

DECISION 21-4-2



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

March 17, 2021 4 pm

[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: 999 9730 6850

Passcode: 399338

BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT

President Wayne Vanderschuere, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Dr. Ned Stoll

Chief Library and CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services & Security Officer Michael Brantner, Olive & Crane Managing Director Flannery Burdick, Executive Assistant Laura Foster, Graphic Designer Rachel Francis, County Commissioner Carrie Geitner, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Director of Diversity, Equity, and Inclusion Shirley Martinez, Olive & Crane Senior Manager of Culturally Responsive Programs Kevin Mitchell, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walters, County Commissioner Holly Williams, Beth Fischer, Thea Jackson, Christy Simpson, and an anonymous caller

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the March 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

DECISION 21-3-1: Ratify decision of Board President and CEO to hold the March 17, 2021 Regular Meeting of the Board of Trustees online.

Motion: Debbie English made a motion that the March 17, 2021 Regular Meeting of the Board of Trustees be held online as stated.

Second: Dr. Stoll seconded the motion.

Vote: The motion was approved unanimously.

ITEMS TOO LATE FOR THE AGENDA

President Wayne Vanderschuere thanked Commissioners Holly Williams and Carrie Geitner for attending the meeting.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Introduction of New Staff

Chief Communications Officer Michelle Ray introduced new staff member Rachel Francis, Graphic Designer.

Diversity, Equity, and Inclusion (DEI) Audit (Olive & Crane, Flannery Burdick, and Kevin Mitchell)

The Diversity, Equity, and Inclusion Audit presentation was included in the Board packet.

Mina shared her appreciation of the review of the findings and sees the next steps as being an opportunity for growth.

Commissioner Carrie Geitner appreciates the approach taken and the acknowledgement that the concept of white privilege does not mean that people's lives are easy. She recommends seeing people as individuals and cautioned against categorizing people.

Flannery Burdick shared that the terminology could mean different things to different people and that it is important to keep perspective in mind.

Trustee Dora Gonzales commented that hiring practices should focus on the individual who is most skilled for the position.

Chief Librarian John Spears shared his hope that we can take some of the specific values that we have as a library, such as the importance of intellectual freedom and the importance of respecting the rights of people to have beliefs different from our own and bring that to bear on these discussions. PPLD embraces equity, diversity, and inclusion, and everyone needs to feel that they have representation and a place at the library. That is the core of what we are trying to do.

PUBLIC COMMENT

Christy Simpson shared that her family used the library on a weekly basis before the pandemic and asked when the restrictions on patrons will be lifted? When will we allow children under 10 into the library without masks? How long will there be a security guard monitoring the wearing of masks at entrances? She indicated she was stopped by Security at Library 21c for not wearing a mask when she entered to ask a question. When will all meeting rooms be open to the public? When will chairs and couches, physically distanced, be available for use? Ms. Simpson also inquired about the mask policy that requires staff to conduct an ADA interview if patrons enter a library without a proper mask. President Wayne Vanderschuere stated that the Board is aware of many of those issues and the Board continues to work with Chief Librarian John Spears and staff to review our recommendations as we continue to open the library and work to provide all services. Chief Librarian Spears indicated that some of the concerns will be addressed in his report later in this meeting.

Thea Jackson uses the library and the studios as she homeschools 3 children. Ms. Jackson's concern is being kept out of the library over something she has no control over. PPLD is not serving the community. We need to address our unfair approach. She would like us to have special hours for patrons who cannot wear a mask. President Vanderschuere thanked her for her comments and asked Chief Librarian Spears to work with staff regarding her concerns.

Beth Fisher shared a letter with the Board of Trustees last week. She would like to use the video studio at Library 21c but cannot wear a mask. Neither can her 8-year-old child who, per state orders, should not have to wear a mask. She feels discriminated against because of her medical ineligibility to wear a mask. Wayne thanked her for her comments and stated that we are working on these issues with our priority being the safety of all patrons and staff.

BUSINESS ITEMS

Decision 21-3-2: Minutes of the February 17, 2021 Meeting

The minutes of the February 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Cathy Grossman made a motion to approve the minutes of the February 17, 2021 regular meeting of the Pikes Peak Library Board of Trustees as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

No consent items were presented.

Unfinished Business

Decision 21-3-3: Chief Librarian and CEO Goals

Chief Librarian Spears indicated that the language of the first two goals has been changed to indicate “make substantial progress throughout the year”. Our primary goal continues to be opening the library safely, including modifications to how we operate in response to the changes in how the public uses the library.

With the pandemic now extending into 2021, the most important goal—and the primary focus of staff, management, and administration throughout the District for the foreseeable future—is to continue evaluating how to offer and increase services in the context of the requirements/restrictions brought on by COVID-19. The reopening of the District will potentially move both forward and backward over the course of 2021 as the impacts of vaccination, pandemic fatigue, constantly developing variants, and changes in public expectations and behaviors are realized. That short-term planning will, by necessity, be both proactive and reactive, but long-term planning for what the District and its services will look like “on the other side” will be vital and will occur simultaneously. It is expected that this overarching goal will continue to take precedence over all else and that the additional goals listed below will be completed as resources allow:

1. Make substantial progress on a strategic plan, including reexamination of the PPLD Mission Statement and codification of PPLD values.
2. Make substantial progress on a facilities master plan that will provide options for the District encompassing various financial scenarios.
3. Continue exploration of a tax increase, with key deliverables by the end of the year including a recommendation on whether to proceed and, if we are proceeding, a timeline for education/outreach and appearance on the ballot.
4. Implement identified recommendations from the Diversity Audit (expected to be presented in final form during March 2021).

Motion: Cathy Grossman made a motion to approve the Chief Librarian and CEO 2021 goals as presented.

Second: Dr. Stoll seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 21-3-4: Cheyenne Mountain Lease renewal

Chief Financial Officer Mike Varnet shared that the current lease expires at the end of August 2021. The lease provided in the Board packet is a result of working with the landlord on the terms enclosed. The monthly increase in rent does not exceed 2% in any year and includes a \$15,000 allowance for improvements. Mr. Varnet recommends renewing the lease for up to 5 years.

Motion: Dr. Stoll made a motion to approve the Cheyenne Mountain Library lease renewal for up to five additional years as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

A break from the meeting was taken at 5:34 p.m. The attendees of the meeting reconvened at 5:40 p.m.

PUBLIC COMMENT

President Wayne Vanderschuere authorized returning to the Public Comment portion of the meeting due to attendees who were unable to speak earlier.

An anonymous caller shared a concern regarding the PPLD mask policy. The patron shared being accosted by Security due to being unable to wear a mask and believes Security staff are not trained to medically assess medical situations. The library is keeping a patron from being able to use the library. The caller asked that we reconsider our mask policy as accommodations cannot be made in this situation. President Wayne Vanderschuere asked the caller to contact Chief Librarian John Spears and Chief Safety, Social Services, and Security Officer Michael Brantner to address the interaction with Security staff. Anonymity will be maintained.

BUSINESS ITEMS

E-rate Decisions

Decision 21-3-5: Internet and WAN Services

Motion: Dr. Stoll made a motion to approve Allstream as the vendor for the E-Rate Internet and WAN services as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-3-6: SmartNet Renewal

Motion: Dr. Stoll made a motion to approve Flair Data Systems as the vendor for the E-Rate SmartNet Renewal as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-3-7: Penrose Carnegie cabling

Motion: Dr. Stoll made a motion to approve Springs Hosting as the vendor for the Penrose Carnegie cabling project as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Security/Safety System Overview & Timeline

The Security/Safety System Overview & Timeline was included in the Board packet. Chief Safety, Social Services, and Security Officer Michael Brantner explained how the Intrusion Alarm System, Access Control System, Camera System, and Radio System work together and are being incorporated into a single monitoring unit that will be centralized at the East Library.

Wayne stated that he appreciates the wholistic and strategic approach being taken.

Decision 21-3-8: Security Camera Project

Motion: Dr. Stoll made a motion to approve Springs Hosting as the vendor for the Surveillance Camera System as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-3-9: Recommendation for Access Control System

Chief Librarian John Spears shared the desire of the District to replace the Access Control System within the calendar year. The request is that the Board approve the concept of replacing the entire system simultaneously, eliminating any issues that arise from maintaining multiple systems. In response to a question from Trustee Scott Taylor, Mr. Spears explained that the fiscal impact of approximately \$750,000 to \$800,000 is on the high end and is based on figures provided from the current vendor, not a competitive bid process. It is expected the fiscal impact would be lower than \$750,000.

Motion: Dr. Stoll made a motion to approve moving forward with COA2, replacing the entire system simultaneously, in the Recommendation for Access Control System as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

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. Chief Development Officer and Foundation Executive Officer Lance James corrected the amount of the gift from the Woodmen Valley Sertoma Club as \$10,000.

Financial Report

The Financial Report for the period ending February 28, 2021 was included in the Board packet. Chief Financial Officer Michael Varnet summarized that the February revenue and interest income are both down compared to last year at this time. The reimbursement received from the Coronavirus Relief Fund (CVRF) so far is \$146,000.00. Additional reimbursement requests have been submitted. Expenditures at the end of February are tracking at the same rate as February 2020. The annual audit will begin in April and run through June. Planning for the 2022 budget will begin soon.

Mr. Varnet shared that he has a budget book for each Board member that will be provided when it is appropriate to do so safely.

Cathy asked about designated funds for libraries in the third relief bill. Mr. Varnet indicated the designated funds for libraries exceeds what was provided by the Cares Act, with the deadline for expenditures being the end of 2024. He assured the Board that PPLD will pursue any funds for which we are eligible. Information is forthcoming on how to apply for and use the funds.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs expressed her appreciation to all Directors, Library Managers, and Services staff for the work done since all library facilities were shut down a year ago. Phone services were launched a mere three weeks after the pandemic closure, requiring the creation of LibGuides, training, and distribution of laptops for staff to be able to work from home. Thanks was given to the Board of Trustees for their support in such a challenging time.

Ms. Shainidze Krebs pointed out that circulation is down only 23%, noting that Children's programming has dropped but is likely a result of parents trying to limit screen time. Adult circulation has increased.

Knights of Columbus Hall (KCH) is open for tutoring sessions and is being used by partners once again. Meeting rooms and maker spaces are opening. Kudos were given to Michael Brantner for his diligence in creating a safe environment for staff and patrons, allowing PPLD to expand services. Public Service Directors will be working on a strategic plan for 2022 in April.

Library Reports

The Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report were included in the Board packet.

Chief Librarian's Report

Chief Librarian John Spears announced that staff vaccinations are underway, which will drive making changes to operations throughout the district.

Chief Librarian Spears thanked those who attended this meeting and provided public comment on the PPLD mask policy. Public comments are an indication that the community values the services PPLD provides. Mr. Spears commends Douglas County for what they are able to do. PPLD continues to evaluate operations and indicated our mask policy is aligned with most large Colorado library districts.

The goal of PPLD is to provide equitable service while protecting our community and staff. When encountering a patron's concern regarding ADA accommodations, we welcome and encourage the opportunity to find a way to serve everyone.

Several meeting rooms have been open since early February, and work is being done to open all rooms by the middle of April. We are returning furniture to public areas of the library and eliminating the quarantining of materials. In-person programming is being planned. PPLD continues to work to keep up with the changing guidance from local, state, and national authorities. Chief Librarian Spears thanked the Board for their support, the staff for all that they do and the public for understanding that the decisions made by PPLD are for their safety.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on March 2, 2021. The Governance Committee discussed the Chief Librarian and CEO 2021 goals and began discussing a Board retreat for 2021.

Internal Affairs Committee Report

Internal Affairs Committee Chair Dr. Ned Stoll reported that the Committee met on March 2, 2021. A review of the Cheyenne Mountain Library lease and the E-rate submittals were the focus of the meeting.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert shared that the Committee did not meet in March 2021.
Mina Did not meet

Board President's Report

President Wayne Vanderschuere attended the ribbon-cutting event at the MAC and spoke to those attending. President Vanderschuere also attended a CO State Library Board webinar on the essentials of and basic responsibilities of the Board.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the March 17, 2021 meeting of the Pikes Peak Library Board of Trustees at 6:42 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>

Providing resources and opportunities that impact individual lives and build community