

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 12, 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 Wayne Vanderschuere

MEMBERS ABSENT

Trustee Katherine Spicer

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, El Paso County Commissioner Longinos Gonzalez, Executive Assistant Sue Hammond, Friends of the Pikes Peak Library District Board Vice President Carolena Jackson, Chief HR & OD Officer Sally Jensen, El Paso County Commissioner Peggy Littleton and friend Val, Children's Services Division Head Nancy Maday, Chief Information Officer Richard Peters, Teen Services Librarian Rebecca Philipsen, Director of Branches Lynne Proctor, Young Adult Services Division Head/East Adult Services Manager Joanna Rendon, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Financial Officer Michael Varnet, IFLA Attendees: Jamey Hastings, Tiffany Paisley, Teona Shainidze Krebs, Sara Sharples, PPLD Board of Trustees Applicants: Elizabeth Avera, Susan Burnett, Lorinda Langin, Mina Liebert, Michael Massik, Deirdre McCormack, Shannon Plechas, Scott Taylor,

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 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 August 8, 2017 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved that the minutes of the August 8, 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.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. Chief Librarian John Spears highlighted several upcoming events. He encouraged everyone present to attend grand opening events for the new recording studio and makerspace at Sand Creek Branch on September 23.

Presentations

Summer Adventure Report

Nancy Maday, Joanna Rendon and Rebecca Philipsen reported on the 2017 Summer Adventure Program for children and teens. Staff used the results of surveys from past programs to help design a 2017 program that was responsive to patron feedback and that continued to promote life-long learning and combat summer reading loss. Studies indicate that children are motivated more by public recognition than material prizes, so in 2017, prizes were reduced and coupon sheets were no longer offered. PPLD did offer a book prize as an incentive to encourage literacy and the enjoyment of books. PPLD utilized the online program Beanstack for young patrons to track their progress digitally. It was noted that every activity available required reading.

3,018 teens and 12,413 children registered for the program. It was noted that the number of registrations for both the teen and the children's programs dropped from 2016.

PPLD again utilized the Public Library Association's Project Outcome tools to track outcomes for this year's programs. PPLD received 768 responses from caregivers and participants. The surveys indicated that children and teens learned something new from the program, read more often, enjoyed reading more and wanted to visit the library more often.

IFLA Reports

Early in 2017 the PPLD Leadership Team created an application/selection process for staff wishing to attend the International Federation of Libraries Association (IFLA) World Library and Information Congress to be held in Wroclaw, Poland in August. More than 30 staff applied. Two staff members were already committed to attend IFLA in 2017 based on their membership in various IFLA groups. Four additional staff members were selected to attend. The PPLD Foundation and the Friends of the Pikes Peak Library District helped to fund IFLA attendance.

IFLA 2017 attendees Tim Blevins, Jamey Hastings, Tiffany Paisley, Teona Shainidze Krebs, Sara Sharples and John Spears gave reports on their experiences. Each individual presented a unique perspective, and as a result of extensive pre-conference planning, the 6 PPLD representatives were able to attend a wide variety of sessions covering many aspects of library services. The IFLA attendees thanked the Board, the Foundation and the Friends of the Library for making it possible for them to have this extraordinary experience. All returned to PPLD with a new, broader perspective and a global vision for the future of libraries.

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 Vice President Carolena Jackson gave the Friends report to the Board. Ms. Jackson noted that the Friends online sales continue to do very well, with a total this year of about \$21K. The Friends Board recently participated in a retreat focusing on teamwork to increase effectiveness and efficiency.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens reported that the Foundation has raised about \$700K so far this year. She thanked everyone for participating in the recent Wasted Wisdom fundraising trivia event and encouraged the Board to come out and celebrate the opening of the new makerspace and recording studio with the Sand Creek Branch community and staff on September 22 and 23.

Board Reports

Governance Committee

Governance Committee member Wayne Vanderschuere reported on the July 26, 2017 committee meeting. Topics included recruitment for upcoming Board vacancies and the upcoming Board retreat.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee had not met.

Public Affairs Committee

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

Board President

President Grossman commented on the great community engagement that PPLD accomplished through solar eclipse programs that took place across the District.

President Grossman welcomed 8 applicants for the two upcoming Board vacancies to the meeting.

Adopt-A-Department

- Kathleen Owings: Met with the Finance, HR and Foundation departments and attended a Dragon Theater presentation.
- Molly Dippold: Opened the festivities at the Wasted Wisdom trivia event.
- Cathy Grossman: Toured Fountain Branch and met the staff.

Financial Report

The financial report for the period ending July 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenues from specific ownership taxes are at a record high and interest income continues to do very well. He noted that at the current rate, PPLD will exceed its TABOR limit by up to \$290K this year, necessitating the need to refund the difference plus 10% to the citizens in 2018. Chief Librarian Spears began a discussion of the implications for an extended amnesty period for overdue fines on adult library materials to temper the impact of these increased revenues. Mr. Varnet estimated that adult fines come to about \$27K

per month. The Board agreed that with the proper messaging this would be a fiscally responsible approach and let management know that they support a plan for an extended amnesty period for fines on adult library materials.

Library Services and Branch Services Report

The Library Services and Branch Services Report was included in the Board packet. Director of Branches Lynne Proctor reported that PPLD had been busy wrapping up this year's Summer Adventure program with parties at various sites throughout the District. She announced that Ruth Holley Branch Manager Janet Cox will retire at the end of September.

Circulation Report

The circulation report for August 2017 was included in the Board packet.

Chief Librarian's Report

Chief Librarian & CEO John Spears announced that he has been asked to serve on the ALA President's Advisory Committee. This appointment will necessitate a few trips to Chicago in 2018. ALA will fund this travel.

Mr. Spears noted that PPLD management focused on the 2018 budget in August. Every branch and department has been involved in budget meetings. A draft of the 2018 budget will be delivered to the Board by October 15.

Senator Cory Gardner has nominated PPLD for the prestigious IMLS 2018 National Medal for Museum and Library Service. PPLD is incredibly honored by this nomination.

As libraries across the nation grapple with drug overdoses in library facilities, many libraries are taking a proactive approach to the opioid epidemic by providing Naloxone (brand name Narcan) kits for staff willing to administer the opioid-blocking drug. PPLD has discussed the implementation of Narcan at library facilities and will move forward with a pilot program in central, southeastern and western facilities. The pilot will eventually move out into all PPLD facilities. On September 29, 2017 staff at pilot facilities will hear a presentation from the head of security at Denver Public Library on how DPL has instituted Narcan use.

PPLD has entered the next phase of implementation of the Singer Group recommendations and is currently involved in the reclassification of all PPLD library assistants. A tool has been developed to aid in placing staff in positions that reflect the work they are doing.

Special Collections staff members have begun to move forward with plans to redistribute Special Collections materials to enable moving genealogy collections

into the Carnegie Reading Room and relocating all staff and staff functions to the lower level of the Carnegie. This plan is prefaced by the approaching availability of the main hall at KCH as a meeting room. Plans to construct 2 adjoining meeting rooms on the lower level of Penrose Library are moving forward, and approximately \$275K will be budgeted in 2018 for this purpose.

PPLD is exploring the possibility of utilizing modular homes in eastern El Paso County to serve as small branches in lieu of bookmobile service. Replacement costs, operating costs and downtime for repairs make the bookmobiles expensive to operate. For about \$200K, PPLD could open two modular branches with new circulating collections. The small branches would be open 30-40 hours weekly and provide small meeting rooms as well as programming and computers. Bookmobile staff could be redeployed to staff the new branches. Chief Librarian Spears met recently with the Ellicott superintendent of schools to discuss the idea. Ellicott School District staff was enthusiastic and the possibility of allowing PPLD to place one of the small branches on school property was discussed. Management will continue to move in the direction of replacing county bookmobile stops with modular branches.

BUSINESS ITEMS

Consent Items

Decision 17-9-1: Consent Items

Consent Items Presented:

1. New Hires

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

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-9-2: Tyler Contract

PPLD has utilized Tyler Technologies' fully integrated Finance/Payroll/Human Resources computer system (MUNIS) since 2009. Beginning in 2014 MUNIS hosting moved from in-house to an off-site solution hosted by Tyler Technologies. Board approval is required to extend this agreement. The non-appropriation clause included in the original contract will remain in place for any extension.

Motion: Keith Clayton moved that the PPLD Board of Trustees authorize management to enter into a 3-year contract extension for the hosted solution currently being utilized through Tyler Technologies for the period 2018-2020 at a total cost of \$188,937 (\$62,979 annually).

Second: Molly Dippold seconded the motion.
Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 6:17 p.m.

Joanna Rendon left the meeting at 4:50 pm
Rebecca Philipsen left the meeting at 4:50 pm
Longinos Gonzalez left the meeting at 4:50 pm
Peggy Littleton and Val left the meeting at 4:55 pm
Susan Burnett left the meeting at 5:50 pm