
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

June 21, 2022

Support Services Building
12855 E Adam Aircraft Cir
Englewood, CO

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

MEMBERS ABSENT: Sally Daigle

PUBLIC: John Paul LeChevallier, Carlene Gianoglio

OTHERS ATTENDING: Beth Dauer, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director (virtual); 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; Jessica Sidener, Director of Strategic Marketing and Community Relations; Caroline Heinselman, Director of People Services; Tom Salazar, Finance Supervisor; Amy Gonzales, Library Specialist Lead

Steve Oliver opened the meeting at 5:35 p.m.

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

APPROVAL OF MINUTES No. 807: Natalie Palmer moved to approve the minutes from the May 17, 2022 board meeting. Katie Schroeder seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Regina Renee Ward, Mikaley Osley, Sarah Stevens, Kayla Townsend, Alexander Bukhmirov, Mary Smagler, Lalitha Sri padmanaban, Ashley Love, Emily Parker
- B. Approval of the separation of Alex Stroh, Sam Reichman, Kristina Asimava, Lauren Gonzalez

- C. Approval of \$140,450 for modifications and extensions of the Lyngsoe sorter systems inside the Smoky Hill, Castlewood, Koelbel, Southglenn and Eloise May libraries to further speed up material processing inside of the libraries. Additional spending with Lyngsoe on our annual software subscription and other miscellaneous purchases brings our full year 2022 estimate of spending with Lyngsoe to be not more than \$228,059.

Natalie Palmer moved to approve the Consent Agenda as presented. Liz Nichols seconded and 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

APPOINTMENT OF FRIENDS FOUNDATION BOARD AND BUILDING AUTHORITY DIRECTORS:

The following are the names of the Arapahoe Library Friends Foundation Board of Directors for approval:

1. Lisa Snyder – Chair
2. Katie Schroeder – Vice-Chair
3. Liz Markowitz – Executive Vice-Chair
4. Oli Sanidas – President
5. Jennifer Mahin –Treasurer
6. Marie Greene – Secretary

The following are the Building Authority Directors for approval, each serving a three-year term:

1. Bill Ankele
2. Steven Oliver

Bill Shaw moved to approve the Friends Foundation slate of officers and the Building Authority slate of officers as presented. Katie Schroeder seconded and the motion passed.

POLICIES:

- A. **COLLECTION DEVELOPMENT POLICY:** There were proposed changes to the policy. Anthony White, Director of Innovation and Technology, reviewed the changes with the board. Some of the proposed changes reflected wording from similar policies from other library districts across the country. Theresa Mehringer asked if the quote and reference to the American

Library Association should be removed from the policy. Natalie Palmer stated she thinks the quote and reference should stay to give context.

- B. **RIGHT TO CHALLENGE MATERIALS POLICY:** There were many proposed changes to the policy. Bill Shaw asked whether the mention of suggesting materials for purchase is relevant to the challenge policy. Katie Schroeder noted that the old policy went to a committee for review, and it was clarified that the board has final say on the challenge. Katie asked if the challenges need to be reviewed by the board. Oli Sanidas explained that the banned patron appeals go to the board for review and ALD intends for the challenges to materials to be handled consistently with banned patron appeals. Theresa asked how the process for challenges are currently being handled. Anthony explained that the challenge goes to the Library Materials Manager, who consults the relevant collection librarian. Theresa asked whether the board needs to see the challenges since subject matter experts thoroughly handle the challenges. Anthony clarified that the challenge process is handled internally by the LMS manager and the subject matter experts; but if the patron appeals the decision, the letter of appeal will go to the Executive Director, who will bring the appeal to the board for review. There are no established rules for creating a committee who would review the challenge. Oli stated he is not in favor of using a committee because it has been very challenging in the past. He likes the board having final say on the appeals. Natalie summarized her understanding of how the last challenge was handled and she stated she is comfortable with the process that is in place. Katie Schroeder suggested that the board approve the policy as written and if the board is not comfortable with it, it can be reviewed in a year. Beth Dauer reminded the board that this is the first reading of this policy and it will not be approved until the second reading.

BOARD PRESIDENT REPORT: Steve Oliver reported that his youngest daughter is getting married in July and he has gotten a passport for the first time in his life so he can attend her wedding in Curacao.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that the process for creating the strategic plan has changed quite a bit. The board will be included in the next iteration as well as an outside consultant. Oli included a proposed framework in his report for creating the strategic statements. A special meeting with the board will be scheduled in July to work on the strategic plan. Bill Shaw noted that this work is very complex and it will likely take more than one meeting. Oli agreed. The intent of the meeting is to gather feedback from the board that will help shape the writing process of the plan.

Oli asked the board about recording the board meetings. Oli has been asked by staff members to make the board meetings available virtually. He feels that live streaming would open up the meetings to potential abuse by groups who disrupt public meetings for political reasons. He suggested that the board meetings be recorded and posted for the public and staff to review. The board agreed to allow the meetings to be recorded. Executive Sessions will continue to be recorded and not made public.

Oli also reported that it's time to explore the expansion of the May Library. Linda Speas, Director of Library Operations, added that ALD is planning to hold some community sessions in July to gather feedback about the needs in that area and invited the board to attend.

Bill Shaw asked if there was resolution to the public question that came up at the May board meeting about giving an exception to a group for using library space. Oli reported that he spoke to the gentleman who asked for the exception after the meeting.

LEGAL STATUS REPORT: Attorney Beth Dauer reported that SB22-238 that was passed in May will cause reductions in both the residential and commercial property tax assessment rates in 2023 and 2024. She explained that there is a special carveout for libraries and there will be a 90% rebate to ALD.

PRESENTATION: AUDIT

Jennifer Mahin, Director of Finance, introduced John Paul LeChevallier and Tom Salazar, Accounting Supervisor, to present the audit report. John Paul stated that the audit was "clean," meaning that the numbers in the financial statements are accurate and the necessary processes and procedures are in place. ALD has a healthy fund balance that would cover one year of expenditures, which is more than many governmental agencies have in their budget.

On the Governance Communication letter, there is one item under statements and misstatements that was corrected during the year for approximately \$30,000, which is a very minimal amount for the district.

There will be a change for next year regarding leases. The leases will need to be recalculated and reported differently. This is a nationwide change.

John Paul gave kudos to the district and especially the finance department for having a clean audit. Steve Oliver acknowledged how much work and knowledge is required to complete the audit. Bill Shaw noted how good it is to hear about the great work that is being done and that the organization is in good shape.

Natalie Palmer moved and Liz Nichols seconded and the audit was approved.

STRATEGIC PLAN REPORT:

Jessica Sidener, Director of Strategic Marketing and Community Relations, highlighted the event that was hosted at the May library welcoming Afghan refugees. It is an example of the good work done by the Friends of the library district.

She also reported that the 2022 Summer Reading Program has kicked off.

There being no further business, Bill Shaw moved to adjourn and Natalie Palmer seconded.

Steve Oliver adjourned the meeting at 7:07 p.m.

Aug 23, 2022

Date Approved

Bill Shaw

[Bill Shaw \(Aug 23, 2022 17:15 MDT\)](#)

Bill Shaw, Secretary

June 21, 2022 board minutes_TO BE SIGNED

Final Audit Report

2022-08-23

Created:	2022-08-23
By:	Marie Greene (mgreene@ald.lib.co.us)
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 Signer mtshaw@aol.com entered name at signing as Bill Shaw

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