Board packet. Chief HR & OD Officer Sally Jensen presented the Board with an outline of that report and called for any questions. Ms. Jensen thanked staff on the PPLD Benefits & Policy Review Team for their diligent work and thoughtful recommendations.

**Motion:** Scott Taylor moved that the Board of Trustees act as follows with regards to the 2019 Benefits:

- Authorize PPLD Management to renew PPLD's contract with CIGNA to provide health care insurance to PPLD employees for the calendar year 2019; and
- approve the CIGNA premium rates as presented; and
- authorize PPLD to continue to offer Life/Long Term Disability and Voluntary Life Insurance with the possibility of changing providers at an increased annual premium of \$7,995; and
- approve dental plan premium rates as presented; and

- authorize PPLD Management to renew the contract with Vision Services Plan for calendar year 2019 and approve premium rate plan (indicate “current” or “proposed”) as presented; and
- discontinue offering Colonial Life Voluntary Health Plans as presented, but allow currently enrolled staff to continue to participate; and
- authorize PPLD Management to further investigate Long Term Care Insurance; and
- authorize PPLD Management to offer voluntary Pet Insurance for 2019 with no cost to PPLD as presented.

**Second:** Debbie English seconded the motion.

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

### **Discussion: Calhan Branch**

Chief Facilities Management Officer Gary Syling reported that recent developments at the Calhan site have led the District to delay awarding the RFP for the Calhan modular building. He estimates that the award will be pushed out to Spring 2019. Concerns with the soil report must be addressed by pulling additional soil samples. The General Contractor is now costing utility and drainage work.

## **EXECUTIVE SESSION**

President Owings announced that the scheduled Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) would be postponed to an upcoming meeting.

## **JOINT BOARDS LUNCHEON and RETREAT**

The Board of Trustees moved the meeting to the Penrose Library Aspen/Pine Rooms at 11:30 a.m. The following joined the meeting at that time: Director of the American Library Association’s Office for Intellectual Freedom and the Freedom to Read Foundation Jamie LaRue; Pikes Peak Library District Foundation Directors Michael Berniger, Nancy Dawson, Laura Ettinger, Arlen Feldman, Patty Froehle, Laura Muir; Friends of the Pikes Peak Library District Directors Stephen Adams, Linda DuVal, Birdie Miller, Charles Snyder, Pat Webb.

The three PPLD boards came together for a retreat facilitated by Jamie LaRue. The goal for the day was to align the vision of the three PPLD boards.

Jamie LaRue provided an excellent presentation on Intellectual Freedom that featured information on:

- the origin of the Library Bill of Rights
- intellectual freedom issues and the rights of minors
- intellectual freedom in the schools
- intellectual freedom and social justice
- Banned Books Week
- intellectual freedom and non-print resources: EBSCO & Gale, displays, meeting rooms
- strategies for dealing with challenges to intellectual freedom:
  - don’t be defensive
  - apologize
  - listen
  - repeat complaint in your words
  - offer service

Jamie LaRue began the afternoon session of the retreat by asking the three boards to think about and report on what they have accomplished in the past 18-24 months that makes them proud.

#### Board of Trustees

- restructuring for future staff
- editorial response to the *Gazette* in early summer 2018
- conversations with citizens that resulted from the *CSBJ* article about homelessness
- response to Drag Queen Story Time
- removing fines
- transparency

#### Foundation Board

- funding the following: SA recording studio; GED programs; summer adventure; SA multicultural celebration; Maker Faire; Carnegie Library; KCH

#### Friends Board

- programs: literary awards; Latina Voices;
- children's writing program
- help branches with unplanned expenses
- supplementing the Library budget by funding big programs and training: SA makerspace, IFLA attendance, PE 50<sup>th</sup> Anniversary

After that the Boards looked at what distinguished them.

The Board of Trustees is responsible for the PPLD annual budget and board policies.

The Foundation is focused on donor cultivation and funding capital projects.

The Friends focus on volunteerism and funding some operational projects.

There was deep discussion on:

- early literacy and the impact of 500 books in the home
- self-publishing
- “cataloging” the community and the systemic gathering of community info
- the need to frame discussions about tax dollars in a positive way that helps people understand that their tax contribution is not a “burden” but rather a “value”
- the transformational power of the library

The day ended with the three boards breaking out and discussing one or two projects or focal points that they might focus on that would make a difference (transformational projects).

#### Board of Trustees:

- strengthen/develop relationships with key leaders in the community to build synergy and awareness
- discuss value not defend services
- evaluate resources and collection philosophy; explore new trends like self-publishing

#### Foundation Board:

- capital campaign for Knights of Columbus Hall
- intra-boards communication
- community partnerships to aid in 500 books and outreach to underserved members of community

Friends Board:

- focus on early literacy and 500 books
- consult with PPLD staff (Sr. Librarians) to see how we can help
- partner with other community groups

**ADJOURNMENT**

There being no further business to conduct, President Owings adjourned the October 9, 2018 meeting of the Pikes Peak Library District Board of Trustees at 3:25 p.m.

*T. Blevins left the meeting at 10:45 a.m. and rejoined the meeting at 11:30 am*

*B. Philipsen left the meeting at 11:20 a.m.*

*N. Maday and J. Rendon left the meeting at 11:30 a.m.*