

**ARAPAHOE LIBRARY DISTRICT BOARD OF TRUSTEES MEETING**

November 15, 2022 @ 5:30 p.m.

**SUPPORT SERVICES BUILDING  
12855 E ADAM AIRCRAFT CIR  
ENGLEWOOD, CO**

**VISION: A LITERATE, INFORMED AND FULFILLED COMMUNITY.**

**A G E N D A**

	<b><u>Informational</u></b>	<b><u>Action</u></b>
1. 5:45 <b>CALL TO ORDER</b>		
2. 1 min <b>UPCOMING MEETINGS AND EVENTS</b>	X	
3. 3 min <b>ADDITIONS OR CORRECTIONS TO THE AGENDA</b>		X
4. 10 min <b>PUBLIC INTRODUCTIONS AND COMMENT</b> (We will accept up to 10 min of public comment at the beginning of the meeting. Additional comments beyond that time frame will be taken at the end of the meeting.)	X	
5. 6:00 <b>2023 STRATEGIC PLAN &amp; BUDGET HEARING</b> A. Approval of the resolutions to adopt the 2023 budget, B. Appropriate funds, and certify the mill levy C. Public comment concerning the budget		X
6. 2 min <b>APPROVAL OF MINUTES No. 812</b>		X
7. 10 min <b>CONSENT AGENDA</b> A. Approval of the hiring of Jamie Hathaway, Trent Maloney, Rachael King, Victoria Gardner, Jessica Lichota, Yulia Steblina B. Approval of the separation of Jennie Bachelor, Zach Music, Javier Barragan Jr, Claudia Locke, Frances Beard, Chelsea Elwood C. Approval of an estimated \$4,557,482.76 for UMR for payment of Medical and Pharmacy claims and Administrative Fees for 2023. D. Approval of an estimated \$1,731,117.52 for Overdrive for the purchase of library materials, including but not limited to books, subscriptions, audio, visual and electronic materials for 2023. E. Approval of an estimated \$1,337,280 for OneAmerica for payment of 401K contributions for eligible employees for 2023. F. Approval of an estimated \$1,139,188.72 for Baker-Taylor for the purchase of library materials, including but not limited to books, subscriptions, audio, visual and electronic materials for 2023. G. Approval of an estimated \$909,948.20 for Midwest Tape for the purchase of library materials, including but not limited to books, subscriptions, audio, visual and electronic materials for 2023 H. Approval of an estimated \$550,000 for AP Mountain States for remodel construction costs associated with the Sheridan Library for 2023. I. Approval of an estimated \$543,870.54 for Amazon for miscellaneous purchases to facilitate the operations of the organization, including office supplies and equipment for 2023. J. Approval of an estimated \$500,000 for 2023 for a mobile event vehicle. This is a district-wide, multi-purpose vehicle that provides equity of access to various technologies and services for all age ranges. This vehicle will not be dedicated to one particular purpose or one technology. Instead, it provides space to host many types of events in the community, including a mobile makerspace, gaming, studio, computer classes, movie nights, tech demos, story times, and more.		X

- K. Approval of \$429,613.20 for the lease and commons area maintenance for the Southglenn facility for January-December 2023.
- L. Approval of the contracted \$351,563.30 for Truist Bank for the Kelder building loan for 2023.
- M. Approval of the contracted \$322,456 for UMB Bank for the 2008 certificate of participation for the Eloise May Library building for 2023.
- N. Approval of an estimated \$322,000 for the Key-People contract which includes all janitorial cleaning districtwide, including the bookmobile garage and bus for 2023.
- O. Approval of an estimated \$315,315 for Haynes Mechanical Services for the energy services and mechanical agreement, which includes connected digital preventive maintenance, equipment scorecards, insight energy benchmarking, healthy building automation, maintenance inspections of the mechanical equipment, cleaning of condenser coils, fan impellers and blades, electrical contacts, burners, pilot and ignitors, cooling towers, basin, sump and floats, chillers, condenser tubes, and belts drives. Also includes lubrication of moving parts, as well as aligning, tightening and adjusting as necessary, for 2023.
- P. Approval of an estimated \$300,000 for Colorado Sprinkler Service for snow removal services for 2023. A contract for \$273K from Oct 2022-April 2023 was approved in the September 2022 BOD meeting. The above amount includes an estimate for extraordinary charges outside of the contracted amount.
- Q. Approval of an estimated \$297,675 for Hays Companies for payment of property, casualty, automobile, cyber, and other insurance coverage, as well as administration of our benefit plans for 2023.
- R. Approval of an estimated \$231,741 for P&A Administrative Services, Inc. for flexible benefits funding, as well as Admin fees for these benefits, FSA, and COBRA for 2023.
- S. Approval of an estimated \$229,392.37 for Ingram Library Service for library materials such as books and subscriptions for 2023.
- T. Approval of an estimated \$210,702.77 for Xcel Energy for utility services throughout the district for 2023.
- U. Approval of an estimated \$207,733.05 for Gov Connection for Software and Hardware purchases across the district for 2023.
- V. Approval of an estimate \$200,000 for Lynsoe Systems for previously approved sorter upgrades, as well as annual software to run the sorter for 2023.
- W. Approval of an estimated \$195,000 for CDW Government for Software and Hardware purchases across the district for 2023.
- X. Approval of an estimated \$173,250 for Keesen Enterprises for Landscaping maintenance and repairs for 2023.
- Y. Approval of an estimated \$165,203 for Delta Dental for dental insurance for district employees for 2023.
- Z. Approval of an estimated \$165,000 for Innovative Interfaces for Sierra Library Software for 2023.
- AA. Approval of an estimated \$116,813 for Hartford/Priority for life, disability, and accidental dismemberment insurance for 2023.
- BB. Approval of an estimated \$109,200 for The Learning Source for English as a Second Language classes provided to patrons for 2023.
- CC. Approval of an estimated \$106,800 for Comcast Business for Phone/Internet service, net of ERebates for 2023.

8.	10 min	<b>FINANCIAL REPORT</b>		X
9.	6:30	<b>RESOLUTION TO DECLINE FAMLI PARTICIPATION</b>		X
10.	10 min	<b>POLICIES</b>		X
		A. Patron Code of Conduct		
11.	5 min	<b>BOARD PRESIDENT REPORT</b>	X	
12.	5 min	<b>EXECUTIVE DIRECTOR REPORT</b>	X	
13.	5 min	<b>LEGAL STATUS REPORT</b>	X	

14. 5 min **STRATEGIC PLAN REPORT**

X

15. 7:15 **ADJOURN**

X