

DECISION 20-8-1

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JULY 22, 2020
4 P.M.**
[PPLD Board of Trustees Web Meeting](#)

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT VIA ZOOM VIDEO CONFERENCING

President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor

Friends of the Pike Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, Executive Assistant Laura Foster, Volunteer Program Supervisor Karen Goates, Chief Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Heather Laslie, Training Supervisor Sarah Marshall, Library Associate Juniper McGinn, Facilities Project Manager Loyd 'Crow' Neal, Director of IT Infrastructure Annelise Parker, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Ruth Holley Branch Manager Fran Toledo, Chief Financial Officer Michael Varnet, Internal Communications Specialist Jeremiah Walter, Senior Library Associate Emma Weinberg, El Paso County Commissioner Holly Williams

Joined the meeting at 4:50 p.m.: Vice President Mina Liebert

BOARD MEMBERS ABSENT

Trustee Dr. Ned Stoll

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the July 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

Introduction of new staff member Loyd 'Crow' Neal has been added to the Presentation portion of the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Introduction of New Staff

The following new staff were introduced to the Board of Trustees:

- Sarah Marshall, Training Supervisor
- Loyd 'Crow' Neal, Project Manager

President English welcomed Commissioner Holly Williams and thanked her for attending this meeting. Commissioner Williams stated that Commissioner Bremer is unavailable to attend today's meeting.

PUBLIC COMMENT

There was no Public Comment.

BUSINESS ITEMS

Board Minutes

Decision: 20-7-1: Minutes of the May 27, 2020 Meeting

The minutes from the May 27, 2020 Meeting of the Board of Trustees were presented for review. Trustee Cathy Grossman requested that the minutes be corrected to reflect her attendance at the meeting.

Motion: Dora Gonzales moved to approve the minutes of the May 27, 2020 regular meeting of the Board of Trustees as corrected.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Minutes of the May 27, 2020 meeting.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-7-2: MFD recommendation

The MFD recommendation was included in the Board packet. PPLD issued an RFP to replace the Multi-Function Devices (MFD) throughout the District. The award from September 2019 was rescinded due to a flawed process; the RFP was reissued under an amended process. Six vendors submitted proposals. The Information Technology staff recommends that All Copy be approved as the vendor for MFDs. Verbal clarification was provided, in response to a question from Trustee Scott Taylor, that supplies will be replaced following a Just-in-time (JIT) process.

Motion: Scott Taylor moved to accept All Copy Products as MFD vendor at a cost of \$305,697.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Minutes of the May 27, 2020 meeting.

Decision 20-7-3: Manitou IGA between City of Manitou Springs and Pikes Peak Library District

The Manitou IGA between City of Manitou Springs and Pikes Peak Library District was included in the packet. The IGA releases PPLD from the lease, allowing the City of Manitou Springs to decide the future of the Carnegie Building and allowing PPLD to relocate to an appropriate facility. This IGA was passed by Manitou Springs City Council on July 7.

Motion: Scott Taylor moved to approve the Manitou IGA between City of Manitou Spring and Pikes Peak

Library District as it is presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Manitou IGA between City of Manitou Springs and Pikes Peak Library District.

Decision 20-7-4: Manitou MOA between Pikes Peak Library District and Manitou Art Center

The Manitou MOA between Pikes Peak Library District and Manitou Art Center was presented to the Internal Affairs Committee last week. This is a bridge agreement in effect as of July 1, 2020 that allows for PPLD to take possession of space within the Manitou Art Center as it becomes necessary. A lease and MOA, or MOU, will be created as a final agreement as further details are determined.

Motion: Wayne Vanderschuere moved to approve the Manitou MOA between Pikes Peak Library District and Manitou Art Center as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Manitou IGA between City of Manitou Springs and Pikes Peak Library District.

President English requested a tour of the Manitou Art Center for members of the Board of Trustees, to be arranged by the Chief Librarians office in collaboration with Natalie Johnson of the Manitou Art Center and PPLD project management.

Decision 20-7-5: Exhibit Policy

Pikes Peak Library District reviews policies on an ongoing basis. The Exhibit Policy was presented to the Internal Affairs committee last week.

Motion: Cathy Grossman moved to approve the Exhibit Policy as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Manitou IGA between City of Manitou Springs and Pikes Peak Library District.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Board of Directors President stated that Ken Krassy has resigned from his position on the Board and has been replaced with Susan Gilbert, a former trustee of Santa Fe libraries. The Board Treasurer has indicated she will leave her position on the Board before the end of the year.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Foundation Officer Lance James announced an estate gift from the Milt and Darlene Johnson estate in the amount of \$150,000. A

press conference to announce estate gifts to several city entities is scheduled for Friday August 7 at the Olympic Museum.

Financial Report

The Financial Report for the period ending June 30, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that expenses are lower compared to last year at this time. He noted that investment earnings, specific ownership tax collections, and property taxes are behind last year's figures. Mr. Varnet indicated the 2019 audit is completed and a final review is underway. He will discuss the Mid-year Budget Resolution at the next Internal Affairs Committee and the Resolution will be brought to the August Board of Trustees meeting.

Public Services Report

The Public Services Reports for May and June 2020 were included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs shared that the May 2020 report is comprehensive and the June 2020 report is focused on highlights, for the Board to decide which format is preferred. The Board indicated a preference for the format of the June report.

Library Reports

The Communications Report, Facilities Report, Human Resources Report, and Information Technology Report were included in the Board packet.

Chief Librarian's Report

Chief Librarian John Spears indicated the State Library has provided guidance on collecting statistics for the 2020 Annual Report.

Mr. Spears stated that PPLD is currently in Phase 3 of the Phased Opening plan, allowing limited access to libraries for patrons. No in-person programming is planned for Phase 3 other than programs hosted by Adult Education that require physical presence in order to be effective for participants. He stated that the Phased Opening plan allows for moving backwards, if the El Paso County Department of Public Health deems it necessary due to increased rates of infection, as well as forwards. Phase 4 of the plan is established and Phases 5 and 6 are in development.

Chief Librarian John Spears shared that PPLD has partnered with PPWFC to provide furniture for a remote computer lab.

Chief Librarian Spears expressed his gratitude to staff for their willingness to perform additional responsibilities as a result of the pandemic. The changes made to operations as a result of the pandemic have showcased the flexibility of staff across the District to meet the needs of the community.

President Debbie English shared her appreciation for everything staff has done to continue to provide resources to the community.

Vice President Mina Liebert thanked staff for developing critical partnerships in the community to support patrons in a variety of ways. The ability to move quickly to implement these partnerships is appreciated and will continue to be of value to the community as school districts make decisions about the 2020-2021 school year. She also shared that the marketing collateral is easy to understand, engaging, and inviting and that she appreciates the expertise of the Communications staff.

Board Reports

Governance Committee Report

Governance Committee Chair Scott Taylor reported that the Committee met on July 14, 2020. The Governance Committee discussed the following:

- Adopt-a-Trustee program
- CEOs goals
- Board retreat cancelled for 2020
- Review of the Board Bylaws

Internal Affairs Committee Report

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Committee met on July 14, 2020. The Internal Affairs Committee discussed the following:

- Manitou Springs Library
- Multi-Function Device RFP
- Exhibit Policy
- State of Fiscal Year 2020 Budget
- Fiscal Year 2021 Budget

Public Affairs Committee Report

The Public Affairs Committee did not meet.

Board President's Report

President Debbie English thanked County Commissioner Holly Williams for her support and attendance at today's meeting.

ADJOURNMENT

There being no further business to conduct, President English adjourned the July 22, 2020 meeting of the Pikes Peak Library District Board of Trustees at 5:38 p.m.