

---

## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

October 16, 2018

Smoky Hill Library  
5430 S Biscay Circle  
Centennial, CO

**MEMBERS PRESENT:** Katie Schroeder, Steve Oliver, Jim Morrato, Rachel Bandy and Sally Daigle

**MEMBERS ABSENT:** Dorothy Pisel and Isabel McKenzie

**PUBLIC:** None

**OTHERS ATTENDING:** Eric Rosales, Hays Representative; Cameron Richards, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director; Janel Maccarrone, Executive Assistant; Jennifer Mahin, Director of Finance; Jill Corrente, Director of Digital and Library Material Services; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Caroline Heinselman, Manager of Human Resources; Cynthia Kiyotake, Library Manager; Holly Whelan, Library Manager; Taliah Abdullah, Library Manager; David Britt, Manager of LMS, Donna Dean, bonnie pintaric, Sharon Kuhn, Tina Ulmer, Geri Grapko, Soumia Abeo

Katie Schroeder opened the meeting at 5:40 p.m.

**APPROVAL OF MINUTES No. 761:** Jim Morrato moved to approve the Minutes #761 from the September 18, 2018 Board Meeting. Steve Oliver seconded the motion and the motion passed unanimously.

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

Approval of the Consent Agenda means:

- Approval of the hiring of Caitlin Zeller
- Approval of the separation of Jennifer Gunn, Emily Tarletsky, Kate Berry and Sabrina Adame
- Approval of \$100,000 for Trackvia workflow and data analysis platform

**FINANCIALS:** Jennifer Mahin reviewed the financials with the trustees.

Steve Oliver moved and Rachel Bandy 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

**HAYS INSURANCE PRESENTATION:** Eric Rosales From Hays Companies provided an overview of the medical insurance plan and explained the funding mechanism for the plan. In July 2014 Arapahoe Libraries changed from a fully insured to a partially insured medical plan. Hays Companies is the broker for both health and retirement benefits.

**2019 PRELIMINARY STRATEGIC PLAN AND BUDGET:** Oli Sanidas highlighted some of the most noteworthy aspects of the draft 2019 Strategic Plan and Jennifer Mahin presented the proposed 2019 Budget to the trustees. The adoption of the final 2019 Strategic Plan and Budget will be on the agenda for the November 13, 2018 Board Meeting and Public Hearing.

#### **POLICIES:**

**Reservable Spaces:** The policy has been revised to ensure that granting of permission to use library facilities does not constitute endorsement by the Arapahoe Library District Staff or Board of Trustees. It now clarifies that flyers and advertisements to non-library events held in our reservable spaces must not contain our logo or allude to co-sponsorship. The policy will be presented for a second reading in November.

#### **Disposal of Personal Identifying Information Resolution – second reading:**

A second reading for the Disposal of Data Containing Personal Identifying Information was presented to the trustees. Rachel Bandy moved to approve the resolution as presented. Steve Oliver seconded and the resolution passed unanimously.

#### **REPORTS:**

##### **Legal Report:**

Legal counsel reviewed the legal report with the trustees.

##### **Trustee Reports:**

- Katie Schroeder announced that the posting for the new trustee position will be postponed until further notice.
- Rachel Bandy was impressed with an early literacy program that she attended which spotlighted Dr. Dipesh Navsaria.
- Sally Daigle attended the Sheridan Celebrates VIP author event and the Sheridan Celebrates activities.

## Challenges:

No comments

## Director Reports:

- Oli Sanidas reported that he and Katie are working to provide facilitation training to the board. He attended sessions at Denver Start Up Week regarding universal design which emphasizes the importance of designing facilities around all abilities. Oli also reported that he and Jill attended a presentation on the new facility that Cherry Creek Schools is constructing near our Support Services Building and have an appointment to learn more about the project and potential collaborations with the school.
- Oli Sanidas also reported that former Colorado first lady Helen Thorpe's program was standing room only and a great success. He was happy to report that the Koebel Book Sale had a team of more than 85 volunteers who helped us reach our largest goal yet: \$54,403.
- Jill Corrente and Linda Speas reported on staff presentations at the Colorado Association of Libraries Conference. Jill Corrente reported that Web Systems Assistant Kati Polodna presented on a panel called "Doing UX? What You Can Do to Improve User Experience." Kati spoke about the importance of learning website user habits, how to build the "right" tasks for users to complete, and best practices. Linda Speas highlighted Senior Services Librarian Marie Ingram's presentation, "Serving Patrons with Dementia: A Customer Service Training." Marie discussed the importance of being dementia-friendly and how library districts could create staff training. She also summarized ALD's training design and content and gave the audience a chance to try a new free virtual reality app *A Walk Through Dementia*.
- Linda Speas reported that Brendan Haggerty attended a day-long mini-conference hosted by the Public Library Association which brought 13 social workers from library districts across the country together with five members of PLA's staff to discuss the work being done by social workers within libraries and how to best develop social work programs across the nation. This was an in-depth discussion and centered on inter-agency communication and collaboration to fill as many of the needs within communities as possible.
- Linda Speas was excited to announce that the Child & Family Library Services recently began the process of working toward a formal Family place Library designation for the Eloise May Library through a recurring program series. The programs were all well attended.
- Jill Corrente shared that remodel of the Library Material Services Department is complete. She invited the trustees to tour the area in November when the board meeting is at Support Services.

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

No comments

**MONTHLY STATISTICS:**

No comments

**COMMUNITY CONVERSATIONS:**

No comments

**UPCOMING MEETINGS:** The November Board Meeting and Public Hearing will be held at the Support Services Building on Tuesday, November 13, 2018 at 5:30 p.m.

There being no further business Steve Oliver moved to adjourn the meeting. Jim Morrato seconded that motion and Katie Schroeder adjourned the meeting at 7:40 p.m.

11/13/18

Date Approved

Katie Schroeder

Dorothy Pisel, Secretary