ARAPAHOE LIBRARY DISTRICT BOARD OF TRUSTEES MEETING
February 15, 2022 @ 5:30 p.m.
KOELBEL LIBRARY
5955 S HOLLY ST
CENTENNIAL, CO

VISION: A LITERATE, INFORMED AND FULFILLED COMMUNITY.

AGENDA

1. 5:45 CALL TO ORDER

2. 1 min UPCOMING MEETINGS AND EVENTS X

3. 3 min ADDITIONS OR CORRECTIONS TO THE AGENDA X

4. 10 min PUBLIC INTRODUCTIONS AND COMMENT X
(We will accept up to 10 min of public comment at the beginning of the meeting. Additional comments beyond that time frame will be taken at the end of the meeting.)

5. 2 min APPROVAL OF MINUTES No. 803 X

6. 10 min CONSENT AGENDA X
   A. Approval of the hiring of Katie McLaughlin, Javier Barragan, Kalem Tangdit, Jessica Zumwalt, George Sproul
   B. Approval of the separation of Emma Harris, Kathy Carter, Cheri Kothenbeutel, Janet Harris, Jill Kahan, Zebo Khasanova, Sarah Hoge, Daryl Mendenhall
   C. Approval of $169,465 for replacing the self-check units that have reached end of life status in the libraries. An RFP process selected FE Technologies as the chosen vendor and the final total is less than the originally budgeted amount of $250,000.
   D. Approval of $439,304.00 for the Key-People contract which includes all janitorial and COVID sanitization cleaning district wide, including the bookmobile garage and bus.
   E. Approval of an estimated $300,300.00 for Haynes Mechanical Services for the energy services and mechanical agreement, which include connected digital preventive maintenance, equipment scorecards, insight energy benchmarking, healthy building automation maintenance inspections of the mechanical equipment, cleaning of condenser coils, fan impellers and blades, electrical contacts, burners, pilot and ignitors, cooling towers, basin, sump and floats, chillers, condenser tubes, and belts drives lubrication of moving parts, aligning, tightening and adjusting.
   F. Approval of $429,613.20 for the lease and commons area maintenance for the Southglenn facility for January-December 2022.
   G. Approval of an estimated $283,500.00 for Hays Companies for payment of property, casualty, automobile, cyber, and other insurance coverage, as well as administration of our benefit plans.
   H. Approval of an estimated $3,455,911.20 for Meritain Health Inc. for payment of medical claims and Administrative Fees for 2022.
   I. Approval of an estimated $1,676,500.00 for Overdrive for the purchase of library materials, including but not limited to books, subscriptions, audio,
visual and electronic materials for 2022.
J. Approval of an estimated $953,423.00 for Baker-Taylor for the purchase of library materials, including but not limited to books, subscriptions, audio, visual and electronic materials for 2022.
K. Approval of an estimated $775,286.00 for Midwest Tape for the purchase of library materials, including but not limited to books, subscriptions, audio, visual and electronic materials for 2022.
L. Approval of an estimated $797,223.66 for MedOne, LLC for pharmacy claims for 2022.
M. Approval of an estimated $232,026 for Delta Dental for dental insurance.
N. Approval of an estimated $243,060 for Ingram Library Service for library materials such as books and subscriptions.
O. Approval of an estimated $213,000 for More Green Landscaping for snow removal services.
P. Approval of an estimated $203,793 for Xcel Energy for utility services throughout the district.
Q. Approval of an estimated $122,199 for Hartford/Priority for life, disability, and accidental dismemberment insurance.
R. Approval of an estimated $125,802 for OCLC, Inc for online subscriptions for patron use.
S. Approval of the contracted $104,000 for The Learning Source for English as a Second Language classes provided to patrons.
T. Approval of the contracted $351,563 for Truist Bank for the Kelver building loan.
U. Approval of the contracted $319,000 for UMB Bank for the 2008 certificates of participation for the Eloise May Library building.

7. 6:15  **FINANCIAL REPORT**

8. 10 min  **POLICIES**
   A. Internal Auditing Policy
   B. Budget Policy
   C. Reimbursement for Travel
   D. Capital Assets Policy
   E. Disposal of Assets Policy
   F. Ethics Statement for Public Library Trustees

9. 5 min  **BOARD PRESIDENT REPORT**

10. 5 min  **EXECUTIVE DIRECTOR REPORT**

11. 5 min  **LEGAL STATUS REPORT**

12. 20 min  **PRESENTATION: YOUTH SERVICES INCLUSIVITY STRATEGIES**

13. 5 min  **STRATEGIC PLAN REPORT**

14. 7:15  **ADJOURN**