

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 13, 2018
4 pm
Penrose Library

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Representative Stephen Adams, Director of Library Services Tim Blevins, Economic Development Officer for the City of Colorado Springs Bob Cope, Collection Management Librarian Nick Demetriades, Director Olive Real Estate Group Jim DiBiase, Regional Manager Michael Doherty, Vice President of Nor'wood Development Group Jeff Finn, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Branch Manager Sandy Hancock, Chief Development Officer & Foundation Executive Officer Lance James, President of Nor'wood Development Group Chris Jenkins, Chief OD & HR Officer Sally Jensen, Administrative Assistant Colleen Lark, Legal Counsel for Pikes Peak Library District Deborah Menkins, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Library Assistant Nawal Shahril, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker, Chief Finance Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the November 13, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

No comment from the public was given.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the October 9, 2018 and October 24, 2018 meetings of the Board of Trustees were presented for review.

Motion: Scott Taylor moved to approve the minutes of the October 9, 2018 and October 24, 2018 meetings of the of the Board of Trustees as presented.

Second: The motion was seconded by Wayne Vanderschuere.

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 called attention to the wonderful October visit from American Library Association President Loida Garcia-Febo. Garcia-Febo selected Pikes Peak Library District to kick-off her tour of five outstanding libraries across the United States.

Presentations

IFLA 2018

Library Assistant Nawal Shahril from Old Colorado City Branch provided a video presentation on her recent experience at the 2018 International Federation of Library Associations and Institutions World Library and Information Congress which took place in Kuala Lumpur, Malaysia in August. Ms. Shahril thanked the Friends of the Pikes Peak Library District, the Pikes Peak Library District Foundation and the Board of Trustees for their support of the conference, commenting that, "you all rock!". She spoke briefly about the many aspects of libraries and librarianship to which she was exposed during the conference.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board member Stephen Adams reported that the Friends big booksale in October brought in over \$9,400. The Friends will host a remembrance for Terrance Lore Smith who was killed while driving a PPLD courier van in 1988. The event is scheduled for December 7th at 8:30 am at Penrose Library.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James reported that the Foundation received two grants from the Colorado Department of Education – one grant for \$14,000 to fund the KCH building study and a \$15,000 Adult Education and Family Literacy Act grant. Mr. James noted that a \$75,000 grant to

cover improvements to Old Colorado City Branch floors and interior stairway was recently received from an anonymous donor.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on November 1, 2018. The Committee discussed the Conflict of Interest Statement, the 2019 slate of Board officers, Kathleen Owings's upcoming farewell reception and the Chief Librarian's annual performance review.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Internal Affairs Committee met on November 1, 2018. Topics of discussion at that meeting included Colorado Springs Urban Renewal Authority projects, the roof and skylight at Library 21c and changes to the Meeting Rooms Policy.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet.

Adopt-a-Trustee Reports

- Scott Taylor visited the Circulation Department at Library 21c to learn about the automatic materials handling equipment. He job shadowed at Old Colorado City Branch where he did quite a bit of shelving and got to know the staff.
- Wayne Vanderschuere job shadowed at the East Teen Center. He was able to help a teen patron with a computer issue and he watched as other teens took advantage of gaming resources in the ETC.
- Cathy Grossman job shadowed at Ruth Holley Branch. She reported that it was very busy working the main desk at Holley and it was great to see the impact that Ruth Holley Branch has on its community.
- Mina Liebert job shadowed at Library 21c. She learned to work the circulation desk and helped a patron at the checkout desk.
- Debbie English job shadowed at Fountain Branch. She noted that the branch serves as a hub for the Fountain community.
- Keith Clayton job shadowed at the Penrose Service desk where he issued library cards, placed holds and handled interlibrary loan requests. Trustee Clayton reported that with President Owings he participated in the PPLD Board member interviews that were recently conducted by the joint City/County Selection Committee.

Board President

President Owings reported that she job shadowed with Penrose Security. The job entails a lot of walking, and she enjoyed meeting the diverse patrons at Penrose. She noted that the Penrose Security staff do a phenomenal job.

President Owings took part in the following during the past month:

- Board member interviews

- Special Collections's book release event for the re-release of *The Book of Colorado Springs*
- Governance and Internal Affairs Committee meetings on November 1, 2018
- Career Online High School graduation

Financial Report

The financial report for the period ending September 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that the budget continues to track very well and that revenues from specific ownership taxes are exactly where they should be.

Public Services Report

Director of Library Services Tim Blevins reported on Special Collections's latest book release, *The Book of Colorado Springs* by Manly Dayton Ormes and Eleanor Reddie Ormes, noting that this book project has been six years in the making. Special Collections staff have slightly edited and reindexed the book, inserting full or given names of the people who built the infrastructure of our region. The language has been modernized from 1933 and a new, comprehensive index aids in genealogical research.

Mr. Blevins shared the story of a dental assistant who credits PPLD's Adult Education programs with turning her life around. He also shared that some auto insurance providers may give a discount to those with an MLS!

Director of Branches Lynne Proctor reported that the Meeting Room Policy has been updated to include study rooms.

Ms. Proctor reported briefly on construction in progress at Penrose Library to build a new meeting room in the lower level, noting that staff moved every seat that was displaced by the construction so that no seating capacity was lost.

The Mini Maker Faire at Library 21c was host to 3,500 participants in October and Sand Creek Branch saw 2,000 voters on Election Day. High Prairie will soon be the new home of a rock monument commemorating the town of Falcon.

Circulation Report

The Circulation Report for October 2018 was included in the Board packet. Chief Librarian Spears reported that circulation of electronic library materials is up by 22% from 2017. Circulation of physical materials is up by 3% from the previous year - the greatest increase for physical materials in many years. This upward trending is also reflected in gate counts.

Chief Librarian's Report

Chief Librarian Spears reported on a variety of topics.

- PPLD's new meeting room software vendor Library Market notes that PPLD is their "stress test". With between 3,000 and 6,000 monthly meeting room uses, PPLD has the greatest meeting room usage of any other library served by Library Market.
- Two Colorado libraries had ballot initiatives in the November elections. Both issues failed. This is a national trend, with the average of libraries with passing elections down by 12%.

- Jamie LaRue has left the ALA Office of Intellectual Freedom. The issue of allowing hate groups to utilize library meeting rooms continues to be a hot topic in the library world.
- Challenges to EBSCO databases has spread from Colorado to other states, and the group that began this campaign against EBSCO is now planning to target GALE products.
- Chief Librarian Spears expressed gratitude to the PPLD staff for grace under fire as they have dealt with a tremendous amount of stress on many fronts – the reorganization, various attacks on PPLD from the community in the form of newspaper articles and editorials and the organized effort to thwart intellectual freedom by a community group objecting to outside program Drag Queen storytime. Chief Librarian Spears noted that these difficulties have actually brought staff together and strengthened the collective spirit of PPLD.
- Penrose Library staff continue to do an amazing job serving a unique urban community, catering to residents who are often experiencing homelessness. PPLD’s new Security Manager has brought a new approach to the unique issues at Penrose Library, and PPLD’s new social worker is working with staff to address the many problems experienced by Penrose patrons that have overwhelmed a staff that takes great pride in serving the homeless. Mr. Spears reiterated that the Penrose staff are “absolutely incredible”.
- Homeless patrons at Penrose Library have let Chief Librarian Spears know that Penrose Library is one of only two places in Colorado Springs where they feel safe. They have expressed a desire to thank PPLD by giving back and have suggested that they could help keep the Library clean during open hours.

BUSINESS ITEMS

Decision 18-11-1: Consent Items

Consent Items Presented:

1. New Hires

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

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Motion: Mina Liebert moved that the Board of Trustees convene in Executive Session for a conference with the Pikes Peak Library District’s attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b)

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

The Board convened in Executive Session at 4:56 pm.

The following left the room at that time:

Friends of the Pikes Peak Library District Representative Stephen Adams, Director of Library Services Tim Blevins, Economic Development Officer for the City of Colorado Springs Bob Cope, Collection Management Librarian Nick Demetriades, Director Olive Real Estate Group Jim DiBiase, Regional Manager Michael Doherty, Vice President of Nor’wood Development Group Jeff Finn, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Branch Manager

Sandy Hancock, Chief Development Officer & Foundation Executive Officer Lance James, President of Nor'wood Development Group Chris Jenkins, Chief OD & HR Officer Sally Jensen, Administrative Assistant Colleen Lark, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Library Assistant Nawal Shahril, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker.

Motion: Keith Clayton moved that the Board of Trustees leave Executive Session and reconvene in Open Session.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 6:03 pm and the following joined the meeting at that time: Director of Library Services Tim Blevins, Economic Development Officer for the City of Colorado Springs Bob Cope, Collection Management Librarian Nick Demetriades, Director Olive Real Estate Group Jim DiBiase, Regional Manager Michael Doherty, Vice President of Nor'wood Development Group Jeff Finn, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, President of Nor'wood Development Group Chris Jenkins, Chief OD & HR Officer Sally Jensen, Administrative Assistant Colleen Lark, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker.

New Business

Decision 18-11-2: Urban Renewal Area Projects

The Colorado Springs Urban Renewal Authority seeks approval from the taxing entities that will fund two Urban Renewal projects in Downtown Colorado Springs. The projects are to be financed through Tax Increment Financing (TIF). TIF is a mechanism in which a base tax rate is established for the renewal areas and any incremental gains in property taxes generated as a result of an increase in the property values within these areas in relation to the project would be diverted to the project. The projected financial impact on the District from these two projects are as follows:

1. Museum and Park Urban Renewal Area (SW downtown Colorado Springs) - \$8,645,842 from property taxes for the period 2023 – 2044.
2. Tejon and Costilla Urban Renewal Area (a hotel with public parking) - \$712,810 from property taxes for the period 2021 – 2043.

The Pikes Peak Library District Board of Trustees acknowledges that these Urban Renewal projects can improve the economic opportunity and vitality, as well as the quality of life in our community, and that these improvements to the community will at some point benefit the Library District and our patrons. The Board of Trustees also acknowledges that TIF tax revenue reductions will reduce the District's revenue without recourse to make up lost revenues now or in the future and this will reduce the Library District's operations and capital

investment budgets. These projects will also place additional demands for services on nearby PPLD facilities.

The Board of Trustees elected to move on each of the two Urban Renewal projects under consideration separately.

Motion: Wayne Vanderschuere moved that the Pikes Peak Library District and the Colorado Springs Urban Renewal Authority agree that the Colorado Springs Urban Renewal Authority may retain and expend in furtherance of the Museum and Park Urban Renewal Area project one hundred per cent of the Pikes Peak Library District's increment commencing on the date of approval by the City of Colorado Springs of the plan and lasting for the duration of the project.

Second: Debbie English seconded the motion.

Vote: The initial vote was split so President Owings called the roll.

Wayne Vanderschuere: Yes

Cathy Grossman: No

Scott Taylor: No

Mina Liebert: Yes

Debbie English: Yes

Keith Clayton: Yes

Kathleen Owings: Yes

With five Trustees voting yes and two Trustees voting no, the motion passed.

Motion: Wayne Vanderschuere moved that the Pikes Peak Library District and the Colorado Springs Urban Renewal Authority agree that the Colorado Springs Urban Renewal Authority may retain and expend in furtherance of the Tejon and Costilla Urban Renewal Area project one hundred per cent of the Pikes Peak Library District's increment commencing on the date of approval by the City of Colorado Springs of the plan and lasting for the duration of the project

Second: Debbie English seconded the motion.

Vote: The initial vote was split so President Owings called the roll.

Wayne Vanderschuere: Yes

Cathy Grossman: No

Scott Taylor: No

Mina Liebert: Yes

Debbie English: Yes

Keith Clayton: Yes

Kathleen Owings: Yes

With five Trustees voting yes and two Trustees voting no, the motion passed.

Decision 18-11-3: Library 21c Skylight Replacement

The fiberglass panel Kalwall skylight system at Library 21c is over thirty years old and needs to be replaced. Powers Products Co. is the exclusive distributor in Colorado and Wyoming for this Kalwall skylight system. Staff consulted Powers Products Co., and Powers Products Co. provided the cost estimate of \$104,560.00

Motion: Mina Liebert moved that the Board of Trustees approve Powers Products Co. as the single source vendor for the Library 21c Kalwall skylight system replacement project contingent upon approval of the 2019 budget which includes funds in the amount of \$104,560.00 for this project.

Second: The motion was seconded by Cathy Grossman.

Vote: The motion was unanimously approved.

Decision 18-11-4: Library 21c Roof Replacement

The Library 21c roof is in need of replacement. In 2018 Pikes Peak Library District budgeted funds for a roofing consultant to complete a thorough system inspection, develop replacement plans and drawings, assist with budgeting and the bidding process and ultimately oversee the roof replacement which was targeted for Spring 2019. An RFP for the roofing project was released on September 24, 2018 and five roofing contractors responded with proposals. All proposals were reviewed. The lowest bid was disqualified for failure to meet qualifications for company age set forth in the RFP. The second lowest bidder, Weathercraft, met all qualifications and provided the best overall proposal for the project.

Motion: Cathy Grossman moved that the Board of Trustees approve Weathercraft as the vendor for the Library 21c roof replacement project contingent upon the approval of the 2019 budget which includes funds in the amount of \$855,935.00 for this project.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Discussion: FY 2019 Budget

The draft 2019 Budget Proposal was delivered to the Board of Trustees by October 15, 2018 as required. The Board of Trustees will take action on the 2019 Budget Proposal at its December 11, 2018 meeting. Chief Finance Officer Michael Varnet provided a handout at this meeting to guide his discussion of several points in the budget proposal. That handout is attached in the minutes of this meeting.

The Board thanked Mr. Varnet for his thorough coverage of the 2019 Budget.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the November 13, 2018 meeting of the Pikes Peak Library District Board of Trustees at 6:29p.m.

Deborah Menkins left the meeting at 6:10 pm

The following left the meeting at 6:15 pm: Economic Development Officer for the City of Colorado Springs Bob Cope, Director Olive Real Estate Group Jim DiBiase, Vice President of Norwood Development Group Jeff Finn, President of Norwood Development Group Chris Jenkins, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker,