

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
July 9, 2019
4 p.m.
Ruth Holley Library**

MEMBERS PRESENT

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

MEMBERS ATTENDING VIA TELEPHONE

Trustee Mina Liebert

MEMBERS ABSENT

Trustee Keith Clayton

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Public Services Officer Tim Blevins, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Director of Adult Education Teona Shainidze Krebs, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Ruth Holley Branch Supervisor Frances Toledo, Chief Finance Officer Michael Varnet, Ruth Holley Library Manager Joelle Wren

CALL TO ORDER

President Vanderschuere called the July 9, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 4:04 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

PUBLIC COMMENT

There was no public comment at this time.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A letter from School District 11 Superintendent Dr. Michael J. Thomas was included in the packet. Dr. Thomas recognizes the contribution that PPLD makes to our community through staff outreaches to District 11 schools. During the 2018-2019 school year, PPLD staff gave one hundred fifteen presentations to four thousand six hundred sixty-eight students.

Presentations

Ruth Holley Library Supervisor Frances Toledo gave a brief presentation on the career of librarian Ruth Holley for whom the Library is named. The first Ruth Holley Branch opened in 1987 a few blocks away on N. Murray Boulevard. The Library moved to its current location in 2004.

BUSINESS ITEMS

Board Minutes

Decision 19-7-1: Minutes of the June 11, 2019 Meeting

The minutes of the June 11, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the June 11, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll seconded the motion

Vote: The motion was approved unanimously.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 19-7-2: Urban Renewal Authority True North Project

At the May 14, 2019 regular meeting of the Board of Trustees, the Board passed the following motion: "I move that the Pikes Peak Library District Board of Trustees not approve the Urban Renewal Authority True North project as presented".

One of the reasons cited by PPLD Board members for that decision was that they were dissatisfied with the process through which the Colorado Springs Urban Renewal Authority (CSURA) presented the project to the Library District. Board members expressed the desire for an opportunity to participate from the onset of CSURA projects to ensure that the projects benefit PPLD and the taxpayers that support the District. Since the May 14, 2019 decision the CSURA has responded by giving PPLD a seat at the table and demonstrating willingness to listen to input from PPLD representatives. The Board sees these steps as an indication that the CSURA is looking at PPLD as an active participant.

In the attempt to make the True North Project of benefit to Library constituents, PPLD has requested space for a library facility at the True North commercial site at a reduced rate. A letter from LOGE Capital Partners Managing Partner Robert McFarlane offering PPLD 2,500 to 5,000 RSF on the ground floor at a lease rate of a 15% discount to the market rate for a minimum of ten years is included in today's Board packet.

Since this motion was made, seconded, voted upon, and approved at the May 14, 2019 meeting of the PPLD Board of Trustees and has not been acted upon at this time, a motion to amend that motion was called for by the Board. Board members spoke to the benefits of amending the motion citing the following:

- With the offer of space at a reduced rate, PPLD now has the opportunity to serve the community as a part of the True North Project.
- The CSURA has shown good faith to PPLD and offered the opportunity to partner in the project.
- It is the Board's fiduciary responsibility to be sure that projects utilizing library tax dollars benefit the taxpayers through library services. With the addition of space for a library, this project is a benefit.
- The new relationship between PPLD and the CSURA is also a benefit.
- The Board wanted to participate, but not without concessions that would benefit library users.
- The Board sees this concession on the part of the project principals as an opportunity to participate in larger community conversations.
- The offer of a 15% rate reduction on rent should be a starting point for negotiations on reduced rent of space in the project.

Motion: Debbie English moved that the Pikes Peak Library District Board of Trustees amend the motion previously adopted at the May 14, 2019 Board of Trustees meeting to read that Pikes Library District Board of Trustees approve the Library District's participation in the Colorado Springs Urban Renewal Authority True North project as presented and Library management enter into negotiations for space at the development site based upon the concessions the Library District has received.

Second: Mina Liebert seconded the motion.

Vote: President Vanderschuere called for a vote by roll call.

Wayne Vanderschuere: Yes

Debbie English: Yes

Cathy Grossman: Yes

Ned Stoll: Yes

Scott Taylor: Yes

Mina Liebert Yes

Keith Clayton was absent from the meeting

With six members voting yes and none opposed, the motion passed unanimously.

Discussion: Project with Pikes Peak Community College

Toby Gannett was unable to attend the meeting. This discussion was postponed.

Decision 19-7-3: Audit of 2018 Financial Records

An audit of PPLD's 2018 financial records was conducted by BKD, LLP. The audit was completed in accordance with all applicable State statutes and in accordance with Generally Accepted Auditing Standards.

Internal Affairs Chair Debbie English reported that representatives from BKD, LLP met with the Internal Affairs Committee on June 26, 2019. BKD, LLP issued an unqualified opinion, which means that PPLD's financial records are materially correct as presented.

Chief Financial Officer Michael Varnet briefly highlighted some details included in the *Comprehensive Annual Financial Report for the Year ending December 31, 2018*, which was included in the Board packet. Debbie English noted that Mr. Varnet and the Finance Office staff did an incredible job in facilitating the audit of the District's 2018 financial records.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees accept the audit of the District's 2018 financial records as presented by BKD, LLP.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-7-4: Policy Review & Update: Collection Development Policy

Pikes Peak Library District's *Collection Development Policy* guides the selection and continuous evaluation of the library's collection to reflect Pikes Peak Library District's mission. The *Collection Development Policy* provides direction for the scope of the collection, in a variety of formats, concerning community needs, topics, diverse opinions, and the history and culture of the Pikes Peak region. Updates to the *Collection Development Policy* include revisions and clarification of Board Policy, in addition to substantive revisions, shortening, and restructuring of the Procedures section.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the Pikes Peak Library District *Collection Development Policy* as written with the addition of the phrase "meet one of more of the following criteria" to the sentence "PPLD provides library materials in a variety of formats that . . ."

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-7-5: Policy Review & Update: Gift Acceptance Policy

The *Gift Acceptance Policy* is a new Board Policy. Pikes Peak Library District's *Gift Acceptance Policy* outlines the Library's practices on accepting charitable gifts, monetary and material, and directs donors and potential donors to the PPLD Foundation's gift acceptance policies (monetary) and PPLD's Collection Development Policy (materials).

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 *Gift Acceptance Policy*.

Second: Scott Taylor seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-7-6: Policy Review & Update: Closures & Delays Policy

Although public information was available online at ppld.org/policies under *Inclement Weather Policy*, a formal policy for closures and delays did not exist. The formal *Closures & Delays Policy* was created from the *Inclement Weather Policy*. Updates to this policy include renaming it to be more comprehensive,

creating official Board Policy, and revising the Procedures section to better detail the types of and factors related to closures and delays. Pikes Peak Library District's *Closures & Delays Policy* outlines the decision-making and communication processes of any closure or delay to ensure the safety of patrons and staff. It covers when and how patrons are notified, the primary types of closures and delays, and what factors impact decision-making by PPLD staff.

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 *Closures & Delays Policy*.

Second: Debbie English seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-7-7: Policy Review & Update: Filming, Recording & Photography Policy

Pikes Peak Library District's *Filming, Photography, & Recording Policy* outlines what filming, photography, and recording activities are allowed on PPLD properties and inside PPLD facilities. This policy covers permissible activities for news media, documentaries, commercial and amateur photography, community-hosted events, and the film industry, as well as PPLD staff responsibilities. Updates to the *Filming, Photography, & Recording Policy* include minor revisions to Board Policy and the Procedures section.

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 *Filming, Recording & Photography Policy*.

Second: Scott Taylor seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-7-8: Policy Review & Update: Websites & Social Media Policy

Pikes Peak Library District's *Websites & Social Media Policy* outlines the use of online platforms, responsibilities around public feedback, and covers how PPLD handles inappropriate content and privacy information. Although public information was available online at ppld.org/policies under *Websites and Social Media Policy*, there was no formal Board Policy for this policy. Updates include creating official Board Policy, as well as revising the Procedures section and adding privacy information.

Motion: Debbie English moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District *Website & Social Media Policy*.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 19-7-9: Calhan Renovation Contract

PPLD recently purchased a building at 600 Bank Street in Calhan, Colorado and will open a new library at that site later this year. A PPLD project team has been working with Humphries Poli Architects and GE

Johnson Construction Company on renovation plans. The plans are now complete and the estimated budget for renovation is \$398,059.00.

A soft opening at the end of October is anticipated, with a grand opening event in early November.

Scott Taylor thanked Gary Syling and the PPLD project team for their work.

Chief Librarian Spears thanked the Leadership Team, Hillary Dodge, and Liz Willhoff for their contributions to the project.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the budget estimate of \$398,059 for the Calhan Library project.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

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 reported that Friends employee Marcia Meyers will retire in October. Trustee Grossman requested that Ms. Gonzales express the Board's appreciation to Ms. Meyers.

The Friends recently provided refreshments for a Library 21c staff gathering.

The Friends sale of children's books will take place during the Summer Adventure party at East Library on July 16, 2019.

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 PPLD Foundation is again part of the *Colorado Springs Independent* GIVE! Campaign. GIVE! Provides great visibility and the opportunity to expand our donor base.

Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray reported that the Communications marketing team is stepping up their game on social media to fill the gap until a new Digital Marketing position is hired. She offered kudos to that "small but mighty team". PPLD's community needs assessment kicks-off next week. PPLD is working with Elevated Insights and will take a much more community-centered approach versus a library-centered approach.

Facilities Report

The Facilities Report was included in the Board packet. Chief Facilities Management Officer Gary Syling was pleased to report that the Library 21c roof project will wrap-up next week. Mr. Syling praised the Facilities staff and the Children's staff for their work planning and setting up the annual Summer Adventure parties.

Financial Report

The Financial Report for the period ending May 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that management will bring a mid-year budget resolution to the Board in August for decision in September. He noted that the 2020 budget process has begun and thanked the Public Services group under Tim Blevins's direction for the great job they did conducting a Budget Summit.

Human Resources Report

The Human Resources report was included in the Board packet.

Information Technology Report

The Information Technology report was included in the Board packet.

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Tim Blevins noted that as one of the sites for District 11's Summer Food Service Program, East Library hosted children for the over 4,500 nutritious lunches that were served there in June.

Mr. Blevins commented on the comparison between OverDrive digital materials circulation and circulation of physical materials in June noting that most PPLD facilities showed double-digit increases in OverDrive digital circulation along with double-digit decreases in circulation of physical materials.

Chief Librarian's Report

Chief Librarian & CEO John Spears commended Chief Public Services Officer Tim Blevins for creating an environment in which PPLD directors have the confidence to come together of their own volition for a budget summit. Mr. Spears offered kudos to the PPLD directors and managers for their efforts in this area.

Mr. Spears reported on a project with School District 11 to issue PPLD library cards to every District 11 student. The new program will begin in August 2019. PPLD hopes to create similar programs in the other school districts it serves.

PPLD staff are looking at the impact of potential increases to the minimum wage. As the minimum wage increases, PPLD will experience two pay grades being at the same hourly rate unless adjustments are made. Director of the Southeast Region Abby Simpson is leading a group investigating possible courses of action to correct compression created by the increase.

Mr. Spears reported that the Manitou Springs City Council has suggested making the Manitou Springs Library building ADA compliant utilizing the existing footprint. This approach will leave very little usable space for library services and Mr. Spears has voiced PPLD's disapproval of this approach to the City of Manitou.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on June 26, 2019. The Committee discussed the upcoming Board vacancy, changing Board meeting times in 2020, and the 2019 Board retreat. Committee Chair Taylor noted that the Committee will continue to discuss 2020 meeting times and will bring ideas and recommendations to the full Board. A schedule that includes one meeting each month broken down to include seven regular Board meetings and five committee meetings is among the scenarios to be considered. The goal of a new meeting schedule is to allow both El Paso County Board of Commissioners and Colorado Springs City Council liaisons to the Board to attend the meetings.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Committee met on June 26, 2019. The Committee met with representatives of BKD, LLP to review the audit report. The Committee discussed progress on the Calhan facility and reviewed the following Board policies:

- Collection Development
- Gift Acceptance
- Closures & Delays
- Filming, Recording & Photography
- Websites & Social Media

Public Affairs Committee

The Public Affairs Committee did not meet in June.

Adopt-a-Trustee Reports

- Cathy Grossman visited Ruth Holley Library.
- Scott Taylor will represent the Board at the Naturalization Ceremony on July 22.
- Wayne Vanderschuere attended the Branch Friends meeting on June 18. He attended a puppet show at Library 21c with his grandson and visited the Educational Resource Center at East Library with his grandson.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the July 9, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:59 p.m.

L. Gonzalez left the meeting at 4:30 pm
M. Liebert left the meeting at 5:00 pm
T. Shainidze Krebs left the meeting at 5:15 pm
D. Gonzales left the meeting at 5:30 pm