

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
November 17, 2021 5 pm



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impact individual lives and build community

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, Chief Safety, Social Services and Security Officer Michael Brantner, Librarian Kristin Brown, Monument and Palmer Lake Library Manager Jean Carrier, Culinary Program Supervisor Scott Crum, Creative Services Director Becca Cruz, Individual Giving Coordinator Courtney Deuser, North Region Director Hillary Dodge, Executive Assistant Laura Foster, Controller Randy Green, Chief Development Officer and Foundation Executive Officer Lance James, 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 Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter; Thomas Gannett, County Commissioner Carrie Geitner, City Councilmember Randy Helms, David Neville, Aaron Salt, CSURA Executive Director Jariah Walker, County Commissioner Holly Williams

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the November 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Staff Promotions and New Hires

Chief Development Officer and Foundation Executive Officer Lance James introduced Individual Giving Coordinator Courtney Deuser.

North Region Director Hillary Dodge introduced Monument and Palmer Lake Library Manager Jean Carrier.

Food Industry Training Program / Graduation

Director of Adult Services Tammy Sayles and Director of Creative Services Becca Cruz announced that there were 21 applicants who were interviewed for the program. Ten were selected to participate and nine successfully completed the program, earning a food safe handling certificate. This program was made possible by a grant from the Pikes Peak Workforce Center. Two graduates are applying what they have learned in their own businesses, and one graduate is in negotiations for a position in Black Forest. A grant was received from the Colorado Health Fund that will offset some of the equipment costs. The next cycle of the program will begin in the Spring.

Additionally, Culinary Program Supervisor Scott Crum agreed to provide Safe Food Handling training at the request of

a local restaurant. Downtown COS made the Food Training Program the beneficiary of the Culinary Pass proceeds, raising \$1,000.00 in support of this program that can help alleviate staffing shortages. Debbie English commended the program as an excellent example of partnering with and providing service to the community.

President Vanderschuere took a moment to welcome City Councilmember Randy Helms, County Commissioner Carrie Geitner, and County Commissioner Holly Williams to the meeting.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Decision 21-11-1: Minutes of the October 20, 2021 Meeting

The minutes from the October 20, 2021 meeting of the Board of Trustees were included in the Board packet.

Motion: Dr. Stoll made a motion to approve the minutes of the October 20, 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.

New Business

Decision 21-11-2: URA Draper/Lowell Commons Project

Executive Director of the Colorado Springs Urban Renewal Authority Jariah Walker thanked the PPLD Board of Trustees for having them on the agenda. Mr. Walker introduced Thomas 'Toby' Gannett, developer of the Draper/Lowell Commons Project, who provided the presentation.

Responses to questions from the Board of Trustees clarified that:

- A formal contract is not yet in place.
- The total TIF from the Pikes Peak Library District would be approximately \$700,000 over 25 years.
- Units are of similar size in both projects.

Trustee Cathy Grossman recused herself from the vote due to a conflict with her consulting business.

Motion: Dr. Stoll made a motion that the Board of Trustees approve the Draper/Lowell Commons Project as presented today.

Second: Mina Liebert seconded the motion.

Vote: President Vanderschuere called for a vote by roll call:

Mina Liebert: Yes

Dr. Stoll: Yes

Debbie English: Yes

Dora Gonzales: abstained from voting

Scott Taylor: abstained from voting

Wayne Vanderschuere: No

With three members voting yes, one voting no, two abstaining, and one recusing, the motion passes 3-1.

URA Executive Director Jariah Walker offered to answer any further questions at the next Internal Affairs meeting as needed.

Decision 21-11-3: Teen Spaces Policy

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs explained that the changes made to the policy provide a more concise and consistent procedure.

Motion: Dr. Stoll made a motion that the Board of Trustees approve the Teen Spaces Policy as presented.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 21-11-4: Revision to Janitorial contract

Chief Facilities Management Officer Gary Syling provided an update to the contract approved at the September 22, 2021 meeting of the Board of Trustees. The revision includes the addition of day porter costs that raise the total of the contract to \$464,751 from \$455,631.

Motion: Dr. Stoll made a motion to approve the revision to the Janitorial contract with Colorado Building Maintenance (CBM) as presented today.

Second: Dora Gonzales seconded the motion.

Vote: The vote was approved unanimously.

Decision 21-11-5: Security cameras

Chief Information Technology Officer Rich Peters provided an update to the Surveillance Camera System Interim Replacement decision that was made by the Board of Trustees in March 2021. New equipment is available that will provide the additional capabilities outlined. This revision includes the cost difference of new equipment and raises the total of the contract to \$301,944.81 from \$289,648.81, with an additional \$3,000.00 to be used at the discretion of the Chief Information Technology Officer as it relates to this project.

Motion: Dr. Stoll made a motion to approve the Increase in cost for the Surveillance Camera System as presented.

Second: Scott Taylor seconded the motion.

Vote: The vote 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. Rita Jordan introduced herself to the Board of Trustees as the newly elected President of the Friends of the Pikes Peak Library District Board of Directors.

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 highlighted:

- A \$15,000 gift from the Friends of the Pikes Peak Library District to the area of greatest need, raising their total gift for 2021 to \$30,000.

- In early October, Peggy Shivers received the El Pomar Award for Excellence. Ms. Shivers also received an award from the Bee Vrandenburg Foundation. Mr. James thanked Peggy and Clarence Shivers for all they have done for the Colorado Springs community.

Financial Report

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

Chief Librarian John Spears introduced Randy Green as the Controller of the Pikes Peak Library District Finance Office. While the search for a new Chief Financial Officer (CFO) continues, Mr. Spears will be acting CFO, however Randy Green will be responsible for the daily operations of the Finance Department.

Controller Randy Green shared that expenses for the end of October 2021 are approximately 1.5% higher than October 2020, that revenue is tracking close to 2020 figures, and that PPLD received an additional \$50,000 from the Coronavirus Relief Fund (CVRF).

Scott Taylor inquired about how a delay in delivery of materials impacts the budget, as expenses may carryover into 2022. Mr. Green indicated that funds to pay for orders placed in 2021 that are not received by the end of the year will come from contingency accounts addressed in the mid-year budget resolution.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs shared that All Pikes Peak Makes attracted a larger level of participation than in the past. Ms. Shainidze Krebs thanked Chief Development Officer and Foundation Executive Officer Lance James for working closely with Public Services Directors to find, apply for, and receive grant funding. The Calhan School District PowerPass program will begin on January 11, 2022, with School Districts 49 and 38 next in line for the program.

Several trustees shared their appreciation for the details in the report, including the work being done in partnership with schools across the District.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian John Spears shared that public and school libraries around the country are seeing a huge increase in challenges to materials. The American Library Association (ALA) has said challenges are being made at the highest level they have seen.

Mr. Spears announced that an invitation will be sent to members of the Board of Trustees to attend the State of the Region scheduled for December 9 and sit at the PPLD table.

Chief Librarian Spears indicated that a tour of the Springs Rescue Mission will be arranged for members of the Board of Trustees, that will include highlights of the partnership between PPLD and the Springs Rescue Mission.

The Salary study results that were received were somewhat unexpected, resulting in more time needed to determine the appropriate implementation of the results and any corresponding impact on the budget. The placeholder for new positions and the results of the study will remain in the 2022 budget. Any modifications to the Compensation Policy will be brought to the Board for a vote. Much of the challenge involves aligning the results of the study with the Equal Pay for Equal Work Act. Chief Librarian Spears will provide regular updates on progress to the Board of Trustees.

Development of a Vision and Values statement to accompany the PPLD mission statement is beginning with the PPLD Management Team and will continue into each Library region, led by members of the Management Team. The goal is

to involve staff as much as possible in this project. The Leadership Team and the Board of Trustees will have several meetings in early March 2022 on this topic.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on November 2, 2021. Ms. English provided an update on the Board vacancy process. The Selection Committee completed candidate interviews last week and selected two new trustees, to be announced once notifications are made.

A celebration of Cathy Grossman's service on the PPLD Board of Trustees is being planned to follow the December Board meeting. A celebration of Wayne Vanderschuere's service will occur after the January 2022 meeting.

Ms. English asked that Board members contact her about their interest in officer and committee chair appointments for 2022. The 2022 slate of officers will be announced at the December meeting

Additional topics of discussion were the Chief Librarian's performance evaluation that is in progress, and planning for the 2022 Board Orientation, date to be determined.

Internal Affairs Committee Report

Internal Affairs Committee Chair Dr. Stoll reported that the Committee met on November 2, 2021. The decision items on today's agenda were discussed.

Public Affairs Committee Report

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

Board President's Report

President Wayne Vanderschuere did not have anything to report.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the November 17, 2021 meeting of the Board of Trustees at 7:13 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>