
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

November 16, 2021

Koelbel Library
5955 S Holly St
Centennial, CO

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

MEMBERS ABSENT: Sally Daigle

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; Anthony White, Director of Innovation and Technology; Caroline Heinselman, Director of People Services; Cynthia Kiyotake, Associate Director of Library Operations; Hayley Presley, Library Specialist; Nicole Wilhelms, Library Manager; Colin McGuire, Library Specialist

Steve Oliver opened the meeting at 5:47 p.m.

Steve opened the public meeting and asked if there were any comments.

Colin McGuire, a Library Specialist at Koelbel attended the meeting and noted that the rollout of the new IMMS system is confusing and has caused unnecessary stress for the staff.

Hayley Presley, a Library Specialist at Koelbel, agreed that she felt that launching the new IMMS system felt very rushed.

Steve closed the public meeting stage and resumed the normal board meeting.

STRATEGIC PLAN AND BUDGET HEARING:

- A. Approval of the resolutions to adopt the 2022 budget,
- B. appropriate funds, and certify the mill levy,
- C. Public comment concerning the budget

Jennifer highlighted a few changes that had been made to the budget since the draft was reviewed at the October meeting. After all of the changes, the net positive amount was approximately \$300,000.

Jennifer gave an overview of the finalized project budget.

Bill Shaw asked about the change to the line item labeled administrative/executive service salaries. Jennifer responded that some extra money was set aside in the budget in preparation for the results of the compensation study. The study has not yet been completed, so the money has not been allocated, and it was added to that line item until the directors know how the money will be distributed. Steve Oliver asked when the compensation study will be completed; Oli responded that the study goes through the end of the year. The salary changes will be made through the performance review process in early 2022. Steve asked what would happen if the compensation study resulted in the need for a higher amount than the money that has been set aside. Oli responded that if the amount was more than \$100K, the change would be brought to the board for approval. Theresa Mehringer asked if the salary change is less than the \$300K net amount in the general fund if that money could be used. Jennifer stated that yes, that money could be used, and in order to do so, there would be a budget amendment drafted.

Bill asked about the difference in the administration costs in the benefits budget. Caroline Heinselman responded that there was an increase in ALD's stop-loss coverage.

Theresa asked how the passed Senate Bill 21-293 would impact the budget. Beth Dauer explained that the bill would impact the 2023 and 2024 budgets, and she explained that ALD probably would not receive an increase in revenues for the presumed property value increase. Jennifer Mahin stated that she has run some scenarios and could bring the projected numbers to the board at a future meeting. Bill Shaw summarized that the bill will slow the rate of increased revenue to ALD, but it does not slow the increase in expenditures.

Steve Oliver proposed a motion to approve adoption of the 2022 budget, certify the mill levy and appropriate funds. Theresa Mehringer moved and Natalie Palmer seconded and the motion was unanimously approved.

Katie Schroeder moved to approve the 2022 strategic plan. Liz Nichols seconded, the board voted and it was unanimously approved.

APPROVAL OF MINUTES No. 800: Theresa suggested a few changes to the minutes from the October 19, 2021 meeting. Natalie Palmer moved to approve

the minutes with the proposed changes. Katie Schroeder seconded and the motion passed.

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

- A. Approval of the hiring of Tanner Gehling, Brandee Heimerle
- B. Approval of the separation of Larissa Shpurik, Cody Robinson, Cynthia Converse-Doucette, John Osher, Mark Hughes, Galina Derevyanko, Read Trammel, Jose Ortiz
- C. Approval of \$126,099.29 for the annual Sierra renewal (2022). Sierra is the name of the ILS (Integrated Library System) that runs our patron catalog and provides the infrastructure that connects many of our systems, including our website, book returns, collection management and online resources. This is year two of a four-year contract and is an increase of \$3,672.79 compared to the previous year.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Natalie Palmer moved to accept the Financials as presented. Liz Nichols 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 reminded the board that they are invited to drive to Castlewood Library to tour the remodeled facility after the meeting.

Steve mentioned there is no board meeting in December. The board is meeting in executive session on December 14 to review Oli Sanidas' performance. Steve will send the review form to the other board members soon to fill out in preparation for the meeting.

Bill Shaw asked why the executive session meeting is being held virtually. Steve responded that the meeting is normally relatively short and takes less time than it would take for some trustees to drive to the Support Services building, so he and Katie decided to hold it virtually.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas noted that this month's report is a review of the work that had been done throughout the year. The list is quite long and he asked if the board had any questions.

Bill Shaw stated that the staff should be commended for the amount of work they've done and for all the accomplishments during a difficult year. Oli

responded that a commendation to the staff can be drafted for the board to sign.

Theresa Mehringer asked about the cybersecurity measures put in place due to the nationwide increase in cyber attacks and if and how the board would be notified in the case of an attack on ALD. She suggested that an update on cybersecurity be added to a board agenda once a year. Anthony White said that a presentation of the changes already made as well as plans in place for the future can be scheduled for a board meeting in 2022. Oli added that the presentation can include an overview of the process in place to respond to cyber attacks. Beth Dauer stated that she will meet with Anthony to incorporate the legal aspect of cyber attacks into the presentation as well. Theresa requested the presentation be done in Q1 of 2022.

Katie Schroeder asked about the IMMS system that staff mentioned during the public comment segment of the meeting. Anthony White responded that there was a disruption during the rollout of the IMMS system and the team implemented some ways to work around the issue in the meantime. One of the biggest motivations for acquiring the IMMS system was to keep an inventory of ALD's collections and prevent "pooling" of titles at one location rather than being distributed among the branches. The long-term gain will be a very high level of collection management that could not be achieved with previous systems. Another aspect of the plan includes the external lockers that have been installed at the branches, and some branches' lockers are currently filled every day. The next phase is to install library kiosks at external locations throughout the community. Anthony noted that the IMMS system was rolled out earlier today and there were some challenges that were disruptive to the staff.

Oli invited the board to attend English Language Acquisition (ELA) graduation ceremonies for patrons who have been taking ELA classes. He will send an email with the dates and locations of the graduation events to the trustees.

Bill Shaw asked how staff is currently feeling about COVID. Oli responded that with the resurgence of the delta variant, it has been challenging for staff, but it has also been normalized. More staff are wearing masks than not. Bill asked if ALD is providing any education to the staff in regards to the science around COVID. Oli responded that ALD is relying on the external experts like Tri County Health. Bill suggested that it might be worth hiring a consultant to come in and answer questions from the staff in regards to how to transition from pandemic to endemic, and how to move toward a sense of normalcy. Cynthia Kiyotake noted that ALD is currently operating in a hybrid mode of operations. ALD resumed offering in-person events in September and many programs are still offered virtually.

LEGAL STATUS REPORT: Beth Dauer responded to Bill Shaw's question from a previous meeting about where the state reimbursement money for lost revenue to ALD will come from due to the passage of HB21-1312. She stated some funds will probably be coming from COVID relief funds.

Beth noted for future meetings that the board can decide to meet virtually as long as access to those meetings are made available to the public.

STRATEGIC PLAN REPORT:

Anthony White, Director of Innovation and Technology, highlighted the monument sign installation at Castlewood from the strategic plan report.

There being no further business, Steve Oliver adjourned the meeting at 7:19 p.m.

Jan 21, 2022

Date Approved

William Shaw

[William Shaw \(Jan 21, 2022 16:52 MST\)](#)

William Shaw, Secretary

November 16, 2021 board meeting minutes_TO BE SIGNED

Final Audit Report

2022-01-21

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