

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
July 11, 2017
4 pm
Penrose Library**

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Secretary/Treasurer Molly Dippold, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer

MEMBERS ABSENT

Trustee Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer and Foundation Executive Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Dora Gonzales, Executive Assistant Sue Hammond, Chief HR & OD Officer Sally Jensen, Director, Library Services Janice McPherson, Chief Information Officer Richard Peters, Rebecca Philipsen Teen Services Librarian, Director, Branches Lynne Proctor, Adult Education Division Head Teona Shainidze Krebs, Sand Creek and Fountain Branch Manager Abby Simpson, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Interns: Norma Silva Davila, Kambri Hill, Anastasia Montoya, Samuela Mouzaiur

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the July 11, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 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 of the June 13, 2017 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved that the minutes of the June 13, 2017 meeting of the Board of Trustees be approved as presented.

Second: The motion was seconded by Ken Beach.

Vote: The motion was approved unanimously.

Correspondence

Three items of correspondence were included in the Board packet. Two letters from School District 11 recognized PPLD staff for program presentations:

- 159 Presentations to 13,701 students by: Christa Funke, Joanna Rendon, Renee Sanning, Stacy Smith, Kristin Brown, Ruth Venable, Betty McDonald, Carol Scheer, Corrie Van Bemden, Britt Bloom, Barbara Huff, Heather Jordan, Gayle Meredith, and Cameron Riesenberger

President Grossman commended staff for making a big difference in the community through their programming efforts.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. Chief Librarian & CEO Spears encouraged Board members to attend upcoming Summer Adventure parties across the District. PPLD is partnering with Colorado College to present author David Baron discussing his book, *American Eclipse: A Nation's Epic Race to Catch the Shadow of the Moon and Win the Glory of the World* at Library 21c on July 13.

Presentation

PPLD is fortunate to be hosting 4 interns this summer. Norma Silva Davila, Kambri Hill and Anastasia Montoya are part of a Public Library Association Internship Initiative. Kambri is working at Penrose Library in the Teen Services Department, and Norma and Anastasia are working at Sand Creek Branch Library. All three PLA interns are currently enrolled in local high schools. Samuela Mouzaiur is an intern in the Adult Education Department who comes to PPLD from the University of Chicago. The interns provided the Board with information on themselves and projects that they plan to complete as part of their internships.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales reported that the Friends will kick off Hispanic Heritage Month with their *Latina Voices* event on September 30. The Community Library Friends have a new mission statement, "Share, Connect, Build".

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens reported that the Alex Gilmore Endowment which launched in 2012 recently reached its \$10,000 goal. Interest income from the endowment will support programs/materials for children at the Monument Branch Library. The Foundation will host a fundraiser for the Sand Creek Branch Library makerspace on July 18 at Bristol Brewing Company. A district-wide donor appreciation event is planned for September 22 at Sand Creek Branch Library. Ms. Cromeens reported that the Foundation has raised \$500,000 in 2017.

Board Reports

Governance Committee

Governance Chair Katherine Spicer reported that the committee met on June 12, 2017 and discussed the following:

- **Board Retreat:** The committee would like to have a short regular Board meeting that would begin in the early afternoon. After the business meeting, a panel of community members would lead discussion on the Library's role in the arts community. The retreat would wrap up with a joint boards maker event at Knights of Columbus Hall. The full Board discussed the date for the retreat and decided upon October 10, 2017.
- **Recruitment for Upcoming Vacancies:** A timeline for the recruitment process will allow the Board to meet all of the candidates prior to sending recommendations to the City/County selection group. Advertising and applications will be available on August 7, 2017. Candidates will be invited to attend the September 12, 2017 Board meeting and to attend a reception immediately following that meeting.
- **Board Committee Meetings:** Committee meetings will change to the 4th Wednesday of each month. Meetings will take place at the same times as originally scheduled.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met on June 19, 2017 to hear the final report from the auditors.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee met on June 12, 2017. The committee received an update on the partnership between PPLD and FLUX Capacitor. The committee examined documents from past PPLD election initiatives and discussed election issues and results from a historic perspective.

Board President

The Board President did not have a report.

Adopt-A-Department

- Kathleen Owings: Has set up meetings with the Finance/HR/Foundation departments.
- Ken Beach: Represented the Board at the recent press conference to announce the FLUX/PPLD partnership.

Financial Report

The financial report for the period ending May 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet noted that expenditures are tracking well. Specific ownership tax income continues to come in over budget.

Library Services and Branch Services Report

The Library Services/Branch Services Report was included in the Board packet. Director of Branches Lynne Proctor reported that in response to recommendations coming out of the recent Comprehensive Compensation/Job Analysis Study Mobile Library Services will now be managed by Michael Doherty who also manages High Prairie Branch Library.

Director of Library Services Janice McPherson reported that PPLD patrons use of OverDrive electronic materials continues to rise. She praised electronic materials selectors Krista Meier and Cynthia Provenzano for great collection choices.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that he had spoken at a recent Net Neutrality demonstration. He spoke on behalf of the American Library Association and not as the Chief Librarian and CEO of PPLD.

Chief Information Officer Richard Peters announced that the IT department will conduct periodic email connectivity testing to assure that email communications between PPLD administration and Board members are operating optimally at all times.

Chief Librarian Spears recognized Chief Facilities Management Officer Gary Syling for his patience and perseverance during the challenging Library 21c parking lot paving project.

Chief Librarian Spears thanked Trustee Beach, Cultural Office of the Pikes Peak Region CEO Andy Vick, Pikes Peak Arts Council Executive Director Kate Perdoni, Downtown Partnership Urban Engagement Manager Claire Swinford, Bryan Ostrow of FLUX Capacitor, Chief Communication Officer Sean Anglum, and Executive Assistant Sue Hammond for their parts in the very successful press conference to announce the partnership between the FLUX community and PPLD.

Pikes Peak Community College (PPCC) has come forward as a potential partner for Knights of Columbus Hall. PPCC seeks morning classroom space for dance classes. They would also like to stage some of their theatrical presentations at KCH. In return they would provide PPCC classroom space to PPLD as needed and available.

Mr. Spears noted that PPLD materials, displays, and policies are sometimes challenged by the community, creating opportunities for discourse on the role of the Library in our community. Challenges come from varied ideologies. A Pride Month book display, the Chuck Asay political cartoon display and PPLD's policy toward various private groups distributing materials outside of PPLD facilities have all recently been questioned by members of the community.

Chief Librarian Spears offered kudos to PPLD's marketing department. PPLD was featured on the cover and throughout the interior of the recent "Back to School" special edition of the *Gazette*.

Chief Librarian Spears led the Board in discussion of priorities for the 2018 budget. The Board agreed that the 2017 budget priorities – staff, capital expenditures, and library materials – should remain the budget priorities for the 2018 budget. The Board noted that community feedback is important and it is important to let the community know about the many and varied services available to them through the Library.

BUSINESS ITEMS

Consent Items

Decision 17-7-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton moved to approve the Consent Items as presented.

Second: Molly Dippold seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-7-2: Audit of PPLD's 2016 Financial Records

A copy of PPLD's 2016 Comprehensive Annual Financial Report was included in the Board packet. PPLD's 2016 financial records were audited by BKD,LLP. The PPLD Board of Trustees Internal Affairs Committee meet with BKD,LLP on June 19, 2017 to present the results of the audit. BKD,LLP issued an unqualified opinion.

Chief Librarian Spears commended Michael Varnet and the Finance Department for their excellent work.

President Grossman stated that the Board of Trustees values and appreciates the work that the Finance Department and everyone at PPLD does to contribute to the continued integrity of PPLD's financial reporting.

Motion: Ken Beach moved that the Board of Trustees accept the audit report for PPLD's 2016 financial records as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Mid-Year Budget Resolution

The 2017 Mid-Year Budget Resolution was included in the Board packet. Following a legal posting and a public hearing on August 8, 2017, the 2017 Mid-Year Budget Resolution can be acted upon by the Board of Trustees.

Chief Finance Officer Michael Varnet outlined several proposed amendments that are included in the mid-year budget resolution:

- \$300,000 increase in expected revenues due to increased specific ownership tax collections
- \$15,000 to fund the tuition assistance program

- \$30,000 to fund additional security at Penrose Library
- \$11,000 for operational costs for the Education Resource Center
- \$50,000 for additional costs for the parking lot replacement project at Library 21c

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:30 p.m.

Kambri Hill left the meeting at 4:10 pm

Abby Simpson left the meeting at 4:50 pm

Norma Silva Davila left the meeting at 4:50 pm

Anastasia Montoya left the meeting at 4:50 pm

Sally Jensen left the meeting at 5:10 pm