

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 8, 2018
4 pm
East Library**

MEMBERS PRESENT

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

MEMBERS ABSENT

Trustee Debbie English

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Children's Librarian Joy Fleishhacker, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Interlibrary Loan Supervisor Amanda Marez-Frutchey, Chief Information Officer Richard Peters, Collection Management Manager Jenny Pierce, Director of Branches Lynne Proctor, Regional Manager Abby Simpson, Chief Facilities Management Officer Gary Syling

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the May 8, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:05 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the April 10, 2018 meeting of the Board of Trustees were presented for review.

Motion: Scott Taylor moved to approve the minutes of the April 10, 2018 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet.

Chief Librarian Spears noted that Pikes Peak Library District was recently recognized by the *Gazette* in their "Best of the Springs" edition as the 'Best Teen Hangout' and the 'Best Tutoring Program'.

Presentation

Children's Librarian Joy Fleishacker provided a tour of the Educational Resource Center. The Educational Resources Center at East Library provides hands-on resources for families with children of all ages. Math, science, social studies, language arts kits, microscopes, art and music resources and computer software are available for in-Library use. The Educational Resources Center is open Monday – Saturday during select hours.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Librarian Spears provided an update on the search for a new Development Officer noting that the position has closed and fourteen applications have been received.

Mr. Spears reported that at its May meeting the Foundation Board of Directors made a distribution of \$900,000 for multiple projects, including the Penrose Campus Project.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Committee met on April 25, 2018. Items discussed included a debrief on the recent new Board member orientation, the Chief Librarian's 2018 goals, and the Governance Committee's 2018 goals.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Internal Affairs Committee met on April 25, 2018. The Committee reviewed the PPLD Suspension Policy and plans for the selection of a vendor for PPLD's voice system redesign.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee met on April 25, 2018. The Committee discussed the recent *Gazette* editorial and ensuing letters to the editor as well as recent meetings that Chief Librarian Spears and Board President Owings had with Dale Stamp and with Tim Leigh. The Committee heard a report from Chief Librarian Spears on ideas from El Paso County Commissioner Peggy Littleton on ways to improve Library services and awareness.

Adopt-a-Trustee Reports

- Kathleen Owings visited Regional History & Genealogy
- Wayne Vanderschuere visited Ruth Holley Branch
- Keith Clayton visited Adult Education
- Scott Taylor visited High Prairie Branch

Board President

President Owings's Board activities for the past month include:

- With Chief Librarian Spears met with Tim Leigh
- Attended three Board committee meetings on April 25, 2018
- Attended a City of Colorado Springs Strategic Plan Update meeting for members of boards appointed by the City

Financial Report

The financial report for the period ending March 31, 2018 was included in the Board packet. Chief Librarian Spears reported that the budget is tracking well and there are no concerns.

Public Services Report

Director of Library Services Tim Blevins introduced Interlibrary Loan Supervisor Amanda Marez-Frutchey. Mr. Blevins thanked Ms. Marez-Frutchey for serving as interim Collection Management Division Head.

Mr. Blevins introduced Jenny Pierce who is the new Collection Management Division Head. Jenny has worked at PPLD for over 20 years. She will serve double-duty for a while, retaining duties of her most recent position as ILS Administrator until that position has been hired.

Director of Branches Lynne Proctor pointed out that local newspapers the *Cheyenne Edition* and the *Tribune* recently featured stories on PPLD volunteers.

Sand Creek Branch has become a Family Place Library.

Circulation Report

The Circulation Report was included in the Board packet. Chief Librarian Spears noted that circulation of print materials shows a trend of leveling out although circulation of other physical materials like DVDs and CD materials continues to decline. The increased availability of streaming materials may account for the continuing decline. We are keeping an eye on these trends as they impact collection decisions.

Chief Librarian Sears also reported that visitors to several PPLD branches are on the increase.

Chief Librarian's Report

Chief Librarian Spears began his May report with several announcements:

- PPLD has hired Michelle Ray to be its Chief Communications Officer. Ms. Ray has recently served as the Director of Communications at Hunger Free Colorado. She will begin the CCO position on May 21, 2018.
- PPLD's Adult Education "Celebrate Literacy" program is scheduled for May 24 at 6 pm at Library 21c.
- Penrose Library will celebrate its 50th anniversary with a full day of activities on July 15, 2018.

Chief Librarian Spears noted that there are several sources of information available to PPLD Board members. The PPLD Strategic Plan, the 2017 Report to the Community and the Annual Budget as well as the Board Member Manual are excellent sources. Most of these documents are available on the Board Intranet page.

Bookmarks celebrating the 2018 Shortlist for the Dublin Literary Award were distributed at the meeting. PPLD has been participating in this international literary award since its establishment in 1994. Libraries from across the world nominate the best literary fiction annually. The Dublin Literary Award is one of the many ways that PPLD participates in the library world at the global level.

Mr. Spears reported on OCLC's update to its 2008 publication From Awareness to Funding: A Study of Library Support in America. The 2008 publication provided the results of a national study of the awareness, attitudes, and underlying motivations among US voters for supporting library funding. The 2018 update to the study shows that overall support for libraries has declined in the ensuing 10 years.

Chief Librarian Spears provided a keynote presentation for the Colorado Adult Education Professional Association's 2018 Mini Conference at Library 21c on April 27, 2018. Mr. Spears shared that presentation at today's meeting. Some facts presented included:

- PPLD has had an adult education program for 41 years.
- The Adult Education Division consists of eight staff members who often become involved in the lives of their students – many of whom are immigrants or have experienced life traumas that have interrupted their educational paths - coaching them through past and present traumas and helping them to succeed in life in the United States while maintaining their cultural identities.
- PPLD's Adult Education program is funded by the PPLD Annual Budget and a Federal Adult Education and Family Literacy Act grant.
- In 2017 one hundred and seventeen volunteers provided 4,216 hours to PPLD's Adult Education Division.
- PPLD's Adult Education Division offers the only free GED program in El Paso County.
- Besides the GED program, PPLD's Adult Education Division offers an array of opportunities for adult learners:
 - Path to Citizenship
 - English as a Second Language Classes
 - High School Equivalency Classes
 - Career Online High
- Family Place Libraries at PPLD provide caregivers with the tools to help children develop early literacy skills.
- PPLD assists with one-on-one educational experiences like the Boots to Business program that helps veterans learn to create a plan to begin a small business.
- PPLD's makerspaces provide spaces and equipment where the community can experiment and create.
- PPLD offers thousands of online courses through learning platforms like Lynda.com and Mango Languages.
- PPLD has entered the realm of community-driven education through community-driven programs at Knights of Columbus Hall.
- Trends in adult education that are being offered by libraries include badging, connected learning, gamification and flipped learning.

BUSINESS ITEMS

Decision 18-5-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton moved to approve all items in the consent agenda as presented.

Second: Scott Taylor seconded the motion.
Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business.

New Business

Decision 18-5-2: Amendment to Chief Librarian's Goals for 2018

An amendment to Chief Librarian John Spears's 2018 goals will allow Mr. Spears to focus on the development and implementation of a communications plan to increase awareness of PPLD's programs and services. Goal #3, "Evaluate current facilities and infrastructure plans and develop and implement as appropriate", will be amended to read, "Implement existing facilities and infrastructure plans."

Motion: Cathy Grossman moved that the Board of Trustees amend Chief Librarian John Spears's 2018 goals as presented.

Second: Wayne Vanderschuere seconded the motion
Vote: The motion was approved unanimously.

Decision 18-5-3: Suspension Policy

At its April 25, 2018 meeting the Board Internal Affairs Committee requested that statistics related to suspensions be provided. Chief Librarian Spears presented these stats:

- There were 89 suspensions in the first quarter of 2017
- There were 65 suspensions in the first quarter of 2018
- Over ½ of all suspensions occur at Penrose Library
- The 2nd most suspensions occur at Sand Creek Branch
- The 3rd most suspensions occur at East Library
- The number 1 reason for suspensions is disruptive behavior
- The number 2 reason for suspensions is theft of patron property by a patron
- The number 3 reason for suspensions is substance usage
- The number 4 reason for suspensions is theft of library property

Board policy in the Suspension Policy states that it is the goal of the District to provide a safe, secure and nurturing environment for patrons and staff. However, if patrons are suspended for not meeting expectations explained in the Suspension Policy, a secondary goal of the District is to work with those who are suspended to enable them to come back into the Library.

Motion: Wayne Vanderschuere moved to approve Board Policy as presented in the Suspension Policy.

Second: Keith Clayton seconded the motion
Vote: The motion was approved unanimously.

Discussion: Vendor for Voice Switch

Chief Information Officer Rich Peters reported that an RFP for the voice switch received several proposals. None of the proposal received fulfilled all requirements and the RFP has been re-released.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 5:48 p.m.

Cathy Grossman joined the meeting at 4:15 pm

Abby Simpson joined the meeting at 4:30 pm

Rich Peters joined the meeting at 4:30 pm

Joy Fleishhacker left the meeting at 4:30 pm

Longinos Gonzalez left the meeting at 4:50 pm