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## **ARAPAHOE LIBRARY DISTRICT**

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

October 19, 2021

Virtual

**MEMBERS PRESENT:** Steve Oliver, Bill Shaw, Theresa Mehringer, Natalie Palmer, Liz Nichols, Sally Daigle

**MEMBERS ABSENT:** Katie Schroeder

**PUBLIC:**

**OTHERS ATTENDING:** Beth Dauer, Attorney

**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; Caroline Heinselman, Director of People Services; Cynthia Kiyotake, Associate Director of Library Operations; Holly Whelan, Library Manager; Hayley Presley, Library Specialist; Nicole Wilhelms, Library Manager; Julie Heffernan, Library Specialist; Nadia Kobzeva, Library Specialist; Irina Bass, Library Specialist

Steve Oliver opened the meeting at 5:32 p.m.

#### **APPROVAL OF MINUTES No. 799:**

Natalie Palmer moved to approve the minutes from the September 21, 2021 meeting. Bill Shaw seconded and the motion passed.

**CONSENT AGENDA:** Sally Daigle moved to approve and Theresa Mehringer seconded the Consent Agenda as presented. The motion passed.

- A. Approval of the hiring of Lary Kleeman, Elizabeth Lyp, Hannah Bumgarner, Toni Howes, Katie Holloman, Nate Stein, Sudha Shrestha
- B. Approval of the separation of Alice Kober, Tania Beck, Emily Kohl, Aesta Anderson
- C. Approval to add Juneteenth holiday to the list of library closures. This will be included as a paid holiday for employees.

Bill Shaw asked how the holidays are chosen. Oli Sanidas responded that ALD observes federal holidays with the exception of Columbus Day. Juneteenth was made a federal holiday in 2021. ALD does not observe state holidays.

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

Bill Shaw moved to accept the Financials as presented. Sally Daigle 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 thanked Bill Shaw for passing out information on how to join the Friends Foundation at the September board meeting. Steve sent a check to join.

Steve asked if the libraries are accepting book donations yet. Holly Whelan confirmed donations are being accepted in the chat.

Steve expressed appreciation for staff member Jacki Solat who attended and spoke as a member of the public at the September board meeting and welcomed all staff to attend future meetings.

It was decided at the last board meeting that Steve Oliver and Theresa Mehringer would review bids for auditor services for next year. They completed the review; all bids were within a few thousand dollars of each other, and it was decided to continue ALD's relationship with CliftonLarsonAllen as the auditor for next year. Steve and Theresa agreed that based on the high level of service that CliftonLarsonAllen has provided to ALD in previous years, that they would be retained.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported that ALD hired a new manager of Diversity, Equity and Inclusion, Sudha Shrestha.

Oli mentioned that ALD has begun an initiative to increase the ratio of full-time staff to 70% with part-time staff at 30% by the end of 2022. Oli noted that ALD does not intend to eliminate part-time positions entirely and current part-time staff are supported and appreciated.

Oli reported that the Davies Library meeting room will be named in honor of Dorothy Pisel, a long-time member of the ALD Board of Trustees who passed away last year.

Steve Oliver made a motion to approve the naming of the meeting room in honor of Dorothy Pisel. Sally Daigle seconded the motion and the motion passed.

**LEGAL STATUS REPORT:** Beth Dauer had nothing new to report and asked if the board had any questions.

Bill Shaw asked where the funds would come from that the state would reimburse the district due to the passage of HB21-1312 legislation. Beth was unsure, but she guessed that this would be from COVID relief funds. Bill asked if this legislation is in perpetuity. Beth said she would get back to the board when she has more information.

Beth also noted that personal property tax legislation SB21-130 will impact revenue collected beginning in 2022.

**PRELIMINARY 2022 BUDGET AND STRATEGIC PLAN:** Oli reported that the strategic plan is intended to be more inclusive in its creation and iterative. Future iterations of the plan will be prepared with a consultant who will assist with applying a DEI lens.

Changes to the strategic plan from 2021 to 2022 include the omissions of the sections “financial stability” and “operational transition in response to COVID-19.” There will also be a strategic change to service to the patrons through flexed staffing and resources to meet the needs of the community. There will also be a transition from Diversity, Equity and Inclusion work to Equity. Equity means the libraries differentiate services based on need versus equal services for all, defined as Equality. ALD leadership will take an Intercultural Development Inventory assessment to identify the district’s views, as well as individual views, to determine how the district is proceeding toward the objective of Equity.

Bill Shaw asked who would decide on the changes to library services. Oli responded that ALD leadership would be doing the work and deciding on equitable services. Bill asked if there are plans to get feedback from the public. Oli stated yes, but that planning has not been done yet.

Jennifer Mahin reviewed the draft of the budget with the board. The current draft shows ALD returning \$800,000 to the fund balance, the amount of which Jennifer expects to decrease by the time the budget is finalized. Oli and Jennifer decided they would like that number to be close to \$0. Oli stated that he would like to add more money to the operational budget. He and Jennifer have decided to not put the 1-2% back into the fund balance as they have done in the past.

Per the tax letter from Arapahoe County, the assessed property value has gone up by approximately 6%. The property tax assessed value from Adams County decreased by 12%.

State grants are estimated at \$66,000, which will likely increase to \$70,000 in the final budget.

The Friends Foundation has pledged a \$100,000 donation to ALD for 2022.

The budget assumes a 4-5% increase for inflation in most areas of the budget. Some areas of the budget, such as insurance, assume a higher increase.

A 5% merit increase for staff was included in the budget. Past budgets included 3% increases. \$1.2 million was included for compensation increases and \$428,000 was included to add new staff.

Steve Oliver asked if the results of the compensation study could increase the salaries even higher after the merit increase. Jennifer confirmed that it could.

Bill Shaw raised a concern about balancing increased staff salaries to help with the increased cost of living and the increase in expenditures for the district, which could lead to possible cuts in programming. Oli confirmed that this could be a possibility but noted that there are ways that the district can flex to help with that balance. Oli noted that this budget reflects a philosophical change to be more aggressive with ALD's operational costs.

Jennifer reviewed the budget for Library Operations, which includes equipment, supplies, summer reading, literacy, outreach and training.

Under the Administrative and Executive Services section, Jennifer discussed the budget regarding facilities, payroll tax and benefits, debt service payments, trustee and director expenses.

The budget includes a 10% increase in the Technology and Materials section.

The Marketing, Events and Partnerships budget is increasing by 32% due to a change in ALD's marketing strategy.

The project budget is normally estimated to be about 10% of ALD's revenue.

The debt service fund will decrease significantly because ALD will have paid off large amounts of debt.

Steve asked for an overview of the process for budget approval next month for the benefit of the two new trustees. Oli explained that there will be less discussion next month about the details of the budget because of the details and discussion at this meeting. The November meeting will be a public meeting and a vote will be taken to approve the budget. If it is not approved and another draft of the budget is required, a board meeting will be scheduled in December.

**STRATEGIC PLAN REPORT:**

Jessica Sidener, Director of Marketing and Community Relations, highlighted a few items from the strategic plan report:

There was a virtual concert with the Colorado Chamber Players, which was put on through a partnership with the City of Centennial.

A partnership with Colorado's Sheridan Health Services has allowed ALD to expand technology services, such as telehealth.

Jessica thanked all the trustees who helped with the Book Sale.

There being no further business, Steve Oliver adjourned the meeting at 7:23 p.m.

11/18/2021

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Date Approved

DocuSigned by:

*William Shaw*

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William Shaw, Secretary