

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 26, 2020
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

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

Chief Safety, Social Services, & Security Officer Michael Brantner, Director of the West Region Michael Doherty, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Manitou Art Center Executive Director Natalie Johnson, Community Partnership Coordinator Elyse Jones, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Services Amy Rodda, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, El Paso County Commissioner Holly Williams (4:10 pm)

BOARD MEMBERS ABSENT

Trustee Cathy Grossman

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

Manitou Art Center (MAC) Executive Director Natalie Johnson addressed the Board. Ms. Johnson said that she wished to provide an update related to the Manitou Art Center Board creating an exploratory report and continuing the conversation on the possibility of a partnership between PPLD and MAC with the PPLD Board of Trustees. She noted that the MAC Board expects to have a report for both Boards to discuss in June 2020.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Pikes Peak Culture Pass

Community Partnership Coordinator Elyse Jones introduced the Pikes Peak Culture Pass. The Pikes Peak Culture Pass will be available to PPLD 400 series cardholders who are over twelve years of age and to PowerPass Student Access cardholders beginning Monday, March 2, 2020. Library patrons can login to an online reservation page and book a pass up to thirty days in advance. PPLD has partnered with the following local museums and institutions to provide free passes:

- Colorado Springs Fine Arts Center

- ProRodeo Hall of Fame
- Rock Ledge Ranch Historical Site
- Space Foundation Discovery Center
- The Money Museum
- U.S. Olympic and Paralympic Training Center
- Western Museum of Mining and Industry

BOARD PHOTOS

Board photos have been rescheduled for March 18, 2020.

BUSINESS ITEMS

Board Minutes

Decision 20-2-1: Minutes of the January 22, 2020 Meeting

The minutes of the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-2-2: Policy Update – Filming, Recording, and Photography Policy

Pikes Peak Library District reviews policies on an ongoing basis. The *Filming, Recording, and Photography Policy* was reviewed recently and updates were made to Board Policy that added descriptions about limited and traditional public forums.

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the updated *Filming, Recording, and Photography Policy* as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-3: Adoption of Board Volunteer Agreement

A Board Volunteer Agreement is being utilized by other library boards in Colorado. PPLD's *Board Volunteer Agreement* discusses the role of the Board, the conduct of the Board, and expectations of Board members.

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees adopt the *Board Volunteer Agreement* as it is presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-4: Actions Relevant to the Chief Librarian's Annual Performance Evaluation

The Board of Trustees completed an annual performance evaluation of Chief Librarian John Spears in Executive Session on January 22, 2020. Governance Committee Chair Scott Taylor reported that based upon that performance evaluation, the Board feels that Chief Librarian Spears's performance should be rewarded with a 3% salary increase retroactive to January 1, 2020.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve a three percent (3%) salary increase for Chief Librarian John Spears and that that increase be retroactive to January 1, 2020.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-5: Selection of Auditor for Audit of 2019 Financial Records

Five proposals were received in response to an RFP for the selection of an independent auditor for fiscal years 2019 – 2023. PPLD management believes that PPLD will be best served by selecting a firm that has a local presence, has significant governmental and nonprofit experience, and that can add value through training and assistance with new accounting standards. Based upon these criteria, management recommends BKD ,LLP as the firm that is best suited to address PPLD's needs.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees select BKD, LLP as the auditor to conduct the audit of the District's 2019 financial records at a cost of \$31,500 for the audit of PPLD's financial records plus \$8,000 for the audit of the PPLD Foundation's financial records and that the Board of Trustees approve the option of up to four additional fiscal year audits by BKD, LLP subject to annual approval of the Board.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-6: E-Rate Project – Selection of Vendor for East Cabling

PPLD issued an RFP for East Cabling. Although four vendors attended the mandatory pre-bid meeting, only one vendor, Springs Hosting, submitted a bid. Springs Hosting met all RFP technical requirements.

The Information Technology staff conducted a reasonable cost analysis and recommends that Springs Hosting be selected as the vendor for the E-Rate Cabling Project at East Library.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Springs Hosting as the vendor for the E-Rate Cabling Project at East Library with the cost to Pikes Peak Library District of \$12,573.24

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-7: E-Rate Project – Selection of Vendor for Penrose Cabling

PPLD issued an RFP for Penrose Cabling. Although four vendors attended the mandatory pre-bid meeting, only one vendor, Springs Hosting, submitted a bid. Springs Hosting met all RFP technical requirements. The Information Technology staff conducted a reasonable cost analysis and recommends that Springs Hosting be selected as the vendor for the E-Rate Cabling Project at Penrose Library.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Springs Hosting as the vendor for the E-Rate Cabling Project at Penrose Library with the cost to Pikes Peak Library District of \$12,186.68.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved

At this time, President English took a moment to welcome El Paso County Board of Commissioners Liaison to the Board, Commissioner Holly Williams, who was attending her first meeting of the PPLD Board.

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 & Foundation Executive Officer Lance James was pleased to announce that the Foundation has received an invitation from the Google/ALA Entrepreneur Program Grant to advance to round two of the grant application process. Mr. James noted that advancing to round two gives the Foundation about a 30% chance of receiving an award. He offered kudos to PPLD staff members Terry Zarsky and Amy Rodda for assisting Aubrey Fenewald with the grant application.

Mr. James shared the story of a PPLD patron who had built and grown his business at the Entrepreneurial Center at 21c and was extremely grateful for the opportunities that Pikes Peak Library District provided.

Financial Report

The Financial Report for the period ending January 31, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that the District has spent about 5% of its budget. He noted that interest income is about 33% lower than the same period in 2019, with a 6.4% drop in General Fund Revenues for the reporting period. Mr. Varnet explained that Capital Project Funds are presented differently in this month's report, showing carryover balances.

Public Services Report

The Public Services Report was included in the Board packet. Director of Adult Services Amy Rodda reported that PPLD received very positive feedback from the Belarus librarians who visited PPLD in January.

Public Services staff have been assessing the many changes made to programming procedures in 2019. Changes to Young Adult programming procedures saved staff over 2,300 hours in program planning in calendar year 2019.

Knights of Columbus Hall will host grand re-opening events the week of March 9, 2020.

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.

A Board member asked if keyboards, tables, and other surfaces in PPLD facilities are being sanitized on a daily basis. Chief Facilities Management Officer Gary Syling said that the cleaning contractor cleans surfaces daily and Director of the West Region Michael Doherty responded that staff wipe down keyboards daily.

Mina Liebert commented that she appreciates the Communications Report each month in the Board packet and she is pleased with the partnerships that PPLD is creating within the community.

Chief Librarian's Report

Mr. Spears was out of the country, so there was no report from the Chief Librarian.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on February 11, 2020. The Governance Committee discussed the following:

- Chief Librarian Spears's 2020 goals
- The Board Volunteer Agreement
- Board orientation
- The plan for reviewing Board Bylaws

Board orientation is open to all members of the Board. It will take place at Library 21c on March 13, 2020 from 9 am to 4 pm.

Internal Affairs Committee/Public Affairs Committee

The Internal Affairs and Public Affairs Committees met jointly on February 11, 2020. The joint meeting featured a discussion about Macmillan ebooks with a very good presentation by Director of Collection Management Jenny Pierce and a discussion/update of the opportunities and challenges at the Manitou Springs Library.

Adopt-a-Trustee Report

- Wayne Vanderschuere attended the Friends Annual Meeting in January. He attended School District 11's Futures Conference. The conference was the first in a series of community engagements to help inform D11's Facilities Master Plan.
- Mina Liebert attended part of School District 11's Futures Conference. She offered kudos to Director of the Southeast Region Abby Simpson and Sand Creek Library Manager Jake Rundle for their involvement in the Southeast community.
- Ned Stoll attended the February East Library staff meeting and met with East Library Manager Janina Goodwin. He also met with Director of Adult Services Amy Rodda.
- Scott Taylor met with KCH Manager Dustin Booth.

Board President's Report

Board President Debbie English thanked the entire PPLD staff for everything they do. She said that she is constantly astounded that so many different and wonderful things are always happening under the PPLD umbrella and that the Library is reaching out into the community with a positive impact.

ADJOURNMENT

There being no further business to conduct, President English adjourned the February 26, 2020 meeting of the Pikes Peak Library District Board of Trustees at 5:00 p.m.