
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

April 19, 2022

Southglenn Library
6972 S Vine St
Centennial, CO

MEMBERS PRESENT: Steve Oliver, Theresa Mehringer, Liz Nichols (via Zoom), Katie Schroeder, Sally Daigle, Natalie Palmer

MEMBERS ABSENT: Bill Shaw

PUBLIC:

OTHERS ATTENDING: Beth Dauer, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Janet Drake, Administrative Assistant; Jennifer Mahin, Director of Finance; Jessica Sidener, Director of Marketing and Community Relations; 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; Caroline Heinselman, Director of People Services; Jason McBride, Manager of IT Infrastructure; Hayley Presley, Supporting Library Specialist Lead, Kathleen Robertson, Library Supervisor, Nicole Wilhelms, Library Manager

Steve Oliver opened the meeting at 5:46 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. 805: Theresa Mehringer requested that the minutes be amended as follows: In the discussion on the Executive Director report, change the wording "Theresa mentioned a possible concern..." to "Theresa raised the possibility..." Also in that paragraph, change the wording "Theresa suggested that the topic of how many materials..." to "Theresa suggested considering that the topic of how many materials..." Natalie Palmer moved to approve the minutes from the March 15, 2022 board meeting as amended. Sally Daigle seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Katie Musser
- B. Approval of the separation of Erin Stachowiak, Jacki Solat, Rachel Nickell, Tanner Gehling, Chuck Quinn, Kira Della Penna
- C. Approval of an estimated amount of \$200,000 for Keesen Enterprises, Inc. to support our landscaping needs at all our locations. This includes the annual maintenance contract in the summer, as well as special projects throughout the year for items like tree trimming, irrigation repairs, etc.

Sally Daigle moved to approve the Consent Agenda as presented. Natalie Palmer seconded and the motion passed.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Natalie moved to accept the Financials as presented. Katie Schroeder seconded and the motion passed. Approval of the Financials means:

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

BOARD OFFICER ELECTIONS: Natalie Palmer moved to approve the proposed slate of officers as follows:

- Steve Oliver, President
- Katie Schroeder, Vice President
- Bill Shaw, Secretary
- Sally Daigle seconded the motion and the board voted to approve the proposed slate of officers.

POLICIES:

- A. **SOCIAL MEDIA POLICY (second reading):** No changes to the policy proposed. Katie Schroeder moved and Sally Daigle seconded to approve the Social Media Policy. The motion passed.
- B. **COMMUNICATIONS SYSTEM POLICY (second reading):** There was a proposed change to delete the first paragraph from the policy. Beth Dauer noted that it should read district employee communication. Katie Schroeder moved and Sally Daigle seconded to approve the change to Communications System Policy with the revised wording. The motion passed.
- C. **PROGRAMMING POLICY (second reading):** There were proposed changes to the policy, including adding a mention of virtual programs and removing the words "immediate" and "at large." Theresa Mehringer moved and Sally

Daigle seconded to approve the changes to the Programming Policy. The motion passed.

- D. **DISPOSAL OF ASSETS POLICY (second reading):** There were multiple proposed changes to the policy to simplify the policy. Natalie moved and Katie seconded to approve the changes to the Disposal of Assets Policy. The motion passed.

BOARD PRESIDENT REPORT: Steve Oliver reported that he enjoys serving on the Board and suggested that other board members should think about serving as president in the future. Steve may request a future discussion on changing current term limits to four three-year terms.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that there would be a presentation to the county commissioners on May 23. Steve, Sally, Katie, Natalie and Liz will attend; Oli requested that each of the board members choose a story from the 2021 year in review to present to the county commissioners. Natalie will coordinate with the board members to determine who will report on what, working with the Communications department. Steve suggested that Oli report on the strategic plan, and the board can emphasize the highlighted accomplishments. Jessica will work with Natalie on details. Steve prefers to talk to the commissioners, rather than present a PowerPoint. Oli noted that we can give the commissioners a complete written list of accomplishments, but the board will hone in on specific items in more detail.

CSP HR Consulting is the contracted vendor for the Strategic Plan. The board is a key stakeholder in the process and will be engaged by CSP in building the plan. Work on the plan this year will entail more internal work, in the summer-fall timeframe.

Staffing Vision – the goal is more accessibility for patrons to specialty staff. Theresa questioned whether specialists are in the buildings or doing work virtually. Anthony noted that tech specialists are doing the majority of their work in the libraries. Librarians still provide services by appointment via Ask A Librarian. The goal is to have a librarian and a tech specialist for each location. There is currently one dedicated reference librarian in each location except for Kelter and Davies, but it is not possible at this time to cover all open hours with librarians.

Oli noted that the Library Specialists were stretched thin because they were providing tech and advisory services.

Library hours – COVID allowed for more strategic decision-making regarding open hours, allowing for more flexibility. There has not been a trend of patron

complaints about the reduced evening hours. Meeting rooms, a popular option for patrons, are now available for after-hours use in some locations.

LEGAL STATUS REPORT: Attorney Beth Dauer advised that the board can legally revise bylaws to adjust term limits, without needing to hold an election.

Katie questioned the status of the IGA; Beth advised that there is an existing IGA to govern the situation. The current IGA, entered into in 2020, is for a five-year term with an automatic extension in 2025. Beth will share this IGA with Oli.

PRESENTATION: CYBERSECURITY UPDATES

Anthony White, Director of Innovation and Technology, introduced Jason McBride, Manager of IT Infrastructure, who presented a slideshow on the actions taken by the IT team on cybersecurity, as well as staff training.

STRATEGIC PLAN REPORT:

Cynthia Kiyotake, Associate Director of Library Operations, highlighted the participation in the PLA and National Center for Libraries Learning grant by Sheridan Library.

A bookmark contest was recently held for tweens, and the number of entries doubled from last year; winning bookmarks prepared by the Communications team will be available next month.

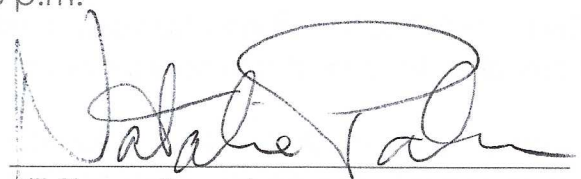
Kudos to staff member Elizabeth Pinzon who helped patrons recently arrived in Colorado from Kazakhstan; staff are seeing more requests for community resources, particularly for immigrants.

Natalie also added Kudos to the Events staff for the Deer Trail dedication. Sally agreed and noted that it was a lovely event and reflective of the Deer Trail community. Katie has bookmarks from the dedication to give to the board members.

There being no further business, Natalie Palmer moved to adjourn and Sally Daigle seconded.

Steve Oliver adjourned the meeting at 7:28 p.m.

5/17/2022
Date Approved



Bill Shaw, Secretary

Natalie Palmer, Trustee