

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
March 22, 2016
8 am
Penrose Library

MEMBERS PRESENT

President Ken Beach, Vice President Cathy Grossman, Secretary/Treasurer John Wilson, Trustee Keith Clayton, Trustee Molly Gary, Trustee Kathleen Owings

MEMBERS ABSENT

Trustee Katherine Spicer

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Executive Director John Spears, Interim Community Engagement & Outreach Officer Sean Anglum, Friends of the Pikes Peak Library District Board President Laura Ettinger, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, Associate Director of Public Services Alan Schlosser-Couch, Sand Creek & Fountain Library Manager Abby Simpson, Chief Financial & Business Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Beach called the March 22, 2016 meeting of the Pikes Peak Library District Board of Trustees to order at 8:02 am.

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 of the February 23, 2016 meeting of the Board of Trustees were presented for review and approval.

Motion: Cathy Grossman moved that the minutes of the February 23, 2016 meeting of the Board of Trustees be approved as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Meetings, Programs & Events

A list of upcoming meetings, programs and events was included in the Board packet. The April 26 Board meeting will take place at Ruth Holley Library.

Presentations

Sand Creek and Fountain Library Manager Abby Simpson reported to the Board on the Healthy Living Grant. El Paso County Department of Human Services received a Federal grant for \$33,775 to fund classes on healthy living. PPLD has been successfully involved with DHS in bringing caseworkers into the libraries, and DHS named PPLD as their community partner for the grant. Healthy Living @PPLD will run from April through June and will be much like a reading program with goals and prizes, but will feature classes and programs related to healthy living. PPLD has developed plans for sustainable programs after the grant has ended, including the purchase of mobile kitchen equipment, summer games/equipment that check out, and a "book bike".

Ms. Simpson noted that PPLD's successful relationship with the Department of Human Services has also resulted in relationships with the Department of Health and the Beth-El College of Nursing. Beth-El nursing students devote several hours weekly to outreach at PPLD libraries and actively promote the 5210 program to library patrons at children's programs.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District Board President Laura Ettinger gave the Friends report.

- The Spring Booksale brought in about \$6,000. The Friends' new online book sales may have had some impact on this sale, but generally the spring sale is the smaller of the 2 annual big sales.
- The annual Betty Field Youth Writing Contest is scheduled for April 2 at East Library. The Friends met recently to read submissions from children in grades 6-12.
- Tickets for the annual Frank Waters Award Luncheon are on sale now. The event will take place on April 30 at the Antlers Hotel.
- Friends online sales reached \$10,000 this week. The Friends online booksale coordinator is working on setting up the system to allow participation from PPLD's branch libraries.
- The Friends will present the annual Latina Voices event on October 8, 2016.
- Ms. Ettinger has been working with Michael Varnet, Manitou Springs City Government, and the Manitou Library staff and Friends on the RFP for expansion/improvements at the library.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. President Beach noted that 2016 fundraising efforts will focus on the Knights of Columbus building project.

Board Reports

External Affairs Committee

External Affairs Committee Chair Cathy Grossman reported that the committee met on March 15, 2016. The committee discussed presentations to the City Council and Board of County Commissioners, and will work with ED Spears to plan the presentations. The committee discussed the renovation and communication plans for the Knights of Columbus building project. Much is going on behind the scenes right now with grants and the Downtown Partnership's plans for the area, and it will be important to keep the Board informed about all aspects of the project as it moves forward. The External Affairs Committee discussed community initiatives and brainstormed ways in which PPLD can be involved with and contribute to the community in a wide variety of initiatives.

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on March 16, 2016. The committee discussed a work plan for 2016 that includes a review of the Board Bylaws and a Board retreat. Trustee Clayton will involve the entire Board in the Bylaws review process.

Internal Affairs Committee

Internal Affairs Committee Chair John Wilson reported that the Internal Affairs Committee has not met.

Board President

President Beach welcomed Trustee Molly Gary to the meeting.

Financial Report

The financial report for the period ending February 29, 2016 was included in the packet. Chief Financial & Business Officer Michael Varnet stated that the collection of property tax revenue is about 4.5% ahead of 2015, this is related to when property owners pay their taxes. A decrease in expenditures from 2015 is related to the timing of when bills are paid.

Executive Director's Report

A written report from Executive Director John Spears was included in the Board packet. Mr. Spears presented resources designed to allow Board members to stay in touch with developments in the broader library world. Journals, blogs, professional associations, Colorado State Library resources, and research from organizations like OCLC and Pew are all excellent sources of information.

The Board meeting schedule for the remainder of 2016 was included in the packet. Mr. Spears will move Board meetings out into the community offering opportunities for broader participation by both PPLD staff and community members, and giving the Board opportunities to experience alternate PPLD locations. Board meetings are scheduled for Ruth Holley Library, Palmer Lake Library, Manitou Springs Library and Fountain Library.

Mr. Spears outlined upcoming items for Board discussion. The District's Code of Conduct Policy will be reviewed by a staff team and then presented to the Board for discussion. A friendlier, more uniform, and more easily enforced version is the District's goal.

A RFP for consulting services to evaluate PPLD's compensation scheme, staffing levels, job descriptions, pay system and organizational structure is currently in development by staff. The study will serve as a planning document for the future, featuring an examination of PPLD's current practices, a market analysis to assist in creation of a new job classification system and steps for implementation. Implementation could be a multi-year process, with a key point being how PPLD can accomplish recommendations coming out of this study within the existing fiscal structure. The study will inform any mill levy discussion the Board explores going forward. Mr. Spears will bring the draft RFP to the Internal Affairs Committee. The full Board will evaluate responses.

Staff are reviewing PPLD meeting room policies with the goal of creating equitable and uniform meeting room practices throughout the District.

Mr. Spears is involved in "Third Thursday" meetings with staff. These small, regional staff meetings are being explored as an alternative to District-wide staff meetings which become more difficult as PPLD grows. Mr. Spears invited Board members to attend, with the understanding that legally, only 2 Board members can attend at a time without it being a meeting of the Board.

BUSINESS ITEMS

Consent Items: Decision 16-3-1: New Hires

A list of new hires for the period February 1, 2016 – February 29, 2016 was included in the Board packet.

Motion: John Wilson moved to approve the Consent Item -Decision 16-3-1.

Second: Kathleen Owings seconded the motion.

Vote: The motion passed unanimously.

New Business

2015 Facts & Figures and Facilities at a Glance

Chief Finance & Business Officer Michael Varnet walked the Board through the 2015 Facts & Figures document.

Data collected in the document presents a good look at trends in many areas of PPLD's operations. Trends indicate that the penetration of library cards in the District has potential for improvement. PPLD staff is currently exploring possibilities for "pop-up libraries" in off-site locations that could be utilized to provide a "taste" of PPLD's services, reaching new library users. Although circulation of physical materials is trending downward, a national trend in libraries, circulation of PPLD's electronic materials continues to increase by more than 30% annually, a trend that has not yet begun to level off.

The Facilities at a Glance document presents a look at each PPLD facility, with statistics for each location, as well as narrative descriptions of the area served and services unique to various locations.

PPLD staff are currently involved in analyzing both documents with the goal of merging them to create an in-depth document that will meet the information needs of both the public and the Library staff.

Board Retreat, Board Self-Evaluation and Improvement Process

Governance Committee Chair Keith Clayton brought forward the committee's suggestion that a Board Retreat be held later this summer. The Governance Committee suggests a day-long retreat that includes some involvement with the Foundation and Friends boards. There was brief discussion about past retreats and a possible location. Trustee Clayton encouraged Board members to send any suggestions related to a Board retreat to the Governance Committee.

The Governance Committee also suggests that the Board work on a self-evaluation and improvement plan in 2016

Board Photos

At 9:15 a.m. the Board members left the meeting room for photos.

The following left the meeting at 9:15 a.m.: Sean Anglum, Laura Ettinger, Sally Jensen, Alan Schlosser-Couch, Abby Simpson, Michael Varnet

Board members returned to the meeting room at 9:32 a.m.

EXECUTIVE SESSION

Motion: John Wilson moved that the Board of Trustees convene in Executive Session to discuss personnel matters related to a quarterly performance review of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f).

Second: Kathleen Owings seconded the motion.

Vote: The Board voted unanimously to convene in Executive Session to discuss personnel matters related to a quarterly performance review of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f).

Sue Hammond left the meeting at 9:34 a.m.

The Board convened in Executive Session at 9:34 a.m.

John Spears left the meeting at 10:05 a.m.

Motion: John Wilson moved that the Board of Trustees return to Open Session.

Second: Kathleen Owings seconded the motion.

Vote: The Board voted unanimously to return to Open Session.

The Board resumed their meeting in Open Session at 10:26 a.m.

ADJOURNMENT

There being no further business to conduct, President Beach adjourned the meeting at 10:27 a.m.