

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
April 9, 2019
4 p.m.
Penrose Library**

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Nancy Francis, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, PPLD Social Worker Alicia Kwande, Lawrence J. Martinez, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet,

CALL TO ORDER

President Vanderschuere called the April 9, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

President Vanderschuere announced that New Business would be moved and slotted-in following discussion of the Minutes. This will allow Mr. Spears and Secretary/Treasurer Taylor to attend the Fountain, Colorado City Council meeting.

PUBLIC COMMENT

Lawrence J. Martinez came forward to comment. Mr. Martinez identified himself as a community activist who utilizes the Sand Creek Library. Mr. Martinez thanked the Board for their work. He noted that it is his goal to revitalize Southeast Colorado Springs to allow all the citizens living and working there to prosper. Mr. Martinez stated that he would like to work with the Board to expand library services in Southeast Colorado Springs.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the March 12, 2019 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved to approve the minutes of the March 12, 2019 meeting of the Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

The minutes of the March 25, 2019 special meeting of the Board of Trustees were presented for review.

- Motion:** Scott Taylor moved to approve the minutes of the March 25, 2019 special meeting of the Board of Trustees as presented.
- Second:** Ned Stoll seconded the motion.
- Vote:** Mina Liebert abstained from the vote. Trustees Vanderschuere, English, Taylor, Grossman, Clayton and Stoll voted in favor of the motion. The motion carried with six in favor and one abstained.

New Business

Decision 19-4-2: Policy Update – Facilities Naming Policy

Pikes Peak Library District's Facilities Naming Policy outlines the decision-making process for naming or renaming PPLD facilities. The Facilities Naming Policy was reviewed and updated to include Board Policy and minor revisions to procedures.

- Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District's updated Facilities Naming Policy.
- Second:** Keith Clayton seconded the motion.
- Vote:** The motion was unanimously approved.

Decision 19-4-3: Policy Update – Solicitation Policy

Pikes Peak Library District's Solicitation Policy outlines permissible activities for on-site solicitation as well as promotion and display of community materials. The policy was reviewed and updated.

- Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District's updated Solicitation Policy.
- Second:** Debbie English seconded the motion.
- Vote:** The motion was unanimously approved.

Correspondence

Chief Librarian Spears read recent correspondence from Herb and Belle Dienes. Mr. and Mrs. Dienes have submitted a petition with seventy-one signatures requesting that the name of East Library be changed to George H. Fellows Library. The Dienes provided several reasons that the petitioners feel this to be an appropriate action, including a note that Colorado Springs has grown and as a result, East Library is no longer in the eastern part of the City. They state that George H. Fellows was "probably the best City Manager Colorado Springs ever had". The Trustees suggested that this request be discussed by one of the Board's standing committees.

Presentations

PPLD Social Worker Alicia Kwande provided a presentation. Ms. Kwande has been at PPLD for six months and has established the first social work program at PPLD. Ms. Kwande works primarily at Penrose Library, but she gives presentations at other PPLD facilities and has provided consultations to PPLD branch staff.

Ms. Kwande highlighted several aspects of the social work program at PPLD. She noted that the program is making a huge difference in the lives of many of our patrons through networking, talking and building trust.

- Ms. Kwande has started a support group for people experiencing homelessness that allows participants to connect with each other and with resources.
- Ms. Kwande has drop-in hours for the public every Monday morning.
- Ms. Kwande is working with various community agencies and has received many referrals from them.
- Ms. Kwande works with patrons to assess their needs and match them with appropriate housing opportunities (VI-SPDAT).
- Ms. Kwande is building relationships with patrons and that has led to being able to help those patrons access needed services like Medicaid.
- Ms. Kwande works with PPLD Security to allow patrons who have lost Library privileges to have the opportunity to appeal and be reinstated.

The Board members thanked Ms. Kwande for her good work.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales noted that the Friends literary luncheon is coming up in April. She reported that the Friends recently sold a three-volume set of books for over \$500 through on-line sales. Ms. Gonzales reported that the Friends are pleased with the relocation of the Penrose Friends Bookstore to the southwest entry area.

Ms. Gonzales presented flowers to Lynne Proctor on behalf of the Friends to thank her for her work at PPLD throughout the years. Ms. Proctor will retire from PPLD at the end of April.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James reported that the Foundation is moving forward with an agreement with Children's Hospital of Colorado to renew and expand their sponsorship. Children's Hospital of Colorado will contribute \$16K and will be the official sponsor of this year's Summer Adventure. The Children's Hospital of Colorado logo will stay at the 21c Family Place Library and Children's Hospital of Colorado will receive a variety of studio and digital assets.

Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray distributed "Spark" buttons to the Board members. The buttons are part of PPLD's Spark Marketing Campaign. The wearer of the button can fill in the button to let the world know how PPLD sparks change in their life. Ms. Ray announced to the Board that the inaugural edition of PPLD's *Discovery* publication will be coming out in digital format this week, with print format to follow.

Facilities Report

Chief Facilities Management Officer Gary Syling reported that work on the Library 21c roof replacement is about twenty percent complete. He noted that the new skylight at Library 21c has made an amazing difference in the amount of natural light coming into the building. Mr. Syling reported that planning for improvements to the Calhan building has begun. The re-carpeting of Fountain Library is in progress and expected to wrap-up by April 12. Facilities has several other projects going on including work at High Prairie, Ruth Holey, and East.

Financial Report

The Financial Report for the period ending February 28, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet noted that revenues are on track and interest income is up considerably. Expenses are about ten percent less than in 2018, which is a factor of the timing of bills.

Human Resources Report

There was no Human Resources report.

Information Technology Report

Chief Information Officer Richard Peters recognized the Finance Department for their assistance with the recent e-rate RFPs. PPLD will be seeking the assistance of a consultant for Category 1 and Category 2 e-rate next year.

Public Services Report

Director of Library Services Tim Blevins made a correction to his written report, noting that Cameron Riesenberger helped coordinate the CATS Winter Workshop at Library 21c.

Mr. Blevins shared about his experience at PPLD's recent Human Library program, noting that it had been a unique and very powerful experience. The Human Library allows patrons to experience lives and lifestyles to which they may not have otherwise been exposed. He added that this program is exactly what the Library should be doing.

Mr. Blevins pointed out that large increases in circulation shown in this month's Circulation Report are the result of the initiation of automatic renewals in April. Comparing this year's circulation to last year's is somewhat of an apples-to-oranges comparison. A new circulation report showing original circulations for both years will be included in the Board report going forward.

Director of Branches Lynne Proctor will retire from PPLD at the end of April, so this was her "final" time reporting to the Board. She thanked the Board for their important role in PPLD's continuing success.

Chief Librarian's Report

Chief Librarian & CEO John Spears recognized Director of Branches Lynne Proctor for everything she has done for PPLD in the course of her tenure.

Mr. Spears announced that Chief OD & HR Officer Sally Jensen will delay her retirement until late in May to allow the District time to find a replacement and have that person in place before Ms. Jensen leaves.

Chief Librarian Spears announced that the next Shivers Series Concert takes place on April 12 at the Broadmoor Community Church. Proceeds of these concerts go to benefit PPLD's Shivers African American Fund.

April 9 is National Library Workers Day. To honor the invaluable work provided by the entire PPLD staff, all staff working twenty or more hours each week will receive two hours of floating holiday credit. Staff working less than twenty hours each week will receive twenty-five dollars.

Chief Librarian Spears reported that a group of staff and community members have been brought together and are meeting monthly to create a vision statement for Knights of Columbus Hall. He expects that Knights of Columbus Hall will reopen this summer. He recognized and thanked Sue Hammond for her work as a guiding force throughout the past three years as PPLD has experimented with creating a new purpose for Knights of Columbus Hall.

Mr. Spears announced that Rich Peters, Hillary Dodge, and Gary Syling will be working together to head up the Calhan project. He noted that there is much work to be done to prepare for opening the new library in late summer or early fall of this year. PPLD's aim is to be open to the public four days weekly at the new facility. The community will have input into which days the facility will operate.

Chief Librarian Spears provided an update on reorganization efforts at PPLD. With Lynne Proctor's retirement, Public Services will be consolidated under a single leader, Tim Blevins. Mr. Blevins's new title will be Chief Public Services Officer. The seven Division Heads and three Regional Managers that Mr. Blevins will lead will all be referred to as "Directors" going forward. In the effort to push some decision-making down into the organization, Mr. Blevins will continue to grow and develop the leadership skills and abilities of his staff.

Chief Librarian Spears reported that there is a petition circulating in Manitou Springs to bring an issue to the voters to reinstate a 0.3% sales tax that was recently sun-setted. The voters would also consider utilizing part of the sales tax-generated dollars to fund a thirty-year bond to expand and improve the Carnegie Library building. PPLD leases the Carnegie building from the City of Manitou Springs.

Mr. Spears reported that he recently received an email from Urban Renewal Authority Executive Director Jariah Walker that very explicitly detailed what should and should not be considered by the Board of Trustees when making a decision on the URA True North project. A decision item for the TIF District for the Air Force Academy visitors center and surrounding hotel and retail complex will be on the agenda for the May 14 Board meeting.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Governance Committee met on March 20, 2019. Discussions at that meeting included:

- The Committee discussed business cards for Board members. Business cards will carry the PPLD logo and the Board member's name. Board members wishing to order cards should contact Ms. Hammond.
- Times for committee meetings were discussed. Committees will meet as follows: Public Affairs – 2 pm, Internal Affairs – 3 pm, Governance – 4 pm.
- The Governance Committee began discussion of the 2019 Board retreat. While the Committee continues to consider topics and speakers, the dates being considered at this time are July 13 and 27, August 3 and 10, and September 14 and 21. The retreat will be a daylong event running from 9 am to 4 pm.
- The Governance Committee discussed a special Board work session to learn more about the Urban Renewal Authority and to develop a framework to consider URA projects. The work session would run from noon until 5 pm. April 24, May 8 and May 10 are potential dates. Ms. Hammond will poll the Board members to determine the best date. Both the PPLD Foundation and Friends Boards will be invited to attend this special meeting.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the committee met on March 20, 2019. The Internal Affairs Committee discussed the following:

- The Committee discussed the feasibility of creating a framework to evaluate upcoming Urban Renewal Authority Projects.
- The Committee received a brief update on the potential PPLD/PPCC project. PPLD has not yet received the letter of agreement for the project. The latest development is that there is a utilities pipe running through the property where PPCC hopes to locate the affordable housing units. The location of the pipe on the Palmer Land Trust has made moving forward challenging, and things are on hold for now. Toby Gannet has request that PPCC and PPLD bring their architects together.
- Rich Peters provided the Committee with an update on cyber security.
- The Committee reviewed updates to the Facilities Naming Policy and the Solicitation Policy.

Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the committee did not meet in March.

Adopt-a-Trustee Reports

- Scott Taylor visited the Adult Education department. He attended the 2019 5th Congressional District Art Show and Competition at Library 21c.
- Debbie English attended a reception at Cheyenne Mountain Library for the IFLA Library Services to Multicultural Populations section delegates.
- Mina Liebert attended the CPAR event at Library 21c.
- Keith Clayton visited the Circulation/Shelving Department, the Finance Department and the Foundation.

- Wayne Vanderschuere visited the Adult Services Department.

PPLD Trustees attended several city and town council meetings to accept proclamations recognizing National Library Week:

- Colorado Springs City Council: Ned Stoll
- El Paso County Board of Commissioners: Mina Liebert
- Manitou Springs City Council: Debbie English
- Town of Monument Board of Trustees: Keith Clayton
- Calhan Town Council: Wayne Vanderschuere
- Fountain City Council: Scott Taylor

Board President's Report

President Vanderschuere attended the Friends of the Pikes Peak Library District Board meeting on March 20, 2019.

BUSINESS ITEMS

Consent Items

Decision 19-4-1 Consent Items

Consent Item Presented:

1. New Hires

Ms. Hammond announced that the job title for Melody Alvarez should be amended to read, "Senior Librarian".

Motion: Cathy Grossman moved to approve the consent item as amended.

Second: Keith Clayton seconded the motion

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the April 9, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:30 p.m.

L.J. Martinez left the meeting at 4:22 p.m.

A. Kwande left the meeting at 4:22 p.m.

Scott Taylor and Caleb Taylor left the meeting at 5:25 p.m.

J. Spears left the meeting at 5:25 p.m.