

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 11, 2018
4 pm
Penrose Library

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Community Partnership Coordinator Elyse Jones, Penrose Library Manager Antonia Krupicka-Smith, Administrative Assistant Colleen Lark, El Paso County Commissioner Peggy Littleton, Emma Owings, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Sand Creek Manager Jake Rundle, Dr. Ned Stoll, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2019 BUDGET

CALL TO ORDER

President Owings called the Public Hearing for the Pikes Peak Library District 2019 Budget to order at 4:01 p.m.

PUBLIC COMMENT

There was no public comment related to the Public Hearing for the Pikes Peak Library District 2018 Budget.

ADJOURNMENT

President Owings adjourned the Public Hearing for the Pikes Peak Library District 2019 Budget at 4:02 p.m.

REGULAR MEETING OF THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the Regular Meeting of the Pikes Peak Library District Board of Trustees to order at 4:03 p.m.

ITEMS TOO LATE FOR THE AGENDA

President Owings added item IV. D., "Introduction of New Staff", to the agenda.

PUBLIC COMMENT

President Owings recognized El Paso County Commissioner Longinos Gonzalez. Commissioner Gonzalez gave his heartfelt thanks to Kathleen Owings for all of her leadership over many years, adding that he so appreciates everything Kathleen has given to the community and the Library. Commissioner Gonzalez also thanked everyone at PPLD for the great community participation, pointing out the Library's book carts in the recent Festival of Lights Parade.

President Owings recognized El Paso County Commissioner Peggy Littleton. Commissioner Littleton thanked Kathleen Owings and the entire Board of Trustees for their service. She noted that this will be her last PPLD Board meeting as a County Commissioner.

President Owings commented that the partnership with the County Commissioners has been great and she has very much enjoyed working with Commissioners Littleton and Gonzalez.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the November 11, 2018 meeting of the Board of Trustees were presented for review.

Mina Liebert requested that the minutes be amended to reflect that Chief Finance Officer Varnet was present for the Executive Session.

Motion: Scott Taylor moved to approve the minutes of the November 11, 2018 meeting of the Board of Trustees as amended.

Second: The motion was seconded by Cathy Grossman.

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 commented on the outstanding job done by PPLD's Communications Department on the refresh of a video ad recently.

Chief Librarian Spears commended Virginia Franklyn and the IT Department, Jenny Pierce, Colleen Medling and the Communications Department for their work on the implementation of PPLD's new mobile app.

Introduction of New Staff

The following new staff were introduced:

- Elyse Jones: Community Partnership Coordinator
- Jake Rundle: Sand Creek Manager
- Antonia Krupicka-Smith: Penrose Library Manager
- Dr. Ned Stoll: In-coming Board member

REPORTS

Friends of the Pikes Peak Library District

Friends Board President Dora Gonzales reported that the Friends are preparing for their annual meeting that will take place on January 26, 2019 at Library 21c.

Pikes Peak Library District Foundation

Development Officer & Foundation Executive Officer Lance James shared a story from PPLD patron Andi Sperry who recently made a gift to PPLD. Andi Sperry has participated in Library programs and used Library resources. She says that through the programs and resources she has been inspired to pursue a career in Library Science.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on November 28, 2018. The Committee discussed the Chief Librarian's annual performance review, the 2019 slate of officers and other activities related to the replacement for President Owings's Board seat.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Committee did not meet. However, the Committee did have the opportunity to review the elevator contract via email.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet.

Adopt-a-Trustee Reports

Kathleen Owings, Debbie English and Scott Taylor attended the Staff O Holiday Party.

Board President

President Owings reported that she attended the Gazette Best Workplace Awards ceremony. She marched with staff in the Festival of Lights Parade. She and Chief Librarian Spears met recently with Pikes Peak Community College leadership to discuss a possible partnership for the Penrose Library parking lot.

President Owings thanked the staff and the Board noting that her experience on the PPLD Board of Trustee has been wonderful.

Financial Report

The financial report for the period ending October 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that property tax collections are running below what is usually expected. He has sent an inquiry to the County to learn why.

Public Services Report

Director of Library Services Tim Blevins reported that the move in the 1905 Carnegie is nearly complete and the Reading Room has been returned to its original function. Special Collections staff moved 31,000 books in two weeks to make the move happen.

Director of Branches Lynne Proctor reported that “happiness is happening” at PPLD! She cited a long list of holiday/winter programs and activities occurring throughout the District.

Circulation Report

The Circulation Report for November 2018 was included in the Board packet. Chief Librarian Spears pointed out a correction to the door count for November 2019 for Ruth Holley Library - the number of patrons reported - 13,627 – should be 15,437. Total year-to-date circulation is down by one percent. Although it is a negative change from 2017, it is the best that PPLD has done for several years and seems to indicate that the downward slide in circulation is bottoming out. Circulation of e-materials is up dramatically.

Chief Librarian’s Report

Chief Librarian John Spears thanked El Paso County Commissioner Peggy Littleton for her service, stating that she has been an incredible friend and partner for the Library District. Mr. Spears noted that Commissioner Littleton has made herself available whenever he needed to speak with her and that she has reached out to him with her

questions and concerns many times during his tenure. The working relationship has meant a great deal to him.

Chief Librarian Spears reported that Pikes Peak Library District recently received the following awards:

- Gazette Best Places to Work 2018: PPLD was recognized as one of the top seven workplaces in the extra-large (300+ employees) category. This puts PPLD in the top 78 places to work in the Pikes Peak Region. Ent was the top workplace in our category this year.
- PPLD has been designated a Star Library by *Library Journal*. This puts PPLD among 278 libraries in the United States that are Star Libraries. The Star Library rating system is budget-based, and we are in the \$10 to \$30-million-dollar category. PPLD serves 640,000 residents and the next largest library in our budget category serves around 300,000 which speaks to PPLD's level of fiscal responsibility and commitment to serve our community.

Pikes Peak Library District has been targeted by a group concerned with their right to film in the public library. One member of the group was banned from PPLD when he did not stop filming in the library after being repeatedly asked by Security to stop. He streamed the banning incident live on YouTube. He seems to have a large following, and we are receiving many phone calls. The group has actively targeted many organizations with phone campaigns. PPLD's *Filming, Photography and Recording Policy* addresses filming in the Library.

Chief Librarian Spears praised Penrose Library Manager Antonia Krupicka-Smith for doing an amazing job in difficult circumstances as Penrose Library continues to see a large increase in the numbers of people experiencing homelessness. There are currently several people experiencing homelessness camped on Library property. Many of our patrons have voiced the perception that they are no longer safe at Penrose Library and the District is looking closely at policies to ensure that we are balancing the rights of all Library patrons. Noting that this is a community problem, PPLD is working with the Colorado Springs Police Department (CSPD), the City, and many other local social services agencies to address as many problems as they can, to provide a welcoming environment for all at PPLD facilities and to be part of the solution. PPLD Security staff is dealing with behaviors as they occur. Mr. Spears noted that there are legal requirements related to breaking up homeless camps and he and Penrose Library leadership are working with CSPD to follow the law and protect people's rights as they move forward. Mr. Spears also praised PPLD Security Manager Michael Brantner and PPLD Social Worker Alicia Kwande for their work during this stressful time.

As the scope of homelessness in our community increases, we are seeing more issues at other PPLD facilities. Old Colorado City Library has seen a large increase in patrons experiencing homelessness. Chief Librarian Spears wants PPLD to do more programming to address the myths and stereotypes surrounding homelessness to better prepare our entire community to face the challenges we are experiencing.

BUSINESS ITEMS

Decision 18-12-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Scott Taylor moved to approve all items in the consent agenda as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 18-12-2: 2019 Budget for the Pikes Peak Library District

The 2019 Budget Proposal for the Pikes Peak Library District was included in the Board packet. The Board of Trustees received the 2019 Budget Proposal on October 15, 2019, and all requirements as set forth by Colorado Statute 29-1-107 and 108 have been met.

There has been no public comment or inquiry related to the Pikes Peak Library District 2019 Budget Proposal.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the 2019 budget proposal as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 18-12-3: Resolution to Recognize Kathleen Owings

Keith Clayton read the Resolution to Recognize Kathleen Owings.

Whereas, the Pikes Peak Library District Board of Trustees wishes to commend Kathleen Owings for her exemplary service as a Board of Trustees Member of the Pikes Peak Library District from January 1, 2009 to December 31, 2018; and

Whereas, Kathleen Owings's service on the Board of Trustees has included serving as the President of the Board in 2012, 2013, 2014 and 2018; serving on the Board Internal Affairs Committee in 2010 and 2011, serving on the Board Public Affairs Committee in 2010, 2015, 2016 and 2017, serving as Chair of the Executive Director Search Committee 2014-2015, serving as the Board liaison to the Pikes Peak Library District Foundation in 2015 and 2018 and serving as the Board liaison to the Friends of the Pikes Peak Library District in 2017; and

Whereas, Kathleen Owings's leadership, professionalism and accountability have made a significant, positive and long lasting impact on the libraries, families, and children within this community; and

Whereas, Kathleen Owings's personal ethics and compassion have contributed to the continued success of the Pikes Peak Library District; and

Whereas, Kathleen Owings's civic mindedness and personal involvement significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

Whereas, Kathleen Owings has consistently demonstrated the qualities of an exemplary Board member and has been a true friend to the staff and patrons of the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Kathleen Owings for her commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during her tenure.

Motion: Cathy Grossman moved the Board of Trustees pass this resolution to officially recognize and honor the accomplishments of Kathleen Owings during her ten years on the Pikes Pak Library District Board of Trustees.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was unanimously approved.

Decision 18-12-4: PPLD Board of Trustees 2019 Meeting Dates

The schedule of Pikes Peak Library District Board of Trustees meeting dates and locations was included in the Board packet. Board meetings will occur in PPLD facilities throughout the Library District and are scheduled to begin at 4 pm. The schedule of meetings will be posted on PPLD's website.

Wayne Vanderschuere requested that the October 8, 2019 Board meeting start time be amended to 2 pm.

Motion: Wayne Vanderschuere moved that the schedule of 2019 meetings for the Pikes Peak Library District Board of Trustees be approved as amended.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-12-5: PPLD Board of Trustees 2019 Slate of Officers

Keith Clayton presented the slate of officers for 2019:

President: Wayne Vanderschuere

Vice President: Debbie English

Secretary/Treasurer: Scott Taylor

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve the slate of officers for 2019 as follows:

President: Wayne Vanderschuere

Vice President: Debbie English

Secretary/Treasurer: Scott Taylor

Second: Cathy Grossman seconded the motion.
Vote: The motion was approved unanimously.

Decision 18-12-6: Contract for Elevator Maintenance

Pikes Peak Library District's current elevator preventative maintenance contracts are in their fifth year and were put out for a competitive bid. The new contract will be for five years and will include a non-appropriations clause.

PPLD received three bids for elevator/lift services. The bids were reviewed. Two of the three bid proposals were disqualified as incomplete. ThyssonKrupp Elevator met all of the qualifications and provided all of the requested information.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve ThyssenKrupp Elevator as the District's elevator/lift services contractor to begin on February 1, 2019 at the annual base bid of \$27,100.

Second: Wayne Vanderschuere seconded the motion.
Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees convene in 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).

Second: Wayne Vanderschuere seconded the motion.
Vote: The motion was approved unanimously.

The Board of Trustees convened in 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) at 5:04 p.m.

The following left the meeting at that time: Director of Library Services Tim Blevins, Pikes Peak Library District Friends of the Library Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Community Partnership Coordinator Elyse Jones, Penrose Manager Antonia Krupicka-Smith, Administrative Assistant Colleen Lark, El Paso County Commissioner Peggy Littleton, Emma Owings, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Sand Creek Manager Jake Rundle, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet.

Motion: Keith Clayton moved that the Board of Trustees leave Executive Session and reconvene in Open Session.

Second: Mina Liebert seconded the motion.
Vote: The motion was unanimously approved.

The Board convened in Open Session at 5:34 p.m.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the December 11, 2018 meeting of the Pikes Peak Library District Board of Trustees at 5:35 p.m.

Longinos Gonzalez left the meeting at 4:40 p.m.