

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 20, 2023 5 pm
RUTH HOLLEY LIBRARY



VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 837 1958 5376
Passcode: 940463

Vice President Scott Taylor, Secretary/Treasurer Erin Bents, Angela Dougan, Debbie English, Julie Smyth

Chief Librarian and CEO Teona Shainidze-Krebs, Senior Director of Human Resources Timothy Allen, Chief Safety, Community Resources & Security Officer Michael Brantner, Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Director of Branches Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Facilities Project Manager Travis Keeton, Director of IT Systems & Technical Support Juanita Lanaux, Chief Operating Officer Heather Laslie, Director of Organizational Development Joanna Rendon, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of Patron Experience Abby Simpson, Internal Communications and Special Projects Manager Jeremiah Walter, Ruth Holley Library Manager Tessia Warren, Kolran Bell, Desra Conrad, Brett Dayberry, Jeany Rush, Liz Turner, Addy

Absent: President Dora Gonzales, Trustee Aaron Salt

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

Vice President Scott Taylor called the March 20, 2024 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Brett Dayberry asked for individual PPLD emails of the Board of Trustees and asked the Board to contact him through his personal email or Shield our Kids.

Jeany Rush spoke of kids having access to inappropriate materials at PPLD, requesting that PPLD remove access to these materials for children.

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 of the Pikes Peak Library District Board of Directors President Rita Jordan highlighted that the Friends Spring Big Book Sale resulted in over 7000 items sold.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser announced the kick-off to Library Giving day on April 3, 2024.

Financial Report:

The February 2024 Financial Report was included in the Board packet. Chief Financial Officer Randy Green shared that approximately 85% of property tax revenue for 2024 has been received.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles shared that fewer applications for the Food Industry Training (FIT) program were received than usual, resulting in the cancellation of the spring 2024 program.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Community Resources & Security Report

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian and CEO Teona Shainidze-Krebs thanked those who planned and attended the Chuck Asay Exhibit at Library 21c. The Grand Re-opening and Open House of Penrose Library is scheduled for April 10, 2024. There are 8 Open House events scheduled around the district for National Library Week, April 7-13, 2024.

Board Reports

Governance Committee

Governance Committee Chair Julie Smyth shared that the committee met on March 5, 2024. Discussion included on-boarding of new trustees, creating informal trustee goals, evaluation of the CEO goals for 2023, and the CEO goals for 2024.

Internal Affairs Committee

In the absence of the Internal Affairs Chair Aaron Salt, committee member Angela Dougan shared that the committee discussed policies and moving forward with updating Board policies.

Public Affairs Committee

Public Affairs Committee Chair Debbie English shared that the Board of Trustees used the Public Affairs meeting time to hold an Executive Session to conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b).

Trustee comments

Debbie English attended the Chuck Asay reception, and the reading of the National Library Week Proclamation at the Green Mountain Falls Board of Trustees meeting in recognition of the Ute Pass Library.

Julie Smyth attended the Chuck Asay reception and visited the Old Colorado City Library.

Scott Taylor attended the reading the National Library Week Proclamation in Calhan, – attended Calhan Proclamation, and attended the Vitalant Blood Drive held at the Monument Library.

PRESENTATION

Staff Promotions and New Hires

Chief Operating Officer Heather Laslie introduced Director of Organizational Development Joanna Rendon.

Chief Operating Officer Heather Laslie introduced Senior Director of Human Resources Timothy Allen.

BUSINESS ITEMS

Consent Items

Minutes of the February 21, 2024 Board of Trustees meeting

The consent items were accepted as presented.

New Business

DECISION 24-3-1: 2024 Contract and Vendor Resolution, Attachment B

The Contract and Vendor Resolution, Attachment B was included in the Board packet.

Julie Smyth read the resolution:

Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2024 Activity Greater Than
\$100,000
Attachment B

Whereas, the Financial Guidelines, dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of \$100,000 annually; and

Whereas, Attachment B to this resolution includes the estimated purchases with a single vendor that is in excess of \$100,000 during 2024; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2024 budget.

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

The obligation included under Attachment B to this resolution is approved for 2024 for the purposes stated and at the specified amounts.

Adopted, this 20th day of March 2024.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the 2024 Contract and Vendor Resolution, Attachment B as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously by the trustees present.

DECISION 24-3-2: 2024 Insurance Policies Resolution update

The 2024 Insurance Policies Resolution update was included in the Board packet. Chief Financial Officer Randy Green stated that this years rates are based on an aggressive market that allowed for the rates provided. There is no way to know how the market may affect rates for 2025.

Scott Taylor read the recommendation section of the Resolution update:

Recommendation

Management recommends the Board of Trustees approve the additional renewal policy premium for Cyber Insurance listed above in Table II for a cost of \$8,382, increasing our total costs for all of our 2024 insurance policies to \$282,245 from \$273,863.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the renewal of Cyber Insurance as presented.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously by the trustees present.

DECISION 24-3-3: 2024 Capital Fund prior year roll forward Budget Adjustment Resolution

Erin Bents read the Resolution:

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Fund - the purpose of which is to account for all financial activity related to various capital projects; the funding of which comes primarily from the distribution of property tax revenue, as an allocated portion of the district's annual mill levy specifically ear-marked for the Capital Fund, as approved by the Board of Trustees,

AND WHEREAS, a total of \$2,782,593 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2024 Budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2024 appropriation of the Capital Fund is hereby increased from \$2,723,332 to \$5,505,925, as per the attached schedule.

ADOPTED, this 20th day of March 2024.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado as presented.

Second: Erin Bents seconded the motion.

Discussion: Chief Financial Officer Randy Green confirmed that these are funds rolled over from the 2023 budget.

Vote: The motion was approved unanimously by the trustees present.

DECISION 24-3-4: 2024 Special Revenue Fund prior year roll forward Budget Adjustment Resolution

Scott Taylor read the Resolution:

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to be used from various funding sources that are not part of District's General Fund, for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously authorized the establishment of Special Revenue Funds (Designated Purpose Funds), the purpose of which is to account for all financial activity related to the accumulation of and the use of funds designated or restricted for specific purposes.

AND WHEREAS, certain designated funds that were budgeted for during 2023 were not spent by the end of 2023, yet the projects are to be carried over into 2024, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2024 by fund as identified on the attached schedules.

ADOPTED, this 20th day of March, 2024.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the 2024 Special Revenue Fund prior year roll forward Budget Adjustment Resolution as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously by the trustees present.

ADJOURNMENT

There being no other business to conduct, Vice President Scott Taylor adjourned the March 20, 2024 meeting of the Pikes Peak Library District Board of Trustees at 5:42 p.m.

The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at <https://ppld.org/board-trustees>