
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

September 21, 2021

Kelver Library
585 S. Main Street
Byers, CO 80103

MEMBERS PRESENT: Steve Oliver, Bill Shaw, Katie Schroeder, Theresa Mehringer, Natalie Palmer, Liz Nichols

MEMBERS ABSENT: Sally Daigle

PUBLIC: Debra Oliver

OTHERS ATTENDING: Beth Dauer, Attorney (virtually)

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; Kim Collie, Director of Project Management Office; Cynthia Kiyotake, Associate Director of Library Operations; Caroline Heinselman, Director of People Services; Holly Whelan, Library Manager, Josh Mote, Library Supervisor; Jacki Solat, Library Specialist

Steve Oliver opened the meeting at 6:40 p.m.

PUBLIC COMMENT: Jacki Solat introduced herself and stated that she has been employed at ALD multiple times and has left in the past because of low wages and inequity of wages. She said some of her coworkers have told her that they have had the same experience as well. She said many ALD staff rely on a partner's income to live. Jacki does not have a partner. She also stated that there is quite a bit of turnover, and a primary reason is because of low wages. The turnover causes low morale among staff and inconsistent service for patrons.

APPROVAL OF MINUTES No. 798:

Katie Schroeder moved to approve the minutes from the August 17, 2021 meeting as presented. Liz Nichols seconded and the motion passed.

CONSENT AGENDA: Bill Shaw moved to approve and Natalie Palmer seconded the Consent Agenda as presented. The motion passed.

- A. Approval of the hiring of David Labo, Lauren Gonzalez, Koby Adams, Allia Hardy, Erin Kuhn, Abigail Sewall
- B. Approval of the separation of Rachel Brittain, Jennifer Colmenero, Jason Steagall, Spencer Shoup, Tiffany Turner, Morgan Gowans, Kati Polodna, Winter Bahlibi, Diane Fogle, Andrew Monson
- C. Approval of \$107,000 to engage Oz Architecture for design services to space plan Sheridan Library. Sheridan Library is small, and it was well designed to be flexible so it could respond to the needs of the community and changing needs of staff. It has become clear that we need to review the allocation of its square footage, ergonomics and ease of access, using this opportunity to replace outdated service points and worn furniture. We also want to explore opportunities to develop and activate the greenspace adjacent to the library on the west side as an inviting outdoor space that extends the library outside.
- D. Request approval of \$985,000 for a one-time monetary award to employees in the lower pay tier in an effort to address economic conditions affecting employees. This is a short-term measure of an overall compensation strategy that Arapahoe Libraries is undertaking.

Oli explained that item D is a one-time bonus in response to the delays of the compensation study that ALD normally does every 2-3 years. The most recent compensation study was scheduled to occur in 2019, but was delayed due to staff capacity, then delayed again in 2020 due to COVID-19. There will be two studies done this year, a compensation study to ensure staff salaries are within market range of similar organizations; and an equity study, that will determine whether individual salaries are competitive with salaries in similar roles. Next year, the merit increase will be 5% of the salary budget. In the past, the increase has been 3%.

Theresa Mehringer expressed concern that some staff may leave after receiving the bonus. Caroline Heinselman responded that employees who were hired in September 2021 and after will not receive the bonus. Only staff who earn less than \$60,000 per year will receive the bonus. Theresa said she would like to hear feedback after a month or two to see how the bonus worked.

Bill Shaw mentioned that he had emailed some questions about item D to Oli prior to the meeting and Oli answered all the questions to his satisfaction.

Theresa asked how many employees the bonus affects. Oli estimated around 270 employees.

Oli explained that the 5% increase is of the total salary budget and is easy to predict. The amount of the budget that cannot be predicted is the change that is made as a result of the compensation study.

Katie Schroeder asked if the bonus is purely salary and does not include benefits. Oli confirmed that is correct.

Bill asked if the questions discussed during the meeting should be included in the minutes. Elizabeth Dauer confirmed that it is appropriate for the questions to be noted in the minutes.

Bill Shaw noted an error in the consent agenda of a duplicate name listed in item B. Marie Greene stated the duplication was an error and has been deleted from the minutes.

Katie Schroeder asked if the Sheridan construction budget from item C will be included in the 2022 budget. The item in the consent agenda reflects only the design phase. Oli confirmed the construction budget will be included in the 2022 budget.

APPROVAL OF AUDIT SERVICES VENDOR SELECTION: Jennifer Mahin requested board approval to authorize the Finance/Audit Committee to select the audit services firm. She explained that they are considering a 5-year contract. Steve Oliver asked if there will be an RFP put out to collect proposals from multiple firms and if so, the Finance/Audit Committee would like the proposals to be narrowed down by ALD prior to presenting them to the committee. Jennifer agreed.

Katie Schroeder moved to authorize the Finance/Audit committee to select and engage the firm to complete the 2021 Arapahoe Library District audit on behalf of the Board of Trustees. Natalie Palmer seconded and the motion passed.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Bill Shaw asked about the slight increase in the self insurance budget. He stated that elective procedures may increase after the pandemic subsidies and ALD should project for that in the budget.

Theresa Mehringer moved to accept the Financials as presented. Natalie Palmer seconded and the motion passed. Approval of the Financials means:

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

BOARD PRESIDENT REPORT: Steve Oliver stated that he and his wife, who was also in attendance at the meeting, go to Koelbel Library frequently. He said every time they go, it seems more busy and more normal.

Katie Schroeder reported that the early literacy program was amazing; she was able to attend an outdoor children's event and the book sale and both were amazing as well. Bill Shaw stated that he also attended the book sale and was impressed. He invited everyone to join the Friends of the Arapahoe Library.

Bill asked about the posting of the Land Acknowledgement statement on the ALD website. Jessica Sidener stated that it had been posted, but then was taken down to do more due diligence. Linda Speas explained that ALD is reaching out to some of the indigenous communities for feedback.

Bill also asked about the external lockers. Anthony White reported that the lockers have been full at some branches. Theresa Mehringer asked if the lockers are being used mostly after hours. Jacki Solat stated that at Castlewood there are rarely expired holds left in the lockers, so patrons are using the lockers, but she could not speak to whether they are picked up after hours more than during open hours. Anthony also reported that ALD has not promoted the lockers to the public yet, so much of the usage has been organic.

Theresa asked about the low numbers on the usage of study rooms and meeting rooms noted on the statistics report. Oli responded that the numbers reflect year-to-date, and the rooms have not been open all year. ALD also recently expanded hours, so the usage numbers should rise.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported about the expansion of hours as of September 7th. The expanded hours were chosen very intentionally based on data. There is no plan to expand hours any further for now. The plan is to see how it goes with the newly expanded hours.

Theresa Mehringer asked about the topic of reaching out to Deer Trail about naming something in Dorothy Pisel's honor discussed the last meeting. Linda Speas reported the conversation has started and once more details are available, they will be shared with the board.

LEGAL STATUS REPORT: Beth Dauer expressed congratulations to ALD for the work being done to stay compliant with Colorado's Equal Pay for Equal Work Act.

Beth mentioned that there is potentially a significant amount of lost revenue for the library district due to an increase of the business personal property exemption threshold from the passage of bill HB21-1312.

Bill SB 21-130 allows the library district trustees the discretion to exempt up to 100% of business personal property from the property tax revenue. The board was not asked to decide on this at the meeting. Once the budget process is further along, there will be a recommendation made to the board.

STRATEGIC PLAN REPORT:

Caroline Heinselman, Director of People Services, highlighted a few items from the strategic plan report:

One of ALD's volunteers was selected as an Everyday Hero.
New art pieces are on display at Castlewood and Kelper Libraries.

There being no further business, Steve Oliver adjourned the meeting at 7:50 p.m.

10/21/2021

Date Approved

DocuSigned by:
William Shaw
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William Shaw, Secretary