

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
JANUARY 15, 2025 5 pm
LIBRARY 21C, VENUE



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: 858 9408 7095
Passcode: 285387

Anyone interested in making a public comment at this meeting must sign up before 5 p.m. Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 p.m. The virtual meeting will be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Director of Programming Melody Alvarez, Chief Facilities & Security Officer Michael Brantner, Friends of PPLD Volunteer & Sales Operations Coordinator Beth Crumrine, Senior Director of Development and Foundation Executive Director Courtney Deuser, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Operating Officer Heather Laslie, Library 21c Manager Jennifer Luebbert, ILS Administrator Colleen Medling, Director of Collection Management Jenny Pierce, Director of Organizational Development Joanna Rendon, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of Patron Experience Abby Simpson, Public Services Administrative Specialist Nicole Taylor, Internal Communications and Special Projects Manager Jeremiah Walter

CALL TO ORDER

President Dora Gonzales called the January 15, 2025 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

None

PUBLIC COMMENT

Five comments were made by members of the public: Joe Pelka, Eric Lundberg, Veronica Baker, Pat Webb, and Karla Powers. Comments made included opposition to the Rockrimmon lease not being renewed, asking what are plans for service to the Rockrimmon area, asking why other libraries are being considered for multi-year leases or purchase, suggesting closure of Penrose Library, wanting to work with the Board of Trustees and requesting that Board vacancy be filled with someone who will work with the community.

Jacob Ward, Pikes Peak Library Workers United (PPLWU), commented that the pay increases are very helpful and thanked PPLD leadership and the Board of Trustees on behalf of staff.

REPORTS

Internal Affairs Committee

Chairperson Aaron Salt reported that the committee discussed the Ute Pass Library appraisal, the RFP for the new ILS, and the Supplemental Budget Adjustment that are all decision items on this agenda.

Public Affairs Committee

The Public Affairs Committee did not meet in January.

Governance Committee

The Governance Committee did not meet in January.

Liaison comments

City Councilmember Nancy Henjum shared that she is looking forward to working with the Selection Committee to select a new trustee, and that she has selected the applicants she would like to interview. The interviews and Selection Committee deliberation are expected to be publicly announced. Completing the process is intended by the February Board meeting, however there are still steps to be taken prior to arranging interviews. Selection Committee discussion about the process and applications received is pending. Councilmember Henjum has proposed a rubric to the Selection Committee and asked the Board Governance Committee to review the rubric and provide any feedback. Ms. Henjum stated that the Board review of candidates is an important step in the process as it provides insight into what skills are needed on the Board. The Selection Committee, however, will make the final decision regarding appointing a new trustee. The Selection Committee has not yet determined if a current Trustee will be included in the interview process. Councilmember Henjum would like PPLD to host the interview and deliberation steps of the process.

Trustee comments

President Dora Gonzales thanked the Trustees for their support of her Presidency, and thanked PPLD staff for welcoming her as a Trustee for the past five years. She believes that PPLD is in good hands with current leadership as decisions are based on data. She shared that she attended a meeting with John Weiss and Wayne Williams regarding additional funding for PPLD, and she hopes to continue to participate with that effort after her tenure on the Board expires.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends President Rita Jordan stated it has been a pleasure working with Dora Gonzales and that she is sorry to see her departure from the Board. October book sale broke previous sales records, and sales on Amazon have increased. The Friends will be hosting their annual membership meeting on Saturday, January 18, which will include Meet the Author, 2024 Golden Quill Winner, Donna Guthrie. This meeting is open to the public.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Senior Director of Development and Foundation Executive Director Courtney Deuser announced that the Foundation received over \$170,000 in donations over the last two months of 2024. The Foundation Board meeting will be held tomorrow morning at which time new members of the Board will be welcomed.

Financial Report

The November 2024 Financial report was included in the Board packet; the December Financial report is pending completion due to figures needed for the end of the calendar year. A Supplemental Budget adjustment is a decision item on tonight's agenda.

Public Services Report

The Public Services report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles thanked Colleen Medling and Jenny Pierce for coordinating the ILS vendor review, pulling together forty staff members from around the district to participate. Programming hosted staff from the Arapahoe library at EA to discuss Teen spaces, RH&G is hosting When East was East on February 1 at the East Library, and the Bookmobile staff continues to work on identifying a space for a stop in the Rockrimmon area. The Bookmobile schedule is released at the beginning of every month.

Support Services Reports: Communications; Facilities; Human Resources; Information Technology, Safety, Social Services, & Security; Strategy & Innovation

Aaron Salt thanked the web team for the new PPLD website; it looks great and is easy to navigate. The library card design contest is a wonderful way to engage the community. Denise Abbott shared that 150 entries have been received, and the contest continues through the end of the month.

Chief Librarian and CEO Report

Chief Librarian and CEO Teona Shainidze-Krebs thanked the web team for the new PPLD website, and Colleen Medling and Jenny Pierce for a successful review and selection process for a new Integrated Library System (ILS). The Manitou Springs

Carnegie Library grand re-opening is scheduled for February 7, 2025, at 4:30 p.m. Ms. Shainidze-Krebs thanked the City of Manitou Springs for collaborating with PPLD to make the renovation of the Carnegie Library building a reality. Thanks were shared for Human Resources and Finance for making the changes to the salary structure and data entry of all changes as a result of the Market Study. Thanks were shared with Michael Brantner and the Facilities team for their work on the Manitou Springs return to the Carnegie, the removal of items from the Rockrimmon Library, and the renovation project at Penrose in addition to their daily tasks.

BUSINESS ITEMS

Consent Items

1. Minutes of December 17, 2024 Board of Trustees Special meeting
2. Resolution Designating Posting Places for 2025 Board Meetings
3. 2025 Resolution Designating the Official Custodians of Records
4. 2025 Property Disposal Guidelines
5. 2025 Contract/Vendor Approval
6. 2025 Conflict of Interest Statements (COI)

Scott Taylor asked why the Board of Trustees is approving the COI Statement for the Leadership Team, the PPLD Foundation, and the Friends of the PPLD? Teona Shainidze-Krebs stated that in the past all entities were included in one form. In 2024, the Board of Trustees requested separating the form for each entity.

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees remove Consent item 6, the 2025 Conflict of interest Statements, from the Consent agenda and add the item as a DISCUSSION item under New Business between DECISION 25-1-3 and DECISION 25-1-4.

Second: Julie Smyth seconded the decision.

Vote: The motion was approved unanimously.

7. 2025 Insurance Policies
8. Independent Auditors – 2024 Financial Records

Consent granted on all Consent agenda items except 6.

New Business

DECISION 25-1-1: (Integrated Library System (ILS) RFP Recommendation

Director of Collection Management Jenny Pierce explained that the Integrated Library System (ILS) is the core of all library circulation functions. Having been discussed since 2018, PPLD released an RFP in 2024 to which four vendors provided qualified proposals. Each vendor participated in a two-day on-site demonstration of their product that included forty staff members, including the IT department. Qualified vendors are:

SirsiDynix/Symphony ILS (PPLD's current ILS), Bywater/Koha ILS, TLC Carl Solution and Clarivate/Polaris ILS. The current ILS costs approximately \$250,000 per year. Vendors were asked to include a one-time implementation cost for year one, and the cost for additional years of the intended terms of the contract. SirsiDynix's proposal did not include implementation costs as they are PPLD's current vendor.

After scoring all vendors, Clarivate's Polaris was the highest scorer and was deemed the best ILS for PPLD. Reasons for this decision included:

- Extraction of data from our current system into Polaris, which entails working with a third party who knows both systems.
- 100 hours of customization of the ILS to meet PPLD's needs.
- Patron improvements that include easier maneuverability of the online catalog and patron accounts, ability for patrons to save a reading history, patron checkout available on the app,
- This is a secure web-based system that allows merging duplicate patron records
- Includes guidance on available shelving space for returned materials across the district.
- Provides library cards with various levels of access by age, for patrons outside of the district, and amended borrowing time based on patron need.
- Existing cards will work with the new system.
- The system meets PPLD's security requirements for IT.
- The timeframe for migration is dependent on the vendor's schedule, however PPLD would like to begin implementation by the end of 2025. Maintenance costs for both systems will overlap for three months to support the transition. A longer timeframe for maintenance costs related to the implementation is negotiable.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Integrated Library System (ILS) RFP Recommendation of Clarivate's Polaris as presented.

Second: Angela Dougan seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-1-2: Ute Pass Building appraisal presentation and discussion

Chief Operating Officer Heather Laslie provided options available for the Ute Pass Library. The appraisal indicates the building is in good condition and is currently on a 10-year lease (until 2034). If PPLD were to purchase the building, re-parceling of the property would be required.

PPLD is considering providing unstaffed access to small library locations, including the Ute Pass Library, which would require an application and signed agreement from patrons. Adjusting the building for unstaffed access, whether purchased or leased, would cost approximately \$70,000.

Responses to questions from Trustees were:

- The Board gave Administration permission to investigate purchasing the building when the lease was last renewed.
- This property is required to be a public use facility.
- The Real estate agent stated re-parceling costs would be between \$5000 - \$15,000 and is often a shared cost of the seller and purchaser. Negotiations have not occurred.
- It is unknown at this time how road access would be managed.
- Drainage issues would likely be addressed in collaboration with the Cascade Fire Protection District as they own the property above the building.
- The sewer system for the library building is separate from other buildings owned by the Cascade Fire Protection District.
- The inspection completed from the Facilities Master Plan (FMP) was used as an inspection that would be required for purchasing has not been approved.
- Unassigned funds in the PPLD budget could be assigned for the purchase at the Board of Trustees' discretion, per advice from legal counsel.

Trustees would like to discuss priorities as recommended in the FMP before making any decisions to purchase property. Interlibrary Loan (ILL) activity is high at the Ute Pass Library.

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees authorize PPLD Administration to open discussion with the Cascade Fire Protection District regarding the possible purchase of the Ute Pass Library building as presented.

Second: Angela Dougan seconded the motion.

Vote: The motion passed with five yes votes, one no vote, and one abstention.

DECISION 25-1-3 2024 Supplemental Budget Adjustment

The 2024 Supplemental Budget Adjustment Resolution was included in the Board packet. Chief Financial Officer Randy Green stated the adjustment includes \$60,000 to integrate cash registers in the district with the Finance ERP system, to eliminate manual entry and save time for staff. Replacing the Calhan Library roof, and computer lab upgrade at PE that includes the ability for laptops to be checked out to patrons from the computer lab are also included. The Tabor limit for 2024 is not provided until the year is closed so funds have been reserved until information is received. An increase is included in this adjustment for investment income of \$1 million.

Motion: Aaron Salt made a motion that the Pikes Peak Library District board of Trustees approve the 2024 Supplemental Budget Adjustment as presented.

Second: Angela Dougan seconded the motion.

Vote: The motion was approved unanimously.

DISCUSSION Conflict of Interest Statement

Discussion included the necessity of approving COI Statements for the PPLD Leadership Team, The PPLD Foundation, and the Friends of PPLD. A COI statement specific to the CEO position was requested. Approval of the CEO COI and Leadership Team COI can be discussed further by the Governance Committee. The Board decided to vote on the Board of Trustees COI statement only.

DECISION 25-1-4 Board of Trustees Conflict of Interest (COI) Statement

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Board of Trustees COI statement as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-1-5 2025 Officer Appointments

- a. President –Julie Smyth
- b. Vice President – Aaron Salt
- c. Secretary/Treasurer – Scott Taylor

There were no additional nominations or discussion. The slate of officers was accepted by acclamation.

DISCUSSION: 2025 Committee Chairperson Appointments

This was changed to a DISCUSSION instead of a DECISION item as the President can appoint Committee Chairpersons. Debbie for P.A., Erin for I.A., Angela for Governance, Debbie, and Angela for Foundation.

- a. Governance Committee – Angela Dougan (Scott Taylor)
- b. Internal Affairs Committee – Erin Bents (new)
- c. Public Affairs Committee – Debbie English (Aaron Salt)
- d. Liaisons to Foundation Board – Angela Dougan and Debbie English

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 7:17 p.m.