

---

## **ARAPAHOE LIBRARY DISTRICT**

### **MEETING OF THE BOARD OF TRUSTEES**

June 15, 2021

Admin Support Services Building  
12855 E Adam Aircraft Circle  
Englewood, CO 80112

**MEMBERS PRESENT:** Steve Oliver, Bill Shaw, Katie Schroeder, Rachel Bandy, Theresa Mehringer

**MEMBERS ABSENT:** Sally Daigle

**PUBLIC:** Natalie Palmer

**OTHERS ATTENDING:** Cameron Richards, Attorney; John Paul LeChevallier, auditor

**STAFF PRESENT:** Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Jessica Sidener, Director of Marketing and Community Relations; Linda Speas, Director of Library Operations; Anthony White, Director of Innovation and Technology; Cynthia Kiyotake, Associate Director Library Operations; Nicole Wilhelms, Library Manager

Steve Oliver opened the meeting at 5:37 p.m.

Steve welcomed the group back to in-person meetings. He expressed deep gratitude to the ALD staff for providing the services to the community and coming up with new ideas to provide services during the pandemic.

#### **APPROVAL OF MINUTES No. 796:**

Bill Shaw requested that the minutes of the May 18<sup>th</sup> meeting be amended to include the board commendation of the facilities group following their presentation of the work they did. Rachel Bandy moved to approve the Minutes #796 from the May 18, 2021 Board Meeting with the requested amendment. Katie Schroeder seconded and the motion passed.

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

- A. Approval of the hiring of Mostafa Sakr, Spencer Wells, Faye Rogers, RaineBo Thunder, Adam Love, Robyn Leander, Mark Hughes, Kira Milou Della Penna
- B. Approval of the separation of Leigh Berryman, Zach Ajifu, Summer Greenwood, Taylor Eagan, Kathleen Millican, Tom Powell, Lesley Box
- C. Approval of \$209,856 the lease and commons area maintenance for the Southglenn facility for July-December 2021. There is a rate increase. This happens every three years.

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

Bill Shaw moved to accept the Financials as presented. Rachel Bandy seconded and the motion passed. Approval of the Financials means:

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

On the Combined Funds sheet, Theresa and Katie requested that the column labeled 'prior year' reflect the numbers from the same month the previous year rather than the entire year.

**POLICIES:**

- A. CIRCULATION POLICY:** There were proposed changes to the policy to add links to other policies for context. There was an error on the policy in the board packet and Anthony White read the correct policy aloud to the board.

Rachel Bandy moved and Katie Schroeder seconded to approve the Circulation Policy with the amendments proposed. The motion passed.

- B. MINUTES OF THE BOARD OF TRUSTEES:** There was a proposed change to the policy to change the word "her" to "their" to make the wording more generic.

Rachel Bandy moved and Katie Schroeder seconded to approve the Minutes of the Board of Trustees policy with the amendment proposed. The motion passed.

**BOARD PRESIDENT REPORT:** Steve Oliver reported that this is Rachel Bandy's final meeting as she is moving out of state. He thanked her for her service and wished her and her family the best of luck in Minnesota.

Rachel reported that she attended a couple of virtual events. She was impressed that ALD was able to secure very prestigious authors for the events.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas thanked Rachel Bandy for her service on the board. She started on the board at the same time Oli became Executive Director and he felt their relationship helped him grow and her passion challenged ALD to do better.

Rachel told a story of how libraries impacted her growing up and throughout her life.

**PRESENTATION: AUDIT**

Auditor John Paul LeChevallier reviewed sections of the audit. He noted that he has been impressed with how ALD has been operating. ALD received the highest level of audit opinion in the report.

John Paul mentioned there are two sets of financial statements that governmental agencies present.

Bill Shaw acknowledged the complexity of predicting future property taxes with all the different legislation changes.

John Paul addressed the letters included. The first is a letter to the board of trustees. There were not many changes from last year about the items that need to be communicated. There will be some significant changes coming, but due to COVID-19, they have been delayed. One change is a federal change regarding leases.

The second page includes items that are audit adjustments. ALD had no items listed, which is a testament to how organized the finance department is.

There are 2 recommendations: 1. granting access to the finance management system to some individuals, and 2. an audit adjustment that does not change the fund balance.

Jennifer Mahin thanked John Paul for all of his work on the audit.

Steve Oliver thanked Jennifer and her team for her work as he knows what goes into the audit as that was his career for 25 years.

Rachel Bandy moved and Katie Schroeder seconded to approve the 2020 audit as presented. The motion passed.

**LEGAL STATUS REPORT:** Cameron Richards reported that the conveyance of the property in Deer Trail is complete.

He also mentioned that Senate bill 21-293 came up and passed quickly and has potential impact on property tax revenues.

Bill Shaw inquired about the status of the naming policy. Oli responded that it is currently tabled.

**STRATEGIC PLAN REPORT:**

Jennifer Mahin, Director of Finance, highlighted a few items from the strategic plan report: the virtual maker contest; working with the Blind Institute of Technology to install technology in our libraries to provide audio information for visually impaired people as they move through the library; the Summer Reimagined project; and the new signage in some of the branches.

There being no further business, Steve Oliver adjourned the meeting at 7:07 p.m.

8/19/2021

\_\_\_\_\_  
Date Approved

DocuSigned by:  
*William Shaw*  
7061F6F2C2AE47F...  
\_\_\_\_\_  
William Shaw, Secretary