
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

August 21, 2018

Koelbel Library
5955 S Holly Street
Centennial, CO

MEMBERS PRESENT: Katie Schroeder, Isabel McKenzie, Steve Oliver, Rachel Bandy and Sally Daigle

MEMBERS ABSENT: Jim Morrato and Dorothy Piset

PUBLIC: Mayor Ron Rakowsky

OTHERS ATTENDING: Cameron Richards, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Janel Maccarrone, Executive Assistant; Jennifer Mahin, Director of Finance; Jessica Sidener, Director of Marketing and Human Relations; Jill Corrente, Director of Digital and Library Material Services; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Cynthia Kiyotake, Library Manager; Holly Whelan, Library Manager; Taliah Abdullah, Library Manager; Nicole Wilhelms, Library Manager; Katya Dunatov, Manager of Information Services; Richard Lyda, Tina Ulmer and Nancy Gillespie

Katie Schroeder opened the meeting at 5:39 p.m.

APPROVAL OF MINUTES No. 757, 758 and 759: Isabel McKenzie moved to approve the Minutes #757 from the June 19, 2018 Board Meeting, Minutes #758 from the June 25, 2018 Board Meeting and Minutes #759 from the July 17, 2018 Executive Session. Katie Schroeder seconded the motion. The motion passed unanimously.

CONSENT AGENDA: Steve Oliver moved and Rachel Bandy seconded to approve the Consent Agenda as presented. The motion passed unanimously.

Approval of the Consent Agenda means:

- Approval of the hiring of Ed Babao, Shirmeca Littlejohn, Jen McKelvy, Robert Heitzman, Michelle Bakken, Jill Zastko, Elizabeth Ramey, Avery Kirk, Jennifer Bunn, Kristy Wellcome, Kim Sievert, Karen Barton, Diane Fogle and Asia Groves

- Approval of the separation of Michelle Schierburg, Cody Robinson, Pat Connors, Jamie Caulder, Tyler Pieper, Kimberly Buchanon, Jacki Solat and Ed Babao

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees. Sally Daigle moved and Isabel McKenzie seconded to approve the Financials as presented. The motion passed unanimously.

Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

DR. NITA VIDEO PRESENTATION: Dr. Nita Mosby Tyler is the Chief Catalyst and founder of The Equity Project, the consulting firm selected to work with Arapahoe Libraries over the next two years, to assist us with our inclusivity initiative. Dr. Nita shared via video with the Board some of her philosophy and key concepts related to the work that she is doing with the Arapahoe Libraries.

ALA CORE VALUES PRESENTATION: Richard Lyda, Supervisor for Mobile Library Services and Katya Dunatov, Manager for Information Services, provided an overview of the American Library Association Core Values of Librarianship, to provide context for the recommendation to the Board to adopt the values as a new policy for Arapahoe Libraries.

POLICIES:

ALA Core Values of Librarianship Policy – first reading:

The directors recommended that the Board adopt the American Library Association Core Values of Librarianship as a policy for the Arapahoe Libraries. The reason for doing so is similar to the Library Bill of Rights, Freedom to Read and Freedom to View policies that previous Boards have adopted. The values should serve as guiding principles for every decision that we make as a public library, and adopting the values as a policy will support this decision making moving forward, both internally for staff as well as for the public. The second reading of the policy will be brought to the trustees with suggested changes at the September 18, 2018 Board Meeting.

Soliciting, Petitioning, Free Speech Policy:

With a number of recent incidents related to the free speech policy, the directors recommended adding some clarification around what type of free speech zone we offer for the public. The second reading of the policy will be brought to the trustees with the suggested changes at the September 18, 2018 Board Meeting.

Staff Use of Property Policy: The directors changed the Staff Use of Digital Library Property to include physical items, as well. The paragraph from the Employee

Handbook was added to the policy. The second reading of the policy will be brought to the trustees at the September 18, 2018 Board Meeting.

Makerspace Policy: The directors further clarified the definition of violating library policies in our Makerspace to include the following phrase: Arapahoe Libraries staff reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any library policies, *including creating weapons, obscene materials, or illegal items*. The second reading of the policy will be brought with suggested changes to the trustees at the September 18, 2018 Board Meeting.

Call Recording and Security Camera Policy: Arapahoe Libraries will soon enable call recording software in order to better evaluate incident reports that involve phone calls with patrons who violate the patron code of conduct and to provide employee coaching. This new policy includes the new call recording software as well as our current security camera surveillance. The second reading of the policy will be brought to the trustees at the September 18, 2018 Board Meeting.

REPORTS:

Legal Report:

Legal counsel reviewed the legal report and answered questions from the trustees.

Trustee Reports:

- Rachel Bandy attended the Southglenn Library Book Sale along with several storytimes. She has two family members participating in the OATS program and they are swooning over library staff. They specifically praised and are very impressed with Eileen Kirk.
- Steve Oliver attended the Eloise May Children's Area Opening. He also attended an Active Minds lecture on New Orleans.
- Isabel McKenzie reported that she attended a recent program.
- Katie Schroeder asked when the trustees would like to schedule their annual self-evaluation. They all agreed to move the self-evaluation to December or January. She also announced that Jim Morrato will soon reach his term limit on the board. Katie Schroeder, Rachel Bandy and Steve Oliver volunteered to serve on the interview committee to select a replacement. Katie also encouraged the trustees to become Friends members and to volunteer at the upcoming Koelbel Book Sale.
- Sally Daigle attended the Sheridan Library Concert.

Director Reports:

- In preparation for the draft budget presentation in October, Oli Sanidas reviewed some of the significant expenses being considered for 2019 and beyond. He gave a detailed report which offered a preliminary overview of the projects, giving some insight into what projects are being considered.
- The director team is presently considering two sizing options for the new library in Byers. Option one is 6000 sq. feet, and the other is 10,000 sq. feet. There is a sizeable price difference of more than \$2.8 million between the two choices. Oli provided detailed information about the advantages and disadvantages of each sizing and timing scenario. To help the trustees to make a recommendation, they would like to know the projected growth, estimated current usage and the current size of Byers and what community resources are needed.
- Another proposed project for 2019 is a remodel of the Castlewood library. The urgency for the remodel is partly motivated by the need to replace the HVAC unit as it is reaching end of life. It is more efficient to replace an HVAC when renovating so that we purchase one that accommodates the new configuration as opposed to retrofitting it later after a remodel. The Castlewood remodel will include work on the external face of the building to make it appear more appealing. The directors are recommending spending down some of the fund balance for a full internal and external remodel over the course of 2 years.
- Oli Sanidas shared the following themes that were identified in the Employee Engagement Survey with the board.
 - 1) Overall the staff enjoys working with each other. They feel that core teams are effectively collaborating and innovating together.
 - 2) Many staff feel pride for the work they do.
 - 3) The survey indicated that staff have the tools, resources, and training needed to do their job well.
 - 4) Immediate supervisors are empowering and care about the everyone's well-being.

Here are the issues that stood out to us as needing improvement

- 1) Many believe there is a lack of cross-department collaboration.
 - 2) Some feel that their voice doesn't matter
 - 3) Some staff feel like senior leaders don't seem to be aware of what's going on in the organization
- Oli Sanidas announced that ALD will be recognized with the Julie J. Boucher Memorial Award for Intellectual Freedom from the Colorado Association of Libraries. The award will be presented at the annual Colorado Association of Libraries Conference on Friday, September 14th.
 - Linda Speas reported on the following Strategic Plan Initiatives:

Inclusivity:

- 1) ALD had 22 participants who walked in the recent Pridefest Parade.
- 2) More information will be available to the board as the inclusivity guild continues to work with Dr. Nita.

Advisory Services:

- 1) Arapahoe Libraries participated in the Denver ComicCon which provides several of our departments an opportunity to showcase what we do.

Lifelong learning:

- 1) Sheridan, Koelbel and Smoky Hill Libraries received official recertification from the national Family Place Libraries. We are looking to expand the initiative at Kelter and Eloise May Libraries soon.

Space:

- 1) Ground has been broken and work has started on the Deer Trail School. We are meeting with the architect and looking for furniture vendors. Collection will be smaller because of smaller square footage.
- 2) The additional parking lot at the Eloise May Library is now open.

- Jessica Sidener reported on the following Strategic Plan Initiative:

Community Engagement:

- 1) The Community Engagement Campaign is in full swing. For 2018 the Community Engagement team is Taliah Abdullah, Nicole Wilhelms, Cynthia Kiyotake, Holly Whelan, Erica Brandse, Michelle Cingrani, Ginger Mattson and Louise Richey. We anticipate adding more staff moving into 2019.
- 2) We are focusing on dialog and relationship building by hosting three community conversations (about 90 minutes each) with 12-15 participants in each group:
 - Business Community - specifics are still to be determined
 - Superusers – Friends, volunteers, regular patrons
 - CenCON - CenCON is comprised of neighborhood associations in the City of Centennial. The current membership represents nearly 22,000 Centennial homes in 45 different neighborhood associations.

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

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

No comments

UPCOMING MEETINGS: The September Board Meeting will be held at the Kelter Library on Tuesday, September 18, 2018 at 6:00 p.m. and will include a presentation on the Castlewood and Byers Libraries Remodels and a presentation on services to the Deer Trail School.

There being no further business Rachel Bandy moved to adjourn the meeting. Steve Oliver seconded and Katie Schroeder adjourned the meeting at 8:40 p.m.

9-18-18

Date Approved



Dorothy Pisel, Secretary