
ARAPAHOE LIBRARY DISTRICT

SPECIAL MEETING OF THE BOARD OF TRUSTEES

July 19, 2022

Virtual

MEMBERS PRESENT: Steve Oliver, Katie Schroeder, Natalie Palmer, Bill Shaw, Theresa Mehringer

MEMBERS ABSENT: Liz Nichols, Sally Daigle

PUBLIC: Jeff Hoye, Debra Lockett

OTHERS ATTENDING:

STAFF PRESENT: Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Kim Collie, Director of the Project Management Office

Steve Oliver opened the meeting at 12:03 p.m.

CONSENT AGENDA:

- A. Approval of \$130,000 with NINE dot Arts for Art Guidelines and Artwork for Koelbel and Southglenn Libraries. The purpose of the Art Guidelines, Koelbel Art and Southglenn Art projects is to apply the same care and intentionality to the artwork at Arapahoe Libraries that we apply to library and building renovation projects. The result will be a library aesthetic that improves the overall patron experience. After conducting a thorough request for proposal (RFP) process, we selected NINE dot Arts to lead these projects. The budget for Art Guidelines is \$15,000 in consulting fees. The budget for artwork, framing, audit, installation, and curation is \$75,000 for Koelbel Library and \$40,000 for Southglenn Library.

Natalie Palmer moved to approve the Consent Agenda as presented. Katie Schroeder seconded and the motion passed.

STRATEGIC PLANNING SESSION:

Oli Sanidas explained that the goal of the meeting is to gather feedback from the board members for the strategic plan. He introduced Debra Lockett and Jeff Hoye from Cooperative Personnel Services HR Consulting (CPSHR), an

external consultant hired to help develop the strategic plan. Jeff Hoye and Debra Luckett introduced themselves to the board.

Jeff framed the objectives for the planning process:

- A. The desired strategic planning process:
 - a. Executive Director (ED) solicits input from key stakeholders, beginning with the board
 - b. ED prepares the strategic plan
 - c. ED provides strategic plan to board for approval
 - d. Board approves the final strategic plan

Oli provided some context for why the board was asked to participate. In the past, Oli had written the annual strategic plan on his own, with feedback from ALD leadership. The board members can provide a unique perspective, being citizens of the district and patrons of the libraries as well as having more in-depth knowledge of the district from serving on the board.

Jeff asked each board member for their reactions/responses to what was shared by Oli.

Natalie commented on Oli's point that the board members have more knowledge about libraries than the average citizen. As a board member, she has an informed viewpoint including district policies and inner workings of ALD.

Bill Shaw noted that the most important thing for the library is to define the most unique characteristics that the library has to offer for its focus. He added that the board has a fiduciary responsibility to the citizens of Arapahoe County and the board is not participating in the meeting to impose their personal opinions, they are there to represent the community at large.

Katie Schroeder noted that including the board in the meeting speaks to the inclusivity value of ALD and the evolution of leadership at ALD.

Oli gave an overview of the 2023 Strategic Planning Focus table, which will be used to guide the process:

	Innovation	Collaboration	Equity
Outreach			
Patron Centric			
Growth mindset			
Employee value proposition			

The three words at the top of the table are value statements of ALD and are intended to be used as a lens for the four goals listed in the left column of the grid.

Jeff asked the board to share the top two things that resonated with them from the grid.

Bill Shaw stated that the board should be open minded about the goals and values on the grid and that they should not impose their own personal views on the employees of ALD. There should be focus on “in reach” in regards to taking care of and valuing the staff of ALD.

Steve added that outreach should focus on informing the community about what the libraries do and the services that are available to them. Employee value proposition is important to value and retain employees after Covid.

Natalie Palmer stated that what resounded with her was professional development for the employees and the strategic aspect of pop-up library services to help reach those in the community who may not be able to visit the branches.

Katie Schroeder’s concern was finding ways to make the ALD website more user friendly and accessible. She knows there are resources on the website that she hasn’t been able to find. How can ALD make resources more intuitive and easier to find? Also, could the library offer drop in homework/tutoring sessions?

Theresa Mehringer brought up the idea of reaching out to businesses in the district to find out what they would like to see addressed. Smaller companies with fewer resources may be able to benefit from services that the libraries offer. She also suggested offering programs off library premises, including for seniors in the community.

The question was posed to the board about whether they liked the idea of participating in strategic planning for the district in the future. All the board members present responded positively.

Jeff asked the board which aspect of today’s process they found valuable:

- Katie – getting to think through the process.
- Steve continues to be amazed by the quality of the discussions among the board members. The ideas and perspectives have been valuable to him.
- Theresa felt having the initial structure to build on was valuable to her.

What did you personally take away from today's session?

- Katie – getting excited about the libraries.
- Bill – it makes him think about what others have had to say and that in turn helps him learn and grow.
- Theresa enjoys listening to the creativity of the group.
- Natalie loves the libraries.
- Oli had many unique insights during the session. He would like to explore ways to continue having these kinds of brainstorming sessions.

Jeff discussed the next steps for the process:

1. Obtain input from the exec team, management, supervisors and staff
2. Construct a draft plan
3. Construct a draft implementation strategy
4. Create a method to score strategic plan performance throughout the coming year to be used to:
 - a. Ensure it does not get back burned
 - b. Executive team and management can jump in when help is needed
 - c. Provide for periodic progress updates to keep the plan front of mind for staff
5. The plan will go to the board for approval
6. Executive Director conducts new planning process review (an after-action review)

Steve Oliver adjourned the meeting at 1:30 p.m.

Aug 23, 2022

Date Approved

Bill Shaw

[Bill Shaw \(Aug 23, 2022 17:14 MDT\)](#)

Bill Shaw, Secretary

July 19, 2022 board minutes_TO BE SIGNED

Final Audit Report

2022-08-23

Created:	2022-08-23
By:	Marie Greene (mgreene@ald.lib.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxP6GXK4wShVTQaMQajjsGYKvPKWRyoiP

"July 19, 2022 board minutes_TO BE SIGNED" History

 Document created by Marie Greene (mgreene@ald.lib.co.us)

2022-08-23 - 5:51:02 PM GMT

 Document emailed to mtshaw@aol.com for signature

2022-08-23 - 5:51:21 PM GMT

 Email viewed by mtshaw@aol.com

2022-08-23 - 11:13:06 PM GMT

 Signer mtshaw@aol.com entered name at signing as Bill Shaw

2022-08-23 - 11:14:11 PM GMT

 Document e-signed by Bill Shaw (mtshaw@aol.com)

Signature Date: 2022-08-23 - 11:14:13 PM GMT - Time Source: server

 Agreement completed.

2022-08-23 - 11:14:13 PM GMT