

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 12, 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 Dr. Ned Stoll

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, El Paso County Commissioner Cami Bremer, El Paso County Commissioner Longinos Gonzalez, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Communications Administrative Specialist Colleen Lark, Organizational Development Officer Cody Logsdon, Senior Librarian Melissa Mitchell, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Adult Services Manager Amy Rodda, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet

CALL TO ORDER

President Vanderschuere called the Regular Meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 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 from the January 8, 2019 meeting of the Board of Trustees were presented for review. President Vanderschuere requested that the minutes be amended to read that the Internal Affairs Committee discussed potential opportunities with Pikes Peak Community College (PPCC) to explore the feasibility of construction at Penrose Library, which could include affordable housing units.

Motion: Cathy Grossman moved to approve the minutes of the January 8, 2019 meeting of the Board of Trustees as amended.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Correspondence

No correspondence was presented.

Presentation: Adult Reading Program

Senior Librarian Melissa Mitchell provided information on the 2019 Adult Reading Program, *A Universe of Stories*. 2019 marks the 15th year for PPLD's Adult Reading Program. Adult Reading participants were surveyed in 2018, and in response to their feedback, staff have revamped the program, adding programs and activities. Six PPLD Libraries hosted kick-off parties on February 2, 2019 and already one thousand seven hundred adults have signed up to participate.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet.

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 invited PPLD Board members to RSVP for the reception to rename the El Pomar room to honor Robert Hilbert. The event will take place on February 27, 2019 at 5 p.m.

Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray pointed out that there were forty-five news features last month. Public Relations Specialist Kayah Swanson is now producing a monthly column that has been picked up by some local publications. The Communications Department is currently working on a Public Awareness Campaign and auditing all signage in the District.

Facilities Report

Chief Facilities Management Officer Gary Syling reported that the construction project at the Penrose Campus is wrapping up. The roof and skylight replacement project at Library 21c will begin soon. The carpet at Fountain Library will be replaced.

Financial Report

The Financial Report for the period ending December 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet provided a brief report, noting that this has been a positive year.

Human Resources Report

Chief HR & OD Officer Sally Jensen introduced Cody Logsdon, PPLD's new Organizational Development Manager. Ms. Logsdon recently provided training for PPLD managers and she is working on making PPLD's onboarding process more consistent. She will be hiring the Talent Manager soon. Ms. Jensen

reported that many staff will be recognized for years of service at the upcoming PPLDcon. Total years of services for those staff equals seven hundred ninety years!

Information Technology Report

Chief Information Officer Richard Peters reported that PPLD's recent phone system installation presented some challenges. Recognized David Burling as doing a great job.

Public Services Report

Director of Library Services Tim Blevins reported that some patrons have questioned the elimination of overdue fines. There is concern among some patrons that elimination of fines could result in longer waits for materials on hold. However, data shows that this is not the case.

Patron visits at Penrose Library increased in January 2019, while circulation of physical materials declined throughout the District. Circulation of electronic materials continues to increase.

Computer usage at Sand Creek Library is high. Although the computers are heavily used, this resource is not over taxed. Everyone needing a computer at Sand Creek has the opportunity to use one.

Director of Branches Lynne Proctor praised the Mobile Library Services staff for collecting 150 pounds of food for a food pantry in Eastern El Paso County. She highlighted several activities that have taken place in the PPLD Libraries recently.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that the American Library Association Council recently adopted a Resolution on Monetary Library Fines as a Form of Social Inequity. With the adoption of this resolution, the American Library Association takes the stance that public libraries should not collect fines.

The American Library Association Bill of Rights has been amended for the first time in forty years. The new Article VII of the *Library Bill of Rights* states: "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This article may have an impact on libraries' ability to utilize data they collect for targeted marketing. The Intellectual Freedom Committee will be writing an interpretation of Article VII. The Board's Internal Affairs Committee will discuss official adoption of the amended *Library Bill of Rights*.

Chief Librarian Spears reported that the enactment of no trespassing between 10 p.m. and 8 a.m. on PPLD property went well in January and that very few tickets have been issued for trespassing. He credits PPLD Social Worker Alicia Kwande and the entire Penrose team with making sure that those experiencing homelessness who had been camping at Penrose Library were aware of the options available to them. Enactment of a new personal belongings policy also went very well, with little pushback from patrons. Temporary storage behind Penrose Library has worked amazingly well and, as promised, staff will explore permanent options for storage. With both the no trespassing and the personal belongings policy, the look and feel of Penrose Library has changed dramatically, and no one was made to feel unwelcome as a result of these changes.

The Downtown group addressing negative behavior Downtown continues to meet. Council President Richard Skorman who is a member of the group recognized PPLD for the positive impact we have made to Downtown Colorado Springs. Chief Librarian Spears thanked the entire staff for their efforts in turning

around the public perception of Penrose Library. He also thanked the Board for their continued support throughout a difficult time.

Chief Librarian Spears reported that a new Urban Renewal Authority project will be presented to the Internal Affairs Committee on February 27, 2019 and to the full Board at the March 12, 2019 meeting. The project involves the Air Force Academy Visitors Center.

Mr. Spears reported that the construction at Knights of Columbus Hall is complete. Capacity of the main hall has been increased from forty-nine to just under two hundred people. A group consisting of PPLD staff and representatives from the local arts community and business community are meeting monthly to explore how KCH will function when it reopens.

PPLD will host several prestigious events in the coming months:

- The IFLA Library Services to Multicultural Populations Section will meet here March 14-16, 2019. Live streams of the proceedings will be viewed by hundreds of librarians throughout the world.
- The Colorado Public Library Directors retreat will take place at PPLD in early May. Seventy to ninety public library directors from throughout the State will meet here.
- In September, Library Journal's Design Institute will take place at Penrose Library. One hundred twenty-five to one hundred fifty library directors and architects will come together for the two-day event.

Teona Shainidze-Krebs will be the keynote speaker for the Latvian Library Association.

Teona Shainidze-Krebs and Chief Librarian Spears will travel to the Republic of Georgia in August by invitation of the Georgian Library Association, the American Embassy and the State Department to present on various aspects of library service.

Board Reports

Governance Committee

Scott Taylor reported that the Governance Committee met on January 16, 2019 to work on the Chief Librarian's 2019 goals.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Committee met on January 16, 2019. The Committee reviewed the GMP for the modular building plan in Calhan, discussed the audit of the District's 2018 financial records, and reviewed the Studio Use Policy.

Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the Committee met on January 16, 2019. Chief Communications Officer Michelle Ray presented her department's Strategic Communications Framework at that meeting and the Committee discussed communications procedures and guidelines.

Adopt-a-Trustee Reports

- Debbie English visited Ute Pass Library, Manitou Springs Library, and Library 21c. She also attended a Communications Department Meeting.

- Dr. Stoll attended an Information Technology meeting and visited Special Collections.
- Keith Clayton visited Monument Library.
- Cathy Grossman attended the Ruth Holley Library rededication event.
- Wayne Vanderschuere attended the Friends of the Pikes Peak Library District Board meeting. He traveled to Calhan, Colorado for a property tour, visited Monument Library as a patron, and visited with Adult Education Head Teona Shainidze-Krebs.

Board President's Report

President Vanderschuere noted that Board committees will meet on February 27, March 20, April 17, and May 15.

President Vanderschuere called for a volunteer to serve as the Board of Trustees representative to the Pikes Peak Library District Foundation. Trustee Stoll came forward to fill that role.

BUSINESS ITEMS

Consent Items

Decision 19-2-1 Consent Items

Consent Item Presented:

1. New Hires

Motion: Keith Clayton moved to approve the consent item as presented.

Second: Scott Taylor seconded the motion

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 19-2-2: Studio Use Policy

The Studio Use Policy is a new policy specific to the public's use of PPLD's audio and video recording studio spaces and the equipment that is available both in the spaces and for checkout by library patrons. The policy balances equitable and responsible use of these resources while encouraging creativity and personal expression.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve the Studio Use Policy as presented.

Second: Debbie English seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-2-3: Selection of Auditor for Audit of 2018 Financial Records

Pikes Peak Library District completed a formal Request for Proposal for auditing services in 2011 and BKD, LLP was selected as the District's independent auditors. BKD, LLP has completed the District's audits for fiscal years 2011 – 2017. BKD, LLP's audit work has been consistently professional, thorough, and efficient. Since there were vacancies in key positions on PPLD's Leadership Team, the Pikes Peak Library District Foundation, the Finance Office, and several management positions throughout 2018, management recommends that the District does not seek a new auditor through the RFP process at this time. Retaining BKD, LLP will provide continuity, which is important when so many key positions have been vacant.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees select BKD, LLP to conduct a complete audit of the District's financial records for the period January 1, 2018 – December 31, 2018 at a cost of \$34,250 plus reimbursable expenses, and that the Board of Trustees authorize management to complete a formal RFP for auditing services during 2019.

Second: Keith Clayton seconded the motion.

Vote: The motion was unanimously approved.

EXECUTIVE SESSION

President Vanderschuere called for a motion to convene in Executive Session.

Motion: Keith Clayton moved that the Board of Trustees convene in Executive Session to discuss the purchase of property for the Calhan Library as authorized by C.R.S. § 24-6-402(4)(a)

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

The following left the meeting at this time: Cami Bremer, Longinos Gonzalez, Colleen Lark, Cody Logsdon, Melissa Mitchell, Amy Rodda, and Caleb Taylor.

The Board of Trustees convened in Executive Session at 5:26 p.m.

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

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in open session at 5:53 p.m.

President Vanderschuere called for a motion to enter into a second Executive Session.

Motion: Keith Clayton moved to convene in Executive Session to discuss personnel matters related to the annual goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

Second: Scott Taylor seconded the motion.
Vote: The motion as unanimously approved.

The following left the meeting at this time: Tim Blevins, Lance James, Rich Peters, Lynne Proctor, Michelle Ray, Gary Syling, and Michael Varnet. The Board convened in Executive Session at 5:54 p.m.

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

Second: Scott Taylor seconded the motion.
Vote: The motion was unanimously approved.

The Board reconvened in Open Session at 6:45 p.m.

BUSINESS ITEMS CONTINUED

Decision 19-2-4: Chief Librarian's 2019 Goals

The Board of Trustees developed the Chief Librarian's 2019 Goals and discussed those goals with Chief Librarian Spears. The goals were presented for approval as follows:

1. Develop a facilities master plan for the Pikes Peak Library District.
2. Develop and implement a marketing plan to increase awareness of Library programs and services.
3. In conjunction with the Public Affairs Committee, implement a Government Outreach plan to improve communication and awareness of the Pikes Peak Library District with various elected officials and their staff.
4. Continue professional development strategy for the Chief Librarian as well as the PPLD staff.
5. Brief the Board periodically throughout the year about the progress of these and the strategic plan goals.
6. Prepare a plan for developing a new strategic plan for the Pikes Peak Library District in 2020.

Motion: Scott Taylor moved that the Board of Trustees approve the Chief Librarian's 2019 goals as presented.

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

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the February 12, 2019 meeting of the Pikes Peak Library District Board of Trustees at 6:48 p.m.

Sally Jensen left the meeting at 5:10 p.m.