
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

September 20, 2022

Davies Library
128 2nd Ave
Deer Trail, CO

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

MEMBERS ABSENT: Steve Oliver

PUBLIC:

OTHERS ATTENDING: Kim Seter, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; 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; Cynthia Kiyotake, Associate Director of Library Operations; Kathleen Robertson, Library Supervisor; Holly Whelan, Library Manager; Josh Mote, Library Supervisor; Lori Romero, Child and Family Library Services Manager; Kipp Entzel, Security and Safety Supervisor

Katie Schroeder opened the meeting at 6:43 p.m.

No additions or corrections to the agenda. There were no public comments.

APPROVAL OF MINUTES No. 810: Theresa Mehringer moved to approve the minutes from the August 16, 2022 board meeting. Katie noted that Natalie Palmer is listed twice in the attendance on the minutes. Liz Nichols seconded the motion with the correction noted and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Timothy Coray, Jordan Guerriero, David Finch, Forrest Rose, M. Dean, Marilou Goodwin, Kaelyn Villanueva, Javier

Barragan, Jr., Beverly Zimmerman, Grace Behnke, Codi Videan, Mariann Gentile, Ivy Moe, Prasanna Karki, Lori Clark

- B. Approval of the separation of Kevin Maas, Winnie DuBois, Jason McBride, Mostafa Sakr, Susan Jakobi, Michelle Reaux
- C. Approval of \$273,000 for Colorado Sprinkler Service for snow removal. This contract covers snow removal for parking lots, sidewalks, and entry ways. It covers seven months from October through April. Six facilities will be serviced to include Sheridan, Koebel, Castlewood, Admin, Eloise May, and Smoky Hill.
- D. Approval of \$127,500 for Knight Commercial for a skylight renovation/replacement at the Smoky Hill Library. The skylights are damaged due to years of service and are in disrepair. This improvement will provide a safer and brighter space for our patrons and employees.

Bill Shaw 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 Palmer moved to accept the Financials as presented. Sally Daigle 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. **CHILDREN AS INDEPENDENT VISITORS POLICY:** The policy was formerly titled the Unattended Children Policy and has been rewritten to include an age designation that states children 8 and older may use the library independently. The age of 12 designation was removed from the policy.

Oli noted that one consideration for changing the age designation is the amount of disruption from unsupervised children that can be managed by library staff. Linda clarified that staff are not going to focus on age or attempt to identify the age of the child in the library. Liz Nichols noted that the age when it is legal for a child to stay at home alone in Colorado is 10. Natalie Palmer mentioned that the way she read the policy is that a child 8 or older can be unattended by their parent, but the parent should be present in the library.

Kathleen Robertson and Josh Mote noted that if the age of 8 is raised to an older age, it would limit the number of patrons in some of the branches as they have many children who visit the library unattended. Kathleen and Josh stated that they like the new policy with the new age designations. Lori Romero noted that an equity lens for children was

employed during the rewriting of the policy. They considered that by the age of 8, children know their names, their parents' names, their parents' phone number, etc.

The board members who were present felt comfortable with the new version of the policy as written. The policy will go to a second reading at the October board meeting.

BOARD PRESIDENT REPORT: Katie Schroeder reported that the book sale was lovely and her children get excited for it every year.

Natalie Palmer reported that her college age daughter was able to find a book at one of the ALD libraries that no one in her class was able to find elsewhere.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that the strategic plan for 2023 is in the process of being written. He has been working with an internal team who held staff input sessions to identify themes that are important for staff. One theme that has been identified is the Employee Value Proposition. Oli also noted that a big lesson learned during the process is how ALD should engage with the strategic plan throughout the year. Oli is proud of how the process has been more inclusive and intentional and he looks forward to engaging the public in the process for the creation of the 2024 strategic plan. By state statute, the draft of the plan is due to the board by October 15. The outside consultant that was hired to facilitate the process mentioned that this was the first time they have worked on a strategic plan where the organization engaged staff in its creation.

Oli also reported that the Admin Building project has included engaging the public to identify their wants and needs and the intent behind the renovation of the Admin building is to make it a public space. Jessica Sidener, who has been working as the project manager, also noted that staff feedback on their space needs have also been collected and considered in the project. Space has been a commodity in high demand and the intent is to provide space to staff and the public that can be used without requiring a membership, like traditional coworking spaces require. Bill Shaw noted that the priority of the building is the administration of the library district and cautioned that moving forward in the project should proceed slowly. Oli responded that he is dedicated to providing flexible workspace for staff and that having patrons and staff working in the same space may change how ALD serves the public. ALD is the only library district in the state that has a separate building for administrative services. Katie Schroeder asked if the plan for the building includes space where they could have private zoom meetings. Jessica responded that a variety of spaces are planned to be included, even some that have A/V technology for podcasts,

interviews, making videos, etc. This project will be included in the draft budget at the October board meeting.

LEGAL STATUS REPORT: Attorney Kim Seter reported that there are three items added to the report that were brought up at the last board meeting:

1. Term limits – there is no legal requirement for term limits
2. FAMLI Opt-out procedure
3. Standards for banning appeal hearings

Regarding term limits, Theresa Mehringer noted that it should be desirable for the board to bring in new board members periodically. Katie Schroeder stated that over the 10 years she has served on the board, the board has regularly turned over and interviews for new board members have been done almost every year. It was suggested that term limits be added to a future board agenda.

A question was asked if there is a record of how many board members ALD has had in the last 10 years. Kim Seter responded that the legal team may be able to find that information as they should have record of the swearing ins of each board member.

ALD can exempt itself from the FAMLI Act. If it is decided that ALD will opt out, the deadline is in January and a notice must be published and a hearing must be held before the deadline. Kim Seter noted that no other library districts he represents have chosen to opt in. Some have chosen not to opt in because their organization offers better benefits than what is outlined in the FAMLI Act. Oli noted that is the case with ALD. Kim Seter will work with Caroline Heinselman and Jennifer Mahin to put together the notice.

Standards for banning appeal hearings – Kim Seter suggested that a paragraph be added to the policy stating that appeals will only be reviewed in writing and the only considerations will be whether the staff followed established policy guidelines. The board was comfortable with adding that language.

STRATEGIC PLAN REPORT:

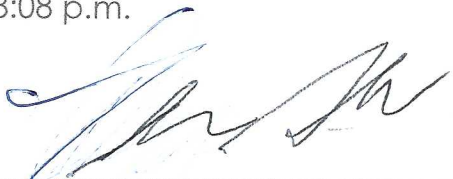
Cynthia Kiyotake, Associate Director of Library Operations, highlighted the art projects that have been underway. New artwork by Colorado artists will be installed at Koelbel and Southglenn libraries.

She also highlighted a cute staff story where the staff member helped a young teenage patron with a relationship question. The book *The Teenage Guy's Survival Guide* was recommended to the teen.

There being no further business, Katie Schroeder moved to adjourn, and Natalie Palmer seconded.

Katie Schroeder adjourned the meeting at 8:08 p.m.

10/18/22
Date Approved



Bill Shaw, Secretary