



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

SEPTEMBER 23, 2020 4 PM

[VIRTUAL MEETING \(ZOOM\)](#)

Call in: 1-253- 215-8782

Meeting ID: 960 7820 4536

Passcode: 719409

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor, Trustee Wayne Vanderschuere

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, Director of the West Region Michael Doherty, Executive Assistant Laura Foster, Chief Development Officer & Foundation Executive Director Lance James, Manitou Art Center Executive Director Natalie Johnson, Senior Library Associate Philip Krogmeier, Communications Administrative Specialist Colleen Lark, Chief Human Resources and Organizational Development Officer Heather Laslie, Chief Information Officer Rich Peters, Ruth Holley Branch Manager Fran Ponce-Toledo, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist, Jeremiah Walter, El Paso County Commissioner Holly Williams

Trustee Dr. Ned Stoll joined the meeting at 4:40 pm, Trustee Mina Liebert joined the meeting at 4:54 p.m.

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2020 MID-YEAR BUDGET RESOLUTION

CALL TO ORDER

President English called the Public Hearing for the 2020 Mid-Year Budget Resolution to order at 4:01 p.m.

PUBLIC COMMENT REGARDING THE 2020 MID-YEAR BUDGET RESOLUTION

There was no public comment regarding the 2020 Mid-Year Budget Resolution.

ADJOURNMENT

President English adjourned the Public Hearing for the 2020 Mid-Year Budget Resolution at 4:02 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the September 23, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:03 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Internal Communication Specialist Jeremiah Walter spoke to the Board about results of the Phased Re-opening Staff Survey that has been conducted during each Phase. Feedback resulted in efforts to address training needs, provide additional signage, develop guidance on how best to communicate while wearing a mask, remind staff of proper use of PPE, and eliminate the use of keyboard/mouse covers due to patron removal and generation of unnecessary waste. In response to air circulation concerns, details of the HVAC system operation have been made available. The District's use of nitrile gloves eliminates any concern regarding latex allergies, and staff were informed that the District has a supply of new masks in stock. Surveying staff for Phase 4 will be conducted in mid-October. A survey for parents and caregivers, in collaboration with Family and Children's Services, Young Adult Services, and Human Resources, is scheduled for the last week of September.

President English thanked Jeremiah for his presentation, for tying results to actions, and for informing participants that their responses led to those actions. Chief Communications Officer Michelle Ray gave kudos to Jeremiah for his efforts in developing internal communications that exceed efforts of many entities within the county. Chief Librarian John Spears thanked Jeremiah for being so responsive to staff needing to be heard.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Board Minutes

Decision 20-9-1: Minutes of the August 26, 2020 Meeting

The minutes from the August 26, 2020 meeting of the Board of Trustees were presented for review. Trustee Cathy Grossman requested that the minutes be corrected to reflect that Trustee Wayne Vanderschuere did not participate in any voting as he was unable to attend the meeting.

Motion: Cathy Grossman moved to approve the minutes of the August 26, 2020 regular meeting of the Board of Trustees as corrected.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Dr. Ned Stoll joined the meeting at 4:40 p.m. and Trustee Mina Liebert joined the meeting at 4:54 p.m. and were not present to vote on the Minutes of the August 26, 2020 meeting.

Consent Items

No consent items were presented.

Unfinished Business

Decision 20-9-2: Mid-year Budget Resolution

A draft of the 2020 Mid-Year Budget Resolution was presented to the Board of Trustees for discussion at the August 26, 2020 meeting. Legal notice was posted in the local newspaper, and a Public Hearing for the 2020 Mid-Year Budget Resolution took place immediately before today's meeting on September 23, 2020. There was no comment or inquiry from the public related to the 2020 Mid-Year Budget Resolution.

Chief Financial Officer Mike Varnet reported that the following changes were made to the draft document that the Board reviewed in August:

- Addition of Library 21c replacement of boiler as an emergency expenditure of \$275,000
- Addition to the transfer from the general fund to the Library 21c Capital Projects Fund of \$63,367 to fully cover boiler replacement (approval to be sought later in this meeting)
- Adjustments related to grants received, proceeds from the sale of a vehicle, and cost of the new vehicle are included as adjustments to what was presented in August
- \$20,000 increase to contingency fund for Library 21c

Motion: Wayne Vanderschuere moved to approve the resolution that the 2020 appropriation of the General Fund be reduced from \$36,746,146 to \$36,451,911; the 2020 General Fund budget for Revenues and Sources of Funds be reduced from \$35,199,670 to \$34,625,467; and to accept the line item transfers of \$69,831 per the provided schedule.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 4:54 p.m. and was not present to vote on this resolution.

Motion: Scott Taylor moved to approve the resolution to increase the 2020 appropriation of the East Library Renovation Project Fund from \$120,750 to \$203,847.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 4:54p.m. and was not present to vote on this resolution.

Motion: Wayne Vanderschuere moved to approve the resolution to increase the 2020 appropriation of the Penrose Library Renovation Project Fund from \$268,000 to \$329,642.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 4:54 p.m. and was not present to vote on this resolution.

Motion: Scott Taylor moved to approve the resolution to increase both the 2020 appropriation of the Library 21c Capital Project Fund from \$217,020 to \$547,549 and the total budget for Sources of Funds from \$0 to \$63,367.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 4:54 p.m. and was not present to vote on this resolution.

Motion: Scott Taylor moved to approve the resolution to increase the 2020 appropriation of the Capital Reserve Fund from \$2,018,795 to \$3,483,228 and decrease the Sources of Funds from \$1,781,810 to \$1,672,830.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at

4:54 p.m. and was not present to vote on this resolution.

Motion: Scott Taylor moved to approve the adjustment of the District's Special Revenue Funds for expenditures for fiscal year 2020 by fund as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 4:54 p.m. and was not present to vote on this resolution.

New Business

Decision 20-9-3: Copier Project Additional Equipment

Chief Information Officer Rich Peters clarified the addition of kiosks is included in the budget approved at the July 22, 2020 meeting of the Board of Trustees.

Motion: Scott Taylor moved to approve the acquisition of additional TBS kiosks as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 4:54 p.m. and was not present to vote on this resolution.

Decision 20-9-4: Board Bylaw Update

Chief Librarian John Spears explained that the Bylaws are subject to periodic review. This update clarifies how trustees can participate in meetings of the Board of Trustees in section 10 and adds section 11 indicating how the decision is made to meet virtually.

Motion: Cathy Grossman moved to approve the changes to the Board of Trustees Bylaws as presented.

Second: Scott Taylor seconded the motion.

Vote: Changes to Board Bylaws requires approval of a super majority, 5 members, by individual polling of trustees:

Debbie English - yes

Dora Gonzales – yes

Cathy Grossman – yes

Dr. Ned Stoll – yes

Scott Taylor – yes

Wayne Vanderschuere - yes

Trustee Mina Liebert joined the meeting at 4:54 p.m. and was not present to vote on this Decision.

Discussion: Land donation in Monument

Pikes Peak Library District has been approached about being part of a development project in Jackson Creek. Pursuing a project of this type requires consideration and prioritization of the needs of the entire district. Pursuing and receiving a mill levy increase was determined to be the only way participation of PPLD could be considered. The last successful mill levy increase was passed in 1986. The Board of Trustees supports investigating and pursuing a mill levy increase and continuing the conversation with prospective partners of this project.

Decision 20-9-5: Library 21c Boiler replacement

Chief Facilities Officer Gary Syling explained the need for replacement of the Library 21c Boiler due to failure of the existing equipment, at an anticipated cost of approximately \$279,593.00. This project is anticipated to be completed by mid-November.

Motion: Wayne Vanderschuere moved to approve the Library 21c Boiler replacement as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion 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. Steve Adams clarified that the Friends will be publishing a booklet from their contest this year.

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 stated an internal working group is preparing an application for a second round of funding from the Department of Local Affairs Coronavirus Relief Fund.

Financial Report

The Financial Report for the period ending August 31, 2020 was included in the Board packet. Chief Financial Officer Mike Varnet shared that revenue is ahead and expenditures are behind compared to this time last year. The report indicates a \$330,000 reduction in budget.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs announced that Sandy Hancock will begin as Strategic Services Librarian on October 5. Collaboration across the district has resulted in a contract being signed with District 2 Schools to launch PowerPass in early 2021. A partnership with Silver Key to provide services to their clients has been initiated and will be reviewed by the end of the year. Dora Gonzales thanked Public Services for providing programming data and a comparison month to month. Teona Shainidze Krebs shared that streamlining data collection efforts is ongoing across the district.

Library Reports

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

Chief Librarian's Report

Chief Librarian John Spears announced that Teona Shainidze Krebs title has been changed to Chief Public Services Officer and Deputy Chief Librarian.

The Board of Trustees Committee meetings times have been adjusted through the end of the year as follows:

Internal Affairs Committee 2:00 p.m.

Public Affairs Committee 3:00 p.m.

Governance Committee 4:30 p.m.

The Special Districts Association has awarded Pikes Peak Library District the 2020 J. Evan Goulding SDA District of the Year award.

Chief Librarian Spears indicated that research has begun on development of a facilities master plan. A discussion will be held at an Internal Affairs meeting about participation of a Board member in pursuit of a facilities master plan.

An assessment of the Palmer Lake Library building is planned, and findings will inform the District's ability to continue operations at this location. No further information has been provided by the City of Monument; however, demolition of the ramp has begun.

Phase 4 of the re-opening plan begins on October 1st, with specific details yet to be determined. This phase will include reintroduction of limited seating/furniture, the return of volunteers, the reopening of creative spaces, and the potential for outdoor in-person programming. Teona Shainidze Krebs explained that curbside pickup is expected to continue through the winter, with a texting system being tested at Monument and Library 21c.

Chief Librarian Spears announced the addition of the Friday after Thanksgiving as a district holiday. Due to reduced staffing levels, staff scheduling is now occurring on a regional/district level as opposed to individual libraries. PPLDCon, the district's staff development day, will be held virtually on October 12th. A schedule of events for the day will be made available to the Board if anyone would like to attend.

Dora Gonzales gave kudos to Amy Rodda, Director of Adult Services, for excellent facilitation of the Black Lives Matter Community Conversation.

Wayne Vanderschuere recognized Security staff for their professional handling of difficult interactions within library facilities.

Board Reports

Governance Committee Report

Governance Committee Chair Scott Taylor reported that the Committee met on September 8th. Adopt-a-Trustee meetings are being rescheduled. He thanked everyone for their responses regarding the 2021 officers and this will be discussed at the October Committee meeting and then brought to the Board meeting.

Internal Affairs Committee Report

Internal Affairs Committee Chair Wayne Vanderschuere shared that the Monument proposal was discussed at length. The addition of kiosks to the copier project was recommended to be presented to the Board.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert stated that the Communications Framework and fall advertising campaign were discussed. The personal and professional impact of the pandemic and phased re-opening were another topic of conversation.

Board President's Report

President Debbie English shared her Adopt-a-Trustee visit with High Prairie is scheduled for October. She expressed thanks to everyone for all their hard work for the district.

ADJOURNMENT

There being no further business to conduct, President English adjourned the September 23, 2020 meeting of the Board of Trustees at 6:50 pm.

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>

Providing resources and opportunities that impact individual lives and build community