
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

February 15, 2022

Koelbel Library
5955 S Holly St
Centennial, CO

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

MEMBERS ABSENT:

PUBLIC:

OTHERS ATTENDING: Kim Seter, 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; Caroline Heinselman, Director of People Services; Linda Speas, Director of Library Operations; Cynthia Kiyotake, Associate Director of Library Operations; Melissa Depper, Storytime Supervisor; Bridget Kiely, Teen and Youth Services Supervisor; Katya Dunatov, Information Services Manager; Holly Whelan, Library Manager; Donna Dean, Library Supervisor

Steve Oliver opened the meeting at 5:43 p.m.

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

Liz Nichols asked who is on the policy review committee to review the Reconsider Materials Policy. Oli responded that it is ad hoc.

APPROVAL OF MINUTES No. 803: Natalie Palmer moved to approve the minutes from the January 18, 2022 board meeting. Sally Daigle seconded and the motion passed.

CONSENT AGENDA: Jennifer Mahin noted that the consent agenda was very long this month because there was a long list of estimated items over \$100,000.00

that were on the list of \$100K+ vendors included in the January board packet. The list was intended to proactively notify the board of the expenses that would need to be approved ahead of time. Those expenses have mostly been confirmed and are now on the consent agenda for approval, although there were a few that are still estimates. If the estimates end up being different than the actual amount, the board will be notified of the change.

- 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 Kelter building loan.
- U. Approval of the contracted \$319,000 for UMB Bank for the 2008 certificates of participation for the Eloise May Library building.

Sally Daigle moved to approve and Katie Schroeder seconded the Consent Agenda as presented. The motion passed.

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

Bill asked whether ALD has any expectations about the inflationary increase in the health insurance costs. Caroline Heinselman responded that ALD and the health insurance broker are looking into why ALD had high claim costs in 2021.

POLICIES:

- A. **INTERNAL AUDITING POLICY:** No changes to the policy proposed. Natalie Palmer moved and Liz Nichols seconded to approve the Internal Auditing Policy. The motion passed.
- B. **BUDGET POLICY:** No changes to the policy proposed. Natalie Palmer moved and Katie Schroeder seconded to approve the Budget Policy as presented. The motion passed.

- C. **REIMBURSEMENT FOR TRAVEL:** No changes to the policy proposed. Sally Daigle moved and Natalie Palmer seconded to approve the Reimbursement for Travel Policy as presented. The motion passed.
- D. **CAPITAL ASSETS POLICY:** No changes to the policy proposed. Natalie Palmer moved and Theresa Mehringer seconded to approve the Capital Assets Policy as presented. The motion passed.
- E. **DISPOSAL OF ASSETS POLICY:** There were proposed changes to the policy changing the cap amount to \$5000 to be consistent with the capital assets policy. There was also a proposal to change the timing noted in the policy from January of each year to the first quarter of each year for the resolution to be brought to the board. There was discussion about when the resolution is necessary and whether it's for assets above or below \$5000. Kim Seter clarified that the resolution allows ALD to dispose of assets below \$5000 and it is required by law to be brought the board once a year. The board agreed that a list of assets over \$5000 should be created for the board to review. Katie Schroeder asked whether the resolution needs to be revised to note that assets over \$5000 will be itemized and reviewed by the board before the policy is approved. Oli Sanidas clarified that the resolution allowing ALD to dispose of assets below \$5000 needs to be approved each year and separate resolutions will be brought to the board when assets over \$5000 are disposed of.

It was decided that the policy would be tabled and revised.

- F. **ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES:** No changes to the policy proposed. Katie Schroeder moved and Sally Daigle seconded to approve the Ethics Statement for Public Library Trustees as presented. The motion passed.

Bill Shaw asked to discuss the policy, especially in regards to the paragraph about distinguishing the trustee's actions and statements between their personal philosophies and attitudes and those of the institution. Bill noted that when a trustee personally disagrees, they should note their personal dissent. Bill clarified that his intent was to make sure the board think through the policy before approving it. The board agreed it was a good idea to think through and discuss the policies.

BOARD PRESIDENT REPORT: Steve Oliver said he did not have anything to report. None of the other trustees had anything to report.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that the launch of EdgGuide, which is a navigation system for people with visual impairments, at Smoky Hill Library at is scheduled on February 23rd, and he invited the board to attend.

The report about circulation that the board requested at a previous meeting will be presented at the March board meeting.

LEGAL STATUS REPORT: Kim Seter reported that the legal team is waiting to hear back from the county regarding the IGA.

Bill Shaw asked about the status of a question he asked at the January board meeting distinguishing between the Community Resource Specialists services being analogous to resources provided by librarians and services provided by a clinician. Kim Seter responded that it will be included in the March legal status report.

PRESENTATION: YOUTH SERVICES INCLUSIVITY STRATEGIES

Cynthia Kiyotake, Associate Director of Library Operations, introduced the team, including Bridget Kiely and Melissa Depper.

Bridget explained that her team is responsible for creating and developing training for staff throughout the district around youth services. Melissa noted that her team is made up of paraprofessionals. Both said that their teams are primarily white.

Both teams have been working through Project Ready, which is a curriculum made up of 27 modules designed to help staff improve relationships with and provide services for youth patrons of color.

Bridget's and Melissa's teams started the Project Ready curriculum in 2020 even when ALD was closed due to COVID. The teams continued to work through the curriculum, albeit at a slower pace, because of all the work being done to create virtual services for patrons.

The intent of completing the curriculum is to make sure ALD's inclusivity work extends to youth patrons. The tools and curriculum from Project Ready are being integrated into the training for staff districtwide.

Bridget and Melissa reported that the curriculum has led them to include more diverse materials when they visit community schools. The team is considering how to make other materials in the libraries more representative of diverse patrons, like toys and felt boards, closed captioning and the impact of when to offer programs, as well as how accessible our facilities and materials are to

patrons with disabilities or who are in a wheelchair. And although many virtual programs were created due to COVID when the libraries were closed, it was decided to expand virtual programs and to offer them indefinitely.

Other inclusivity work ALD has been doing includes expanding language services from two to four languages; chosen pronouns can be included in staff email signatures; recruiting more diverse staff.

Future work will be staff driven, sustainable and ongoing.

Bill Shaw commended the teams' efforts to make the libraries welcoming to everyone. Natalie Palmer also commended the team for the work to make youth feel like they are heard, seen and welcome.

Bill Shaw suggested a future presentation to the board about the plans and efforts being taken to diversify the staff.

STRATEGIC PLAN REPORT:

There were no questions from the board about the strategic plan report.

There being no further business, Steve Oliver adjourned the meeting at 8:04 p.m.

3/15/22

Date Approved



Bill Shaw, Secretary