
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 16, 2018

Smoky Hill Library
5430 South Biscay Circle
Centennial, CO

MEMBERS PRESENT: Katie Schroeder, President; Isabel McKenzie, Vice President; Dorothy Pisel, Secretary; Jim Morrato, Steve Oliver, Rachel Bandy and Sally Daigle

MEMBERS ABSENT: None

STAFF PRESENT: Oli Sanidas, Executive Director; Jessica Sidener, Director of Marketing and Human Relations; Janel Maccarrone, Executive Assistant; Jill Corrente, Director of Digital and Library Materials Services; Linda Speas, Director of Library Operations; Kim Collie, Director of Project Management Office; Jennifer Mahin, Director of Finance; Cindy Mares, Manager of Strategic Programming; Ginger Mattson, Manager of Strategic Marketing and Communications; Caroline Heinselman, Manager of Human Resources; Holly Whelan, Library Manager; Jason McBride, Manager of IT Infrastructure; Anthony White, Manager of Web Services; David Britf, Manager of LMS; Jane Martel, Kathleen Robertson, Bridget Kiely, Catherine Boddie and Kelsey McLane

PUBLIC: Bill Shaw

OTHERS ATTENDING: Attorneys: Kim Seter, Cameron Richards and Beth Dauer

Katie Schroeder called the meeting to order at 5:56 p.m.

ADDITIONS OR CORRECTIONS TO THE AGENDA: Remove the Meeting Room (Reservable Spaces) Policy from the agenda

PUBLIC INTRODUCTIONS AND COMMENT: None

APPROVAL OF MINUTES No. 751: Dorothy Pisel moved to approve the Minutes #751 from the November 14, 2017 Board Meeting. Isabel McKenzie seconded the motion. The motion passed unanimously.

CONSENT AGENDA: Steve Oliver moved to approve the Consent Agenda and the motion passed unanimously.

Approval of the Consent Agenda means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet
- Approval of Sierra Maintenance Annual Renewal in the amount of \$128,870.00. This invoice is for the period January 1- December 31, 2018. Sierra is our Integrated Library System which is our database of all library patrons and materials. It manages all the transactions related to the collection.
- Approval of Southglenn Library Lease and Common Area Maintenance in the amount of \$376,547.64 which includes 6 months increased at 3% and compounded over the last three years.
- Approval of the Key People contract in the amount of \$196,820.00 which includes all janitorial cleaning district wide.
- Approval of Comcast Purchase Order for \$123,085.56. This will cover all reoccurring payments for 2018 to Comcast for all monthly costs of patron internet and all branch connectivity to the Support Services Building.
- Approval of the hiring of Michael Fleming, Cynthia Convers-Doucette, Dagmar Korn, Cherie Curtis, Nicole Wilhelms, Joseph Honsberger, Amy Lawrence, Joselle Lawrence and Tiffany Turner
- Approval of the separation of Chelewa Gant, Skye Richards, Casey Clark, Tricia Leavitt, Nathanael Smith, Amy Lawrence and Deborah Gonzales

GEEK OUT PRESENTATION: *Geek Out!* had another successful year in 2017. Teen Librarians Bridget Kiely, Catherine Boddie and Kelsey McLane shared some of the highlights with the trustees.

POLICIES: Safety Policy – First Reading

Upon consultation with security Supervisor DeLace Munger, the directors asked that the safety policy be modified to eliminate the terminology "safety of personal property." We do not assume responsibility for the safety of patrons' personal items in our libraries.

Staff Use of Digital Library Property Policy – First Reading

The Staff Use of Digital Library Property Policy has been updated to reflect the information that we have in our Employee Handbook. These updates include prohibiting activities that are illegal, a security risk, or discriminatory.

Equal Opportunity and Sexual Harassment – Second Reading

The Director of Administrative Services title was removed and replaced with Director of Marketing and Human Relations title. The content of the policy

remains the same. The Director responsible was the only change that was made.

Isabel Mckenzie moved to approve the second reading of the Equal Opportunity and Sexual Harassment Policy and the first readings of the Staff Use of Digital Library Property Policy and the Safety Policy with the suggested revisions by the Directors. Dorothy Pisel seconded and the motion passed unanimously.

BRAND VIDEO PRESENTATION: Ginger Mattson, Manager of Strategic Marketing and Communications, shared the recently completed brand experience videos that highlight patrons and how they are using our libraries.

REPORTS:

Legal Report:

Legal counsel presented the Annual Administrative Resolution to the trustees. Isabel McKenzie moved to approve the resolution, Katie Schroeder seconded and the motion passed unanimously.

Katie Schroeder moved to approve the parking lot agreement with the volleyball facility that is being built adjacent to the Administrative building with the addition of the Patron Code of Conduct language added to the agreement. Dorothy Pisel seconded and the motion passed unanimously.

Trustee Reports:

- Rachel Bandy was impressed with the recent Santa event at the Koelbel Library that she and her children attended.
- Steve Oliver reported that the return drop at the Koelbel Library seems to be working better. Anthony White explained that the screens on the unit tend to overheat and they are continuing to work to fix the issue.
- Sally Daigle is planning to attend the Arapahoe County Council on aging on January 22.

Directors Reports:

- Oli Sanidas reviewed his report on the district's accomplishments for 2017.
- Jill Corrente reported that LMS has launched Kanopy, a new online resource for streaming videos. Kanopy provides independent films, documentaries, world cinema as well as educational content from Great Courses and PBS. In addition, the sewing machines in the Makerspace have been replaced with six of the same model machines.
- Jessica Sidener thanked the Friends for an amazing job. They had an extraordinary year of fundraising! In December they hosted a two-day, pre-holiday better book sale at Koelbel Library which raised more than

\$4200 for the Friends. With membership dues, online Amazon sales, the used book stores and the four annual book sales, the Friends raised a total of \$176,000 in 2017. With this money, the Friends granted back \$100,000 to Arapahoe Libraries and funded projects like the annual Summer Reading Program, Geek Out and Lego contests, STEAM camp, afterschool snacks for students at Sheridan Library, Summer Swap books, Reading Readiness Outreach backpacks, Discovery table for Southglenn Library, interactive panels for the new children's area at the Eloise May Library, media mentorship programs and Stories and More and Make and Take early literacy projects.

- Jessica also highlighted the Huffington Post article that was spotlighted on Facebook. The community was invited to comment what their favorite part about visiting the library was. We received lots of wonderful comments!
- Linda Speas reported that Tiffany Turner has been hired as the supervisor of the Koelbel Library along with Nicole Wilhelms starting as the manager of the Castlewood and Southglenn Libraries. Linda encouraged the trustees to read the report from Paul Wember on the Fort Logan project which is included in their packet. She also pointed out that there is some great information from staff in the summary of the diversity survey.
- Kim Collie explained the focus of the project management office to the trustees.
- Jennifer Mahin reviewed the vendors that the district spent more than \$100,000 with in 2017. She will include this list annually for the trustees to review.

STRATEGIC PLAN BRIEF:

Linda Speas reported that we have received the permit related to the underground plumbing at the Eloise May Library. She also asked the trustees to review the notes from the meeting with the Davies school board representatives and ALD representatives to discuss the library space in the new school.

LET'S FIND OUT...HOW WE DID:

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

Jessica Sidener explained that these talking points are shared with the trustees each month to enable them to market the library while they are out in the community.

UPCOMING MEETINGS: The February Board Meeting will be held at the Support Services Building, 12855 E Adam Aircraft Circle, on Tuesday, February 20, 2018 at 5:30 p.m.

EXECUTIVE SESSION:

Trustee Katie Schroeder announced the agenda called for an executive session pursuant to Section 24-6-402(4)(f), C.R.S., for purposes of discussing personnel matters.

Upon announcement and by motion duly made, seconded, and by unanimous vote, the Board entered executive session at 7:57p.m.

At 8:50 p.m. the Board of Trustees reconvened in public session. Trustee Katie Schroeder announced the Board had been in Executive Session pursuant to §24-6-402(4)(f), C.R.S., for purposes of discussing personnel matters. The Board did not take formal action nor did it adopt any policy, position, rule, or regulation."

There being no further business, Katie Schroeder moved to adjourn the meeting. Katie Schroeder adjourned the meeting at 8:51 p.m.

2/20/2018

Date Approved

Olisabel McKenzie

Dorothy Pisel, Secretary