

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
September 22 2021 5 pm



Penrose Library – 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: 999 9730 6850

Passcode: 399338

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 Librarian and CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services and Security Officer Michael Brantner, Librarian Kristin Brown, Executive Assistant Laura Foster, Family & Children’s Services Senior Librarian Christa Funke, Chief Development Officer and Foundation Executive Officer Lance James, Photographer/Videographer James Krebs, Chief Information Technology Officer Rich Peters, Young Adult Services Senior Librarian Becca Philipsen, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter; Applicants for upcoming Board of Trustees vacancy: Steve Abele, Erin Bents, Candi Boyer, Michelle Godown, Shelley Harper, Fadil Lee, Cynthia Lemesany, Chris Meyer, Darlene Odenwald, Kerry Pearson, Aaron Salt, Sandy Shakes, Barbara Simpson, Merit Smith

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2021 MID-YEAR BUDGET RESOLUTION

CALL TO ORDER

President Vanderschuere called the Public Hearing for the 2021 Mid-Year Budget Resolution to order at 5:00 p.m.

PUBLIC COMMENT REGARDING THE 2021 MID-YEAR BUDGET RESOLUTION

There was no public comment regarding the 2021 Mid-Year Budget Resolution.

ADJOURNMENT

President Vanderschuere adjourned the Public Hearing for the 2019 Mid-Year Budget Resolution at 5:02 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the September 22, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:03 p.m.

ITEMS TOO LATE FOR THE AGENDA

President Vanderschuere requested that two items be added to the agenda:

Welcome and Introduction of Board of Trustee vacancy applicants.

President Vanderschuere welcomed the applicants and thanked them for their interest in the Library District. The fourteen applicants in attendance introduced themselves to the current Board of Trustees and others present.

Presentation of Chief Librarian and CEO John Spear's 5-year Service Award

President Vanderschuere acknowledged Chief Librarian Spear's five years of service and invited members of the Board and Leadership to say a few words.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A thank you card from the Pikes Peak United Way & the COSILoveYou Team was included in the Board packet. The card was sent in appreciation of the Pikes Peak Library District's participation in the Backpack Bash, an event that provides Back-to-School supplies and services to El Paso County families.

A thank you card from the Literary Ladies, a book group, was included in the Board packet. The Literary Ladies met at the Cheyenne Mountain Library in early September and appreciated the welcoming and helpful staff who provided a comfortable space for their group discussion.

Presentations

Summer Adventure

A summary of Summer Adventure 2021 was included in the Board packet. Family & Children's Services Senior Librarian Christa Funke and Young Adult Services Senior Librarian Becca Philipsen shared that the program offered a mix of virtual and in-person options for 2021 participants. Summer Adventure registration more than doubled from 2020 totals, and the goal moving forward is to increase the percentage of registrants that complete the program. Trustee Scott Taylor shared that his children enjoy Summer Adventure and look forward to participating every year.

PUBLIC COMMENT *(3 Minute Time Limit per Person)*

There was no public comment.

BUSINESS ITEMS

Decision 21-9-1: Minutes of the August 18, 2021 Meeting

The minutes of the August 18, 2021 meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Dr. Stoll made a motion to approve the minutes of the August 18, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor 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

Public Services Strategic Plan 2022

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs shared the plan developed by Public Services Directors. By choosing the thematic goal of Community Engagement, public services strive to ensure that all members of the El Paso County community are reflected in the services the District provides.

Decision 21-9-2: Janitorial and Carpet Cleaning Service Contract 2022

Chief Facilities Management Officer Gary Syling explained that 11 vendors were invited to submit a proposal, five vendors attended a tour of the District facilities, and three proposals were received. The recommendation is to award the contract for janitorial and carpet cleaning services to Colorado Building Maintenance (CBM) for the 2022 calendar year with the option to renew for four additional years.

Motion: Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees approve Colorado Building Maintenance (CBM) as the vendor for janitorial and carpet cleaning services as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

Decision:21-9-3: Floating Holiday policy

Chief Librarian and CEO John Spears shared that the District would add a floating holiday for PPLD employees in recognition of the newly proclaimed national holiday of Juneteenth Day of Observance on June 19. Providing an additional floating holiday will allow for the District to continue to provide resources to the public on June 19 while giving staff the option to use the holiday on a day of their choosing.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve an additional floating holiday for PPLD employees in recognition of Juneteenth Day of Observance.

Second: Debbie English seconded the motion.

Vote: The vote was approved unanimously.

Decision 21-9-4: Medical Leave policy

Chief Librarian and CEO John Spears stated that the PPLD Medical Leave policy has been revised to align with recent changes to state employment law.

Motion: Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the Medical Leave policy as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-9-5: Mid-year Budget Resolution

A draft of the 2021 Mid-Year Budget Resolution was presented to the Board of Trustees for discussion at the August 18, 2021 meeting. Legal notice was posted in the local newspaper, and a Public Hearing for the 2021 Mid-Year Budget Resolution took place immediately before today's meeting on September 22, 2021. There was no comment or inquiry from the public related to the 2020 Mid-Year Budget Resolution.

Chief Financial Officer Mike Varnet asked that the Board approve the following:

- Increasing the 2021 appropriation of the General Fund from \$36,690,372 to \$36,813,507
- Increasing the 2021 General Fund budget for revenue and sources of Funds from \$36,193,544 to \$36,521,073
- Increasing the 2021 appropriate of the East Library Renovation Project Fund from \$84,200 to \$158,542

- Increasing the 2021 appropriation of the Penrose Library Renovation Project Fund from \$162,500 to \$418,470
- Increasing the 2021 appropriation of the library 21c Capital Project Fund from \$165,000 to \$354,864
- Increasing the appropriation of the Capital Reserve Fund from \$1,837,102 to \$4,459,447
- Increasing the 2021 budget for revenues and other sources of funds from \$1,837,102 to \$2,145,504
- Adjusting the District's Special Revenue Funds for expenditures for fiscal year 2021 by fund as presented

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the Mid-Year Budget Resolutions as presented.

Second: Dr. Stoll seconded the motion.

Vote: The motion was approved unanimously.

Discussion: 2022 Preliminary Budget

Chief Financial Officer Mike Varnet shared that the budget will be submitted on October 15, 2021 with a public hearing scheduled for December 8, 2021. Certification of the property tax mill levy needs to be submitted to El Paso County in early December 2021.

Some highlights of the 2022 Preliminary Budget include:

- \$950,000 for the roof replacement at the Penrose Library complex
- \$300,000 to replace the bookmobile
- \$1.7 million for technology capital requests
- An expected increase of the Health Plan cost by 3%.
- Increase the El Paso County retirement plan contribution rate from 8% to 10.2%.

Mr. Varnet thanked everyone across the District who participated in the 2022 budget process.

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 Stephen Adams shared that membership is increasing and currently stands at about 800. Efforts are underway to establish a Friend's group at the Calhan and Manitou Springs Libraries. A retreat is planned for the Board on October 22. The Friend's Booksale at East Library is scheduled for October 1 -3 and Latina Voices will be held this Saturday, September 25, 2021, from 10:00 a.m. – noon in the Venue at Library 21c.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet.

Financial Report

The Financial Report for the period ending August 31, 2021 was included in the Board packet.

Chief Financial Officer Mike Varnet shared that revenue stands at \$34.3 million compared to \$32 million at the end of August 2020. Expenditures reflect less than a 1% change from August 2020.

Public Services Report

Chief Public Services Officer and Deputy Chief Librarian announced that the PowerPass program has been launched in District 20 schools this fall. PPLD staff are currently working to implement the PowerPass program in Calhan and District 49 schools. Public Services is currently hiring four Library Managers and has several other open positions

across the District. A recent outreach event with local military drew 2,000 attendees, many who were surprised to learn of all that the Library District has to offer.

Dora Gonzales expressed her appreciation for the District's collaborations with school districts.

Support Services Reports

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

Scott Taylor asked about a timeline for the sensory path installation at High Prairie Library. Chief Facilities Management Officer Gary Syling stated that a bid will be released this week and the goal is to complete the project by the end of 2021.

Scott Taylor commented that the EvacuScape chairs are a great addition to the District's safety processes. Mr. Taylor also asked for clarification of the recent increase in incident reports. Chief Safety, Social Services & Security Officer Michael Brantner explained that most of the incident reports are alarm issues and that the department has worked on consistency with incident documentation.

Chief Librarian's Report

Chief Librarian and CEO John Spears thanked everyone for their kind words in recognition of his five years of service with the Library District.

The PowerPass program is a phenomenal partnership with school districts that provides a library card to every student and includes a feature that tracks usage of the cards. PPLD is also working with military installations to provide library cards to service members who can use their card to access library materials while overseas.

A Carnegie Library Design outreach event took place on September 9, 2021 in Manitou Springs. Chief Librarian Spears commended Director of the West Region Michael Doherty for his explanation to those present of how an expanded library will allow for the same level of excellent service found throughout the District. Final approval for the design is slated for the November 2 City Council meeting.

The majority of PPLD staff are vaccinated and the District is not mandated to require vaccines. If vaccination requirements become a criteria for federal grant eligibility, the Board of Trustees and Library leadership will discuss the requirement.

PPLD currently has 404 staff with 42 open positions. Despite actively hiring, the total number of staff has remained about the same as resignations have increased. As a result of the staffing challenges, Libraries will continue to remain closed on Sundays and Public Service Directors will discuss potential changes to open hours at each Library based on patron usage. Leadership is discussing ways to take care of staff and improve retention. The ILS migration is also on hold due to the impact the migration would have on staff training and library operations.

Debbie English inquired why so many staff are leaving PPLD. Several reasons have been given including relocation, higher pay, or the job not being a good fit.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the committee met on September 7, 2021. The Board retreat will be held on October 15, 2021. The location and agenda for the day are being discussed. The Committee also reviewed the process for filling the upcoming vacant Trustee position.

Internal Affairs Committee Report

Internal Affairs Chair Scott Taylor reported that the committee met on September 7, 2021. The decision items on today's agenda were discussed and the Public Services Strategic Plan was reviewed.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the committee did not meet in September.

Board President's Report

President Wayne Vanderschuere stated that Debbie English will stand in for him and speak at the Food Industry Training (FIT) training graduation ceremony this Friday morning in the venue at Library 21c.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the September 22, 2021 meeting of the Board of Trustees at 7:05 p.m.

A reception for Board applicants immediately followed the meeting.

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>