
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

November 13, 2018

Support Services
12855 E Adam Aircraft Circle
Englewood, CO

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

MEMBERS ABSENT: Dorothy Pisel

PUBLIC: None

OTHERS ATTENDING: Elizabeth Dauer, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Janel Maccarrone, Executive Assistant; Jennifer Mahin, Director of Finance; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Jessica Sidener, Director of Marketing and Human Relations; David Britt, Manager of LMS; Nicolle Wilhelms, Library Manager and Kathleen Robertson

Katie Schroeder opened the meeting at 5:45 p.m.

NOTICE OF BUDGET: Katie Schroeder announced that the 2019 proposed budget and public hearing notice was published on October 4, 2018 in *The Villager*, October 5, 2018 in *Eastern Colorado News/I-70 Scout* and on September 24, 2018 in the *Littleton Independent*. Following public comment, the public hearing will be adjourned, and the proposed 2019 Strategic Plan and Budget will be presented to the Board for adoption and appropriation.

PUBLIC HEARING CLOSED: Katie Schroeder noted that no further public comment on the 2019 proposed Strategic Plan and Budget has been received since the public hearing on October 16, 2018. Katie Schroeder closed the public hearing on the 2019 Budget and asked Oli Sanidas and Jennifer Mahin to present it to the Board for adoption.

ADOPTION OF THE 2019 STRATEGIC PLAN AND BUDGET: Oli Sanidas and Jennifer Mahin submitted the final 2019 Strategic Plan & Budget. Oli Sanidas reviewed the 2019 Strategic Plan with the trustees and answered questions. Jennifer Mahin pointed out the few changes from the first draft of the budget presented in October, highlighting the projects that were \$100,000 or more.

Rachel Bandy moved to approve the Resolution to Adopt the 2019 Budget. Steve Oliver seconded the motion and the motion passed unanimously. Sally Daigle moved to approve the Resolution to Appropriate Funds and Certify the Mill Levy. Steve Oliver seconded the motion and the motion passed unanimously. Copies of the Resolutions are attached.

APPROVAL OF MINUTES No. 762: Jim Morrato moved to approve the Minutes #762 from the October 16, 2018 Board Meeting. Katie Schroeder seconded the motion and the motion passed unanimously.

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

Approval of the Consent Agenda means:

- Approval of the hiring of Emily Roberts, Jackie Solat, Becca Levin, Rachelle Monge, Chelsea Elwood, Amber Bales, Judy Francois and Kristina Asimaya
- Approval of the separation of Chris Snorgrass and Sofia Moyn
- Approval of \$140,000 for annual Sierra renewal (2019)

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees. Steve Oliver moved to approve the Financials as presented. Katie Schroeder seconded and the motion passed unanimously. Approval of the Financials means:

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

POLICIES:

Reservable Spaces – second reading: 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. Sally Daigle moved to approve the Reservable Spaces Policy as revised. Katie Schroeder seconded the motion and it passed unanimously.

Patron Code of Conduct – first reading: The longer, detailed version of the Patron Code of Conduct has been modified to reflect the changes that were previously made to the shorter version that is posted in the libraries. The verbiage has been modified to include the use of marijuana products, all smoking/tobacco products and electronic smoking devices as inappropriate in the libraries. The policy will be presented for a second reading in January.

Soliciting, Fundraising, Petitioning, Campaigning and Other Free Speech Activities on Library Property – first reading: The policy has been modified to remove the sale of newspapers among the activities not allowed on the premises, as we do not have newspaper vending machines at any library

location. The directors and legal counsel will work on revisions and present the policy for a second reading in January.

REPORTS:

Legal Report:

Legal counsel reviewed the legal report with the trustees.

Trustee Reports:

- Katie Schroeder reported that she is planning a facilitation training and retreat for the trustees. She also reminded the trustees of the special meeting on December 11, 2018 at 5:30 p.m. that will include an executive session for the Executive Director Evaluation.
- Jim Morrato inquired on the status of the new trustee posting which has been postponed until January. Katie Schroeder will submit a new timeline for the posting to Janel Maccarrone soon.

Challenges:

No comments

Director Reports:

- Oli Sanidas highlighted the 2018 Year in Review with the trustees.
- Linda Speas reported on the following:

Inclusivity

We are in the process of rolling out the Inclusivity Training sessions with Dr. Nita to staff.

Advisory Services

Linda is pleased with the collaborative effort of the highly successful Hold Shelf Surprise advisory program that invited interested patrons to fill out an online form, sharing their reading, watching and music listening tastes with expert librarians. The results were happy patrons who received their next item. The district is reviewing the program for long term sustainability and staffing due to the popularity of the program. It will be offered again in January.

Deer Trail and Byers

Linda reported that both the Deer Trail and Byers building projects are underway. Community input sessions for both libraries have been scheduled in November and December. We are planning to have the selected architect and general contractor attend the January board meeting and again in early summer to share drawings and renderings with the trustees.

Castlewood

Plans are also underway to begin the remodel of the Castlewood Library in 2019. A visioning meeting was held with staff, the architect and the general contractor for the project.

- Jessica Sidener reported on the following:

Champion Lifelong Learning

The program, Parenting in a Digital World, was done in tandem with Cherry Creek Schools. Katie Greer, a nationally recognized expert on internet and digital safety, shared her message at Liberty Middle School and Cherry Creek High School and presented a parent session to 89 adults at the Koelbel Library. This type of program provides us the opportunity to show our relevance in the community.

Community Engagement and Listening

Our first community conversation was with the CenCON group, who gave an hour of their meeting for us to listen to what is important to them, and we received some great feedback. Participants were excited to be asked about themselves, their hopes and dreams for the future and how the library can help them succeed in life. Two more pilot conversations are planned before the end of the year. Information from these conversations will be compiled and shared with the board in 2019. This information will help to inform the 2020 Strategic Plan. It's a unique and feel good way to engage with the community.

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

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

No comments

UPCOMING MEETINGS: A Special Meeting is scheduled on Tuesday, December 11 at 5:30 p.m. at the Support Services Building.

There being no further business Sally Daigle moved to adjourn the meeting. Steve Oliver seconded the motion and Katie Schroeder adjourned the meeting at 7:14 p.m.

1-15-19

Date Approved

Dorothy Pisel

Dorothy Pisel, Secretary