

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
February 15, 2023 5 pm  
PENROSE – COLUMBINE ROOM



[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

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

Interim Chief Librarian and CEO Teona Shainidze Krebs, Public Relations and Marketing Director Denise Abbott, Family & Children Services Director Melody Alvarez, KCH Manager Dustin Booth, Chief Safety, Security and Community Resources Officer Michael Brantner, Video Producer/Director Drew Cerino, Poet Laureate Ashley Cornelius, Old Colorado City Library Manager Amber Cox, Creative Services Director Becca Cruz, West Region Director Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Senior Accountant Shannan Hill, Controller Kim Hoggatt, East Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Interlibrary Loan Manager Amanda Marez-Frutchey, Library Penrose Library Manager Tiffany Paisley, Collection Management Director Jenny Pierce, Chief Communications Officer Michelle Ray, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Colorado Springs City Councilmember Randy Helms, EL Paso County Commissioner Carrie Geitner, Monycka Snowbird

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Aaron Salt called the February 15, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE**

*PUBLIC COMMENT (Three Minute Time Limit per Person)*

Monycka Snowbird spoke about the process of renaming Knights of Columbus Hall (KCH). She explained the impact the existing name has on many members of the community and asked that public input be included in the process of selecting a new name. President Aaron Salt asked Monycka to contact Interim CEO and Chief Librarian Teona Shainidze Krebs to arrange a meeting.

**PRESENTATIONS**

**Staff Promotions and New Hires**

Controller Kim Hoggatt introduced Senior Accountant Shannan Hill.

**Pikes Peak Poet Laureate**

Pikes Peak Poet Laureate Ashley Cornelius is honored to be the Poet Laureate and thankful the program has returned. Ms. Cornelius participated in over 100 events in the community since becoming Poet Laureate. These included a residency at the Green Box Arts Festival in Green Mountain Falls in summer 2022. She was commissioned to write a poem about the Skyspace installation in Green Mountain Falls. Follow this link, <https://vimeo.com/736342923>, to hear Ms. Cornelius' poem and learn about the Skyspace.

**REPORTS**

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

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan shared that sales continue to be high around the district. Ms. Jordan thanked Director Meg Shaver, for steering the updated look of their [new website](#) that was launched in January 2023. The Friends continue to accept applications for positions on the Board. Ms. Jordan also announced that the Friends are preparing for the March Booksale, scheduled for March 10-12 at the East Library.

### **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 Director Lance James encouraged attendees to consider including PPLD in estate planning.

### **Financial Report: January 2023**

The Financial Report was provided prior to the meeting. Chief Financial Officer Randy Green presented a new format for the report which matches with the recently provided budget presentation. The new format was well received. Mr. Green mentioned an addition to the consent agenda: the 2023 Capital Fund Budget Adjustment Resolution (Resolution for Supplementary budget).

**Motion:** Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees add the 2023 Capital Fund Budget Adjustment Resolution to the Consent agenda.

**Second:** Scott Taylor seconded the motion, including that this is A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted 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 previously approved in the prior year budget but not yet spent shall be carried over into the 2023 Budget,

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 increased from \$1,000,000 to \$4,620,578, as per the attached schedule. ADOPTED, this 15th day of February 2023.

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

### **Public Services Report**

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles announced the launch of the Educator Card for teachers, homeschoolers, and secondary educators.

### **Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report**

The Support Services reports were included in the Board packet. Dr. Stoll acknowledged Michelle Ray's resignation from the Chief Communications Officer position, thanking her for everything she has done, and stating she will be greatly missed. Denise Abbott will start as Interim Chief Communications Officer on Monday, February 2, 2023.

Chief Information Technology Officer Justin Goodwin will provide instructions to the Board on setting up the Multifactor Authentication (MFA) required of everyone with a ppld.org email address. He is available to provide support as needed.

### **Interim Chief Librarian and CEO's Report**

Interim Chief Librarian and CEO Teona Shainidze Krebs thanked Michelle Ray for all the work she has done for PPLD. Ms. Shainidze Krebs also thanked El Paso County Public Health for their support and guidance while PPLD addresses the methamphetamine contamination.

Debbie English announced that Teona has been named a Pikes Peak Unsung Hero by Pikes Peak Women. Honorees will be recognized at the Wine, Women & Chocolate celebration on Tuesday, April 11, 2023. Ms. English also thanked Ms. Shainidze Krebs for the weekly updates she has provided.

## **Board Reports**

### **CEO Search Committee**

Debbie English attended all February Board committee meetings and provided an update on the process. The position was advertised on February 3 and will close the weekend of March 3. All applications will be reviewed by the Board once the position closed. Chief Human Resources and Organizational Development Officer Heather Laslie provided guidance on what parts of the process can be done privately vs. publicly.

### **Governance Committee Report**

Governance Committee Chair Scott Taylor stated that the Committee met on February 7, 2023. Topics discussed were determining a date for the Board Orientation and having a Board of Trustees SharePoint group created for all Trustees' access. A review of CEO goals, and sign-up for the Adopt-a-Trustee program were deferred to the March Committee meeting. Mr. Taylor shared that a group photo of the Board of Trustees will be taken at the March 15, 2023 Board meeting. The Conflict-of-Interest form will be distributed to Trustees for their signature through DocuSign.

### **Internal Affairs Committee Report**

Internal Affairs Committee Chair Erin Bents stated that the Committee met on February 9, 2023. The Interlibrary Loan (ILL) and Email policies were discussed. Ms. Bents thanked former Internal Affairs Chair Debbie English for providing an overview of Internal Affairs activities from 2022.

### **Public Affairs Committee Report**

Public Affairs Committee Chair Debbie English stated that the Committee met on February 7, 2023. A discussion of lessons learned when the Board considered pursuing a mill levy increase took place, as well as sharing of ideas on how to approach the process differently if pursued in the future. Proclamations in recognition of Library week are being coordinated with Colorado Springs City Council, County Commissioners, and leaders in the communities where PPLD has a presence. Scott Taylor suggested assigning attendance at meetings where Proclamations are read to the Trustee that is adopted by that library.

### **Liaison Comments – City Council members and County Commissioners**

City Councilmember Randy Helms is looking forward to the CEO Search moving forward. County Commissioner Carrie Geitner was in attendance but did not have any comments.

### **Trustee Comments**

Vice President Dora Gonzales shared a conversation she had with a patron in which she assured them that Knights of Columbus Hall (KCH) will remain a community space, regardless of a change in name.

President Aaron Salt spoke of a meeting between PPLD and Manitou Springs leadership regarding the renovation of the Manitou Springs Carnegie Library, and how best to work together to meet the goal of PPLD moving back into the Carnegie Library.

## **BUSINESS ITEMS**

### **Consent Items**

#### **Decision 23-2-1** Consent Items as Presented

- Independent Auditors – 2022 Financial Records
- Minutes of the January 18, 2023 Board of Trustees meeting
- 2023 Capital Fund Budget Adjustment Resolution (approved to add to Consent Items earlier in this meeting)

**Motion:** Scott Taylor made a motion that the Board of Trustees approve the consent items as presented.

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

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

### **New Business**

#### **DECISION 23-2-2:** Renaming Knights of Columbus Hall (KCH)

**Motion:** Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees approve the renaming of Knights of Columbus Hall as presented.

**Second:** Dr. Ned Stoll seconded the motion.

**Discussion:** The Hall at PPLD is the recommended new name for Knights of Columbus Hall. The discussion

included considering community input for naming PPLD facilities. The process has been for staff to make a recommendation to the Board of Trustees and has not included public input. Several names were considered with the simplicity of The Hall at PPLD being favored as it is similar to the Venue at Library 21c. Changing the process to include community input will be considered when naming comes up again. Trustees agreed that staff thoughtfully evaluated several options. Creating signage with the new name will begin once the change is approved. President Aaron Salt asked Monycka Snowbird, who provided a public comment earlier in the meeting, to contact Teona Shainidze Krebs to arrange a meeting.

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

**DECISION 23-2-3:** Interlibrary Loan (ILL) policy (p. 61)

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Interlibrary Loan (ILL) policy as presented.

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

**Discussion:** Amanda Marez-Frutchey is in attendance for questions. It was clarified that any fees from the lending library are made known to the patron before they request the item.

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

**DECISION 23-2-4:** Email Communication policy (p. 68)

**Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Email Communication policy as presented.

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

**Discussion:** Trustees have all been assigned ppld.org emails, and personal emails will no longer be used for Board business. Capitalization of the word email will be removed, however there are no changes to the policy.

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

**DISCUSSION:** CEO Search timeline (include Dr. Stoll's comments in discussion) and criteria (Debbie English and Dora Gonzales)

Debbie English shared the general timeline in the Chief Librarian Search Committee Report. The timeline is flexible depending on how many qualified candidates apply. The process should move quickly in order to retain candidates throughout the process. Applications will be provided to all Board members, who will choice-rank applicants using a point system. The posting states the position is open until filled however candidates who apply by the posted deadline will be given priority. A special meeting can be held to review applications and determine next steps. At this time the expectation is that finalists will be asked to present at the April 19, 2023 Board meeting

#### ADJOURNMENT

There being no further business to discuss, President Aaron Salt called for a motion to adjourn the meeting.

**Motion:** Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees adjourn at 6:58 p.m.

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

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

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>