
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 18, 2022

Virtual

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

MEMBERS ABSENT:

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; Kim Collie, Director of the Project Management Office; Anthony White, Director of Innovation and Technology; Caroline Heinselman, Director of People Services; Linda Speas, Director of Library Operations; Cynthia Kiyotake, Associate Director of Library Operations; Erin McBride, Safety Supervisor; Jennifer Martin, Community Resource Specialist II; Elizabeth Murray, Community Resource Specialist; Richard Lyda, Manager of Mobile Library Services; Irina Bass, Library Specialist; Holly Whelan, Library Manager; Sarah Verno, Library Specialist; Hayley Presley, Library Specialist; Julie Heffernan, Library Specialist; Ellen Rairdon, Administrative Specialist; Nadia Kobzeva, Library Specialist; Donna Dean, Library Supervisor

Steve Oliver opened the meeting at 5:31 p.m.

Steve opened the public meeting. There were no public comments. Steve closed the public meeting stage and resumed the normal board meeting.

APPROVAL OF MINUTES No. 801 and No. 802: Liz Nichols moved to approve the minutes from the November 16, 2021 board meeting. Katie Schroeder seconded and the motion passed.

Theresa Mehringer moved to approve the minutes from the Executive Session on December 14, 2021. Sally Daigle seconded and the motion passed.

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

- A. Approval of the hiring of Warren Shanks, Kelly Peecher, Fred Parker, Sarah Chen, Amy Bentz, Katie Kinsley, Erik Peace, Heather Law, Leticia Chairez, Amanda Cantu, Daryl Mendenhall
- B. Approval of the separation of Sivan Johnson, Dax Bayler, Pam Sambdman, Duane Rollins, Erin Kuhn, Shelley Ashby
- C. Approval of Comcast Purchase Orders for \$210,000.00. This will cover all reoccurring payments for 2022 to Comcast for all monthly costs of patron internet and all branch connectivity to the Support Services Building.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

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

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

Theresa Mehringer requested that the change in expenses for hard materials versus digital materials be presented to the board at a future meeting to see how those costs have changed. Oli Sanidas suggested that the information be added to the Strategic Plan Report for the February board meeting.

Sally Daigle asked if Comcast negotiates their pricing with ALD. Oli responded that a fixed price is contracted for 3 years and when the contract is up, ALD puts out an RFP to get bids from competitors.

POLICIES:

- A. **AUTHORITY TO MAKE OFFICIAL STATEMENTS ABOUT THE LIBRARY DISTRICT:** No changes to the policy proposed. Sally Daigle moved and Theresa Mehringer seconded to approve the Authority to Make Official Statements About the Library District policy. The motion passed.
- B. **BOARD MEMBER EXPENSES:** No changes to the policy proposed. Katie Schroeder moved and Sally Daigle seconded to approve the Board Member Expenses policy as presented. The motion passed.
- C. **PUBLIC COMMENT:** There was a proposed change to add a time limit of 30 minutes to the additional time for public comment at the end of each board meeting. Sally Daigle suggested that there also be an addition about asking groups to have a spokesperson when there are multiple people who want to comment about the same topic. Katie Schroeder noted concern that adding the language about a spokesperson might

limit people's ability to voice different perspectives on one topic. She brought up an example from a previous meeting in Byers where people wanted to speak about building a new library and had multiple perspectives to share. Beth Dauer agreed. Steve Oliver suggested that the time limit language be added, but the language about the spokesperson be left out for now and the board can revisit it in the future if it ever becomes an issue. Sally Daigle moved and Bill Shaw seconded to approve the Public Comment policy as presented. The motion passed.

- D. **WAGE AND SALARY:** There was a proposed change to the wording in the first paragraph of the policy to remove the words "at market" and add "competitive." This change would allow the district to have some flexibility. Sally Daigle moved and Natalie Palmer seconded to approve the Wage and Salary policy as presented. The motion passed.

BOARD PRESIDENT REPORT: Steve Oliver did not have anything new to report. He asked the other board members if they had anything to report.

Bill Shaw mentioned that there was signage on the lockers at Koelbel regarding the amount of time materials would be held that was confusing and asked that it be reviewed.

Liz Nichols mentioned that she had called to have her family's holds moved to the lockers due to illness and the service provided by the woman she spoke to over the phone was excellent.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported there will be a dedication to honor Dorothy Pisel, who was a long time ALD board member who passed away in 2020. The event will be held on April 12, which is Dorothy's birthday.

Oli noted that ALD is observing the county mask mandate, which is reiterated through signage. Staff have been asked not to confront patrons about the mandate. Bill Shaw asked whether ALD is providing KN95 masks to patrons. Oli responded that getting the masks in large quantities has been a challenge. Bill offered to talk to Oli offline to see if he can help.

Oli noted that library hours have been temporarily adjusted at some branches due to staff shortages.

Due to the tragic event at Castlewood in December, Castlewood Library closed for a couple of weeks at the end of 2021. It has since reopened with limited hours and is expected to open for normal hours by the end of January.

Oli reported that he is scheduled to meet with prospective vendors to help develop the 2023 strategic plan and develop a process for creating future strategic plans.

LEGAL STATUS REPORT: Beth Dauer reported that the annual administrative resolution is ready for the board to sign. There was an addition to the resolution to allow the board to meet electronically if they so choose. Katie Schroeder noted that the expiration date next to her name on the resolution is not accurate. Beth stated that she would make the change.

Bill Shaw moved and Katie Schroeder seconded and the motion was approved.

Beth reported that after speaking to the Arapahoe County Board of County Commissioners (BOCC), language was added to the Intergovernmental Agreement (IGA) between ALD and the county. The current IGA is up for renewal and the BOCC has been contacted to get a new IGA signed.

PRESENTATION: COMMUNITY RESOURCE SPECIALISTS

Cynthia Kiyotake, Associate Director of Library Operations, introduced the Community Resource Specialist team, Jennifer Martin and Elizabeth Murray.

Jennifer Martin presented about how the Community Resource Specialist (CRS) positions originated. The goals are to help provide patrons with referrals to resources for things like social services. The CRS team is also working on diversity, equity and inclusion initiatives at ALD.

Elizabeth Murray presented how data is being collected to help with designing the CRS role, evaluate the needs of the community, and set goals and objectives. The team has reviewed how other libraries districts across the country determine success of their CRS roles. Some data that is used include the reduction of patron incidents and increase in success stories; reduction of the number of patron bans; tracking referrals and following up with patrons to find out if the referral was utilized; tracking training data for staff.

Elizabeth and Jennifer have evaluated the demand from the branches and have adjusted their service hours in response. The top 10 types of service resources provided by the CRS team include outreach, emotional support, housing, assessments, resource research, healthcare, legal, mental health, tech, and New American resources.

Elizabeth shared a story about working with a family who moved to the US from Colombia seeking asylum. The father had secured a job, but their car had been in the shop for weeks keeping him from being able to work. The family had been notified they were being evicted, so Elizabeth connected the family with an

organization who could help with rent money as well as legal assistance for the eviction hearing.

Jennifer shared a story of working with a family who were being harassed in their neighborhood. The mother was a military vet and was experiencing hearing loss and PTSD, among other things, and her son had autism. The family is African American, but were perceived by others as Asian American and were being harassed with anti-Asian discrimination. Jennifer provided emotional support resources and legal resources to the family.

Bill Shaw asked about the line between the services the CRS team provides and entering into a therapeutic relationship that has legal requirements that need to be followed. Jennifer responded that the services the CRS team provides are similar to a reference desk--they provide referrals to community resources. Beth Dauer added that she would look further into how to define their role to ensure ALD and the CRS members are legally protected. Linda added that ALD added professional liability insurance as well.

STRATEGIC PLAN REPORT:

Kim Collie, Director of the Project Management Office, highlighted ALD's school outreach program now that schools are back to in-person learning. Other services, like ELA, were able to pivot to provide a more hybrid approach due to COVID.

There being no further business, Steve Oliver adjourned the meeting at 7:48 p.m.

2/15/22
Date Approved


Bill Shaw, Secretary