

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
OCTOBER 18, 2023 5 pm  
SAND CREEK 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:** 867 7654 8192  
**Passcode:** 569086

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

President Aaron Salt, Vice President Dora Gonzales, Secretary/Treasurer Erin Bents, Debbie English, Julie Smyth, Scott Taylor

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Safety, Community Resources & Security Officer Michael Brantner, Monument/Palmer Lake Libraries Manager Jean Carrier, Creative Services Director Becca Cruz, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Director of Branches Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Chief Development Officer & Foundation Executive Officer Lance James, Program Coordinator John Jarrell, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources Officer & Organizational Development Officer Heather Laslie, Director of IT Systems & Technical Support Juanita Lanaux, Director of Multicultural Outreach & Accessibility Shirley Martinez, Senior Library Associate Joe Paisley, Penrose Library Manager Tiffany Paisley, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Sand Creek Library Manager Sara Sharples, Director of IT Infrastructure Dan Stone, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Library Assistant Jacob Ward, Ruth Holley Library Manager Tessia Warren, City Councilmember Lynette Crow-Iverson, County Commissioner Longinos Gonzalez, Jr. Bri Carlin, Liz Turner, Paula

Absent – Dr. Ned Stoll

**CALL TO ORDER**

President Aaron Salt called the October 18, 2023 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:01 p.m.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

John Jarrell spoke on behalf of Pikes Peak Library Workers United (PPLWU), stating the following:

- Appreciation for the 5% cost of living increase included in the proposed budget for 2024.
- PPLWU supports going to the ballot for a mill levy override or a bond issue and offers to help communicate the need to the community.

**REPORTS**

**Friends of the Pikes Peak Library District Report**

The Friends of the Pikes Peak Library District Report was included in the Board packet. President Rita Jordan mentioned that Latina Voices had its highest attendance ever.

**Pikes Peak Library District Foundation Report**

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James stated that proceeds from the Night at the Library Gala will provide general operating support to PPLD.

**Financial Report: September 2023**

The Financial Report for September 2023 was included in the Board packet. Chief Financial Officer Randy Green expects to have a budget adjustment for Board approval at the next Board meeting.

## **Public Services Report**

The Public Services Report was included in the packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles thanked Sand Creek Library Manager Sara Sharples and staff for hosting today's meeting.

## **Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report**

The Support Services Reports were included in the Board packet.

Chief Facilities Management Officer Gary Syling explained that the sewage issues at Sand Creek Library are being addressed by the property manager.

Chief Information Technology Officer Justin Goodwin informed the Trustees that they can be included in the InformaCast messaging provided to PPLD staff.

## **Chief Librarian's Report**

Chief Librarian and CEO Teona Shainidze-Krebs thanked County Commissioner Longinos Gonzalez, Jr for visiting Penrose Library and providing suggestions. Ms. Shainidze-Krebs met with Sally Clark to discuss safety concerns at Penrose Library and shared her interest in PPLD working with the City of Colorado Springs to address safety issues. Ms. Shainidze-Krebs attended a breakfast in honor of Stephanie Fortune and her contributions to Colorado Springs. She also thanked City Councilmember Lynette Crow-Iverson for attending today's meeting.

## **Board Reports**

### **Governance Committee**

The Governance Committee met on October 3, 2023. Recommended candidates for the Board vacancy have been provided to the liaisons on the Selection committee. City Council and County Commissioners will determine which candidates will be interviewed and select the new Trustee. Official appointment will take place at City Council and County Commissioner meetings in hopes of having a new trustee in place for January 2024. The Conflict of Interest form was updated and is on today's agenda for a vote. CEO goals for 2024 will be established in the first quarter of 2024.

### **Internal Affairs Committee**

The Internal Affairs Committee met on October 3, 2023. 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) occurred, with Teona Shainidze-Krebs, Tammy Sayles, Randy Green and PPLD legal counsel Debbie Menkins invited to attend. The Hall operations, Supplementary budgets for the Capital and General Funds, and a Contract and Scope of Work document from FORVIS regarding setting up Enterprise ERP to automate creation of Financial reporting directly from the source.

### **Liaison comments**

Commissioner Longinos Gonzalez, Jr. thanked the Governance Committee for providing their recommendations for the Board vacancy.

City Councilmember Lynette Crow-Iverson has begun reviewing the Board vacancy applicant materials provided.

### **Trustee comments**

Julie Smyth visited the ALA's Americans and the Holocaust exhibit at EA, and recommended visiting the Manitou Springs Library's display as part of the skeleton contest held every year in Manitou Springs.

Aaron Salt joined the staff at PPLDCon and appreciated the invitation to speak at the start of the day. Mr. Salt also met with Mayor John Graham of Manitou Springs to discuss PPLD's partnership with the City.

## **BUSINESS ITEMS**

### **Consent Items**

Minutes of the September 20, 2023 Board of Trustees meeting

Minutes of the September 26, 2023 Board of Trustees Budget work session

The consent items were accepted as presented.

### **DECISION 23-10-1: The Hall Operations**

Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles provided a proposal and floor plans that were included in the Board packet. If approved, public use will be phased out over six months following the Board's vote, due to safety and security concerns as well as the need for office space. A department team will move into the hall which will domino staff

movement in other departments as well. Columbine rooms in Penrose Library should suffice for public use of meeting space that had previously occurred in The Hall.

**Motion:** Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve The Hall Operations as presented.

**Second:** Erin Bents seconded the motion.

**Vote:** The motion was approved unanimously.

**DECISION 23-10-2: Resolution for Supplementary Budget – Capital Fund**

The Resolution for Supplementary Budget – Capital Fund was included in the Board packet. Chief Financial Officer Randy Green explained that this will correct the dollar amount carried forward from 2022 from the estimated \$4.6 million to the actual \$4.4 million.

**Motion:** Scott Taylor read the Resolution:

A Resolution disappropriating a sum of money previously carried over into the 2023 budgeted Capital Fund 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 \$3,620,578 of funds were carried over into the 2023 Budget by adopted resolution on February 15, 2023, based on best known information at the time of the adoption of said resolution, prior to completion of the annual audit of the prior year's ending Capital Fund balance

**AND WHEREAS**, the prior year's audit has since been completed and approved by the Board of Trustees at the July 19, 2023 Board of Trustees meeting, in which, funds available for carry over and appropriation to the 2023 Capital Fund Budget were reconciled and determined to be \$3,415,249, resulting in a decrease of \$205,329 from the previously adopted carry over of \$3,620,578

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2023 appropriation of the Capital Fund is hereby decreased from \$4,620,578 to \$4,415,249, as per the attached schedule.

**ADOPTED**, this 18th day of October 2023.

**Second** Dora Gonzales seconded the motion.

**Vote:** The vote was approved unanimously.

**DECISION 23-10-3: Resolution for Supplementary Budget - General Fund**

The Resolution for Supplementary Budget – General Fund was included in the Board packet. Chief Financial Officer Randy Green explained that carryover of special revenue funds will continue to carry forward until the balance is completely spent.

**Motion:** Dora Gonzales read the Resolution:

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 2022 were not spent by the end of 2022, yet the projects are to be carried over into 2023, 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 2023 by fund as identified on the attached schedules.

**ADOPTED**, this 18th day of October, 2023.

**Second:** Julie Smyth seconded the motion.

**Vote:** The motion was approved unanimously.

**DISCUSSION 23-10-4** ~~DECISION 23-10-4~~ **Contract and Scope of Work documents with FORVIS**

**Motion:** Scott Taylor made a motion to change DECISION 23-10-4 to a DISCUSSION as a vote of the Board is not required.

**Second:** Dora Gonzales seconded the motion.

**Vote:** The motion was approved unanimously.

The Contract and Scope of Work documents with FORVIS were included in the Board packet. This agreement allows FORVIS to work with Finance to automate the audit reporting process within ERP.

**DECISION 23-10-5: Conflict of Interest Statement update**

The Conflict of Interest Statement was included in the Board packet. The changes made were to remove the Foundation and Friends Board and the Leadership Team from the document. Use of the updated form would begin in 2024.

**Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Conflict of Interest Statement update as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously.

**ADJOURNMENT**

There being no further business to discuss, President Aaron Salt adjourned the regular meeting of the Pikes Peak Library District at 6:06 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>