
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

March 15, 2022

Admin Support Services Building
12855 E Adam Aircraft Circle
Englewood, CO

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

MEMBERS ABSENT: Natalie Palmer

PUBLIC:

OTHERS ATTENDING: Beth Dauer, Attorney

STAFF PRESENT: Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Kim Collie, Director of the Project Management Office; Linda Speas, Director of Library Operations; Anthony White, Director of Innovation and Technology; Cynthia Kiyotake, Associate Director of Library Operations; Jason McBride, Manager of IT Infrastructure; Brandee Heimerle, Manager of Human Resources; George Sproul, Manager of Facilities and Safety; David Britt, Library Materials Services Manager; Hayley Presley, Supporting Library Specialist Lead

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

2021 BUDGET AMENDMENT: Steve opened the public meeting. There were no public comments.

Jennifer explained the budget amendment to move money from the general fund to the self-insurance fund to cover some expenses that were over budget. All the overages were not able to be predicted.

Theresa Mehringer asked if this amendment will affect the 2022 budget. Jennifer explained that this amendment only affects the 2021 budget, and if there are any changes to the 2022 budget, additional budget amendments will be brought to the board for approval.

Steve noted that these type of budget amendments to make adjustments after the fact are very common. Beth Dauer agreed that it is a common practice for governmental organizations.

Theresa Mehringer moved to approve the resolution to amend the 2021 budget. Liz Nichols seconded and motion passed.

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

APPROVAL OF MINUTES No. 804: Sally Daigle moved to approve the minutes from the February 15, 2022 board meeting. Katie Schroeder seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Samuel Reichman, Elizabeth Parrish, Jonce Palmer, Andrew Gallegos, Kipp Entzel, Sue Choi, Maren Philip, Saviano Perry
- B. Approval of the separation of Javier Barragan, Amy Bentz, Lani Rush
- C. Approval of \$550,000 for Haynes Mechanical Inc to replace the Chiller and Boiler Plant at Smoky Hill Library. Smoky Hill Library has an HVAC Chiller and Boiler Plant that is beyond the 20-year life cycle by two years.
- D. Approval of an estimated amount of \$197,841.20 for Gov Connection to purchase personal computers, desktops, and laptops for both staff and patron use.
- E. Approval of an estimated amount of \$200,000 for CDW-G to purchase network equipment, wireless access points, cybersecurity software, and portable devices.
- F. Approval of an estimated \$370,000 for signage. The signage project includes monument signs, exterior signage, and interior signage at Smoky Hill, Koelbel, Sheridan, Eloise May and Southglenn libraries.

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

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Katie Schroeder 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

POLICIES:

- A. **SOCIAL MEDIA POLICY:** No changes to the policy proposed. Bill Shaw asked if there is a DEI component to the policy. Anthony White responded that DEI is part of our overall strategy, but DEI is not specifically addressed in the policy. The policy will be kept as is and will proceed to a second reading at the April board meeting.
- B. **COMMUNICATIONS SYSTEM POLICY:** No changes to the policy proposed. Katie Schroeder asked if the policy covers internet access for people who work from home. Anthony stated ALD provides a stipend to cover internet access for people who work from home, and it could be added to the policy. Theresa noted that the message of the policy is that communications are public record. Katie pointed out a sentence in the policy that could be misconstrued by employees as being entitled to reimbursement for the entire cost of their home internet expenses.

Beth Dauer clarified that this policy is required by law, with the exception of the first paragraph. Katie recommended that the first paragraph be cut from the policy. The policy was tabled because the full board was not present to approve the changes.

- C. **PERFORMANCE MEASUREMENT POLICY:** No changes to the policy proposed. Jennifer Mahin suggested that the most recent guidance be reviewed to make sure the policy is up to date. The policy will proceed to a second reading at the April board meeting.
- D. **PROGRAMMING POLICY:** There was a proposed change to add a mention of virtual programs to the policy. The policy will be moved to a second reading at the April board meeting. Katie asked if ALD's philosophy has changed in regard to who is defined as part of the community since virtual programs have expanded. If so, the word "immediate" in "immediate community" can be removed since it refers to the geographic region around the district while ALD can reach a larger community through virtual programs. She suggested the words "at large" can also be removed. The policy will be revised and proceed to a second reading at the April board meeting.
- E. **DISPOSAL OF ASSETS POLICY (second reading):** Beth Dauer reviewed the policy and would like to propose additional changes, so the board agreed to table the policy.

BOARD PRESIDENT REPORT: Steve Oliver reported that he recently visited the Koelbel library and noticed the new signage. He also noted that Koelbel has new machines to check out books which he thought was neat.

Bill Shaw asked if there have been any noticeable effects on the Russian population due to the current events between Russia and Ukraine. Linda Speas mentioned that leadership has heard from staff who have family in Russia and Ukraine and they have said some patrons asked questions about the issue, but they are not comfortable talking to the public about it. ALD offers EAP assistance to the staff to help them deal with the trauma. Cynthia Kiyotake noted that our Russian Language Librarian is experiencing challenges ordering Russian titles because of supply chain issues. David Britt added that ordering materials has been limited to what publishers have in stock. Bill asked if patrons looking for information about the conflict is a challenge in the branches. Linda responded that it will be explored, and she will report back to the board.

Katie Schroeder mentioned her family participated in a couple of Little Explorers events and they thought they were great. Her son has made that event a priority each weekend.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas was absent from the meeting, so Jennifer Mahin reported on his behalf that the compensation and equity study was completed and adjustments to staff compensation went into effect in February. Bill Shaw asked about the response from staff, and Jennifer responded that the majority of the response has been positive. Bill requested that the board continue to be informed of future staff responses. Steve Oliver mentioned that Oli had told him that some staff whose compensation adjustment was not as favorable had a less positive response, but the majority of the response has been positive.

David Britt, Manager of Library Materials Services, presented data on the digital collection and purchasing. Digital demand has spiked in the past two years since the beginning of the pandemic and has not yet tapered off. Use of the ebook and audiobook platform Overdrive has also continued to increase.

The pricing models offered by publishers have dramatically changed. Publishers used to offer a "one copy, one user" model, but have shifted to a "metered access" model, which limits the number of checkouts during a specific amount of time. Once the metered metric has been reached, the item is no longer available to patrons and ALD must determine whether to purchase the item again. David presented an example of an audiobook which was allowed multiple simultaneous checkouts up to 100 checkouts. That particular title was checked out over 1,000 times and ALD had to buy metered access multiple times to keep up with patron demand.

Theresa Mehringer noted that overall, the cost per book is going down because of the increase in electronic books over hard copy books. David noted that there are pros and cons to the increase of electronic books, including the con of the added cost of staff time to analyze the demand and usage of the

ebooks. The number of digital copies available has reached about half (250K) of ALD's physical collection (500K). The district adds about 100K new materials each year and because physical shelf space is limited, the district must weed out 100K materials a year to make room.

Katie Schroeder asked if there is a trend with the library's physical collection. David responded that the physical collection has been maintained at about the same number over the last few years.

Theresa raised the possibility that with the increase of the digital collection, people outside of the district can check out digital materials at the district taxpayers' expense. Katie noted that this is not a new issue--some libraries lock down the ability of patrons outside the district to check out materials. The decision is dependent on each library district's philosophy about access to materials. Theresa would like to hear more about what other districts are doing in regard to access. ALD offers access to Colorado residents, part of a statewide resource-sharing initiative among library districts because of the significant population who live in the mountains and rural areas whose libraries do not have the budget for a large collection. Theresa suggested considering that the topic of how many materials in our collection are being used by people outside of our district be a future board agenda item. David noted that finding data of users who live outside of the district may be challenging. Linda Speas noted that ALD is probably the best funded library in the state and limiting access for people who live in a library district with a smaller budget and therefore fewer materials is a philosophical problem for her.

Katie was excited to see that circulation overall is increasing, albeit more digital usage than physical materials.

LEGAL STATUS REPORT: Attorney Beth Dauer advised that there is one item for action, which is the proposed extension of the Trustee Appointment IGA for another 5-year term.

Katie Schroeder moved to approve the resolution. Liz Nichols seconded and the motion passed.

Beth also noted that the legal team reviewed the district's liability for the services provided by the Community Resource Specialists to patrons and recommended that ALD develop an acknowledgment/waiver to be signed by patrons using the services. Liz Nichols felt that asking patrons to sign a waiver could be confusing and possibly stop them from using services that they may need. An acknowledgement statement already exists, stating that the Community Resource Specialists offer referrals to resources and do not offer therapeutic services directly to the public. Bill reiterated that he is still concerned about some of the services that are being provided by the CRSs based on their

presentation at a previous board meeting. Theresa and Katie acknowledged that Linda Speas and Cynthia Kiyotake are aware of the concern and felt that they should be allowed to continue oversight of the CRS team without intervention from the board.

PRESENTATION: CYBERSECURITY UPDATES

The board decided to postpone the presentation to a future meeting because the meeting was running late.

STRATEGIC PLAN REPORT:

Jennifer Mahin asked if the board had any questions about the strategic plan report. There were no questions.

There being no further business, Steve Oliver adjourned the meeting at 8:01 p.m.

4/19/2022
Date Approved

Natalie Talam
Bill Shaw, Secretary