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## **ARAPAHOE LIBRARY DISTRICT**

### **MEETING OF THE BOARD OF TRUSTEES**

October 18, 2022

Smoky Hill Library  
5430 S Biscay Cir  
Centennial, CO

**MEMBERS PRESENT:** Steve Oliver, Katie Schroeder, Natalie Palmer, Bill Shaw, Theresa Mehringer, Liz Nichols (virtually), Sally Daigle

**MEMBERS ABSENT:**

**PUBLIC:**

**OTHERS ATTENDING:** Kim Seter, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director (virtually); 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; Holly Whelan, Library Manager; Kipp Entzel, Security and Safety Supervisor; Natalie Kuypers, Events Specialist; Sarah Verno, Library Specialist; Pauly Bonilla, Creative Specialist; Sydney Hawkins, Library Specialist (virtually)

Steve Oliver opened the meeting at 5:43 p.m.

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

**APPROVAL OF MINUTES No. 811:** Sally Daigle moved to approve the minutes from the September 20, 2022 board meeting. Natalie Palmer seconded the motion and the motion passed.

**REVIEW APPEAL OF BANNED PATRON:** Steve Oliver asked the board if there were any questions in relation to the ban. Theresa Mehringer asked if all the ban procedures were followed during the investigation for the appeal. Kipp Entzel responded that all procedures were followed and the board agreed to take no action on the ban.

**PRESENTATION: DRAFT OF THE 2023 STRATEGIC PLAN:** Oli Sanidas introduced the strategic planning team who worked on the 2023 plan: Sydney Hawkins (virtually), Pauly Bonilla, Natalie Kuypers, Sarah Verno, and Richard Lyda (absent). The team attended staff input sessions to document staff feedback and capture themes that emerged.

Pauly, Natalie, Sarah, and Sydney introduced themselves. Pauly expressed gratitude for being invited to participate in the process. Natalie gave an overview of the process for the staff input sessions. She stated that she was pleasantly surprised how many staff said they had worked for ALD for more than 10 years. During the input sessions, many of the staff stated they were excited to be part of the process and excited to be able to begin building relationships with staff in other departments.

Pauly explained how they compiled and organized the information that had been gathered from the input sessions, utilizing a tool called Miro. One of the top themes that emerged was the Employee Value Proposition. Some others were Patron Needs, Foundation/Collaboration/Communications, and Marketing & Outreach. All the themes worked together and centered around Adopting a Growth Mindset. One challenge for the team was that they could not explain or define anything to staff during the input sessions. That was a decision that had intentionally been made so that they could hear how the staff defined the concepts.

Sarah Verno gave an overview of how Oli offered an introduction at the beginning of each staff input session and set the tone for the meeting. The approach taken by the directors and managers allowed the staff to speak candidly and built trust with the staff. The input sessions hosted passionate conversations between the staff about how to serve the patrons and where they would like to see ALD progress in the future.

Sydney Hawkins explained the process of writing the first draft of the plan. She tried to use language that spoke to the service-oriented role of the staff and also attempted to capture the sentiment of some of the quotes collected at the input sessions without compromising the anonymity of the staff.

Theresa Mehringer asked the team about how the Miro program was chosen and if the team was familiar with it prior to this project. Pauly responded that she had used it, but the rest of the team had not. They felt the program was intuitive and Pauly chose it because of its accessibility and its ability to organize the data in a visual manner.



Natalie Palmer asked what the team thought the next steps should be to ensure the staff who participated in the input sessions felt heard. Pauly explained that a "road show" is being planned where the team will travel throughout the district to talk to the staff about the process that had taken place.

Bill Shaw commended the team for their work. He asked if there are plans to actively invite staff to participate in the strategic plan. Pauly responded that many of the themes have also been identified through the work of the LS 2.0 project. Bill clarified that he was wondering if there are plans to somehow translate this work to how staff provide service to patrons. Oli interjected that he is interested in how to incorporate that perspective in ALD's plans. Oli noted that he is more excited about this strategic plan than other past plans because of the process that was used to create it.

**PRELIMINARY 2023 BUDGET:** Jennifer Mahin reviewed the draft of the 2023 budget with the trustees.

The Admin Project budget may be spent over more than one year, but the entire amount is included in the 2023 budget in case the project can be completed within a year.

The minimum amount that must be maintained in the fund balance is \$8.6 million, which will cover two months of operating expenses. Oli and Jennifer prefer to have enough saved to cover more than two months of expenses.

Assessed property values decreased, so property tax revenue went down slightly. Steve noted that it's likely that actual values may also decrease in coming years due to the increased interest rates. Bill Shaw asked if ALD should be aggressive with expenditures now considering the changing economy and the expected vote for decreasing taxes in Colorado. Jennifer responded that ALD budgets very conservatively and the organization has not historically spent the entire budget each year. Oli added that he is more concerned about how to continue to cover the operational expenses.

Jennifer noted that the Friends Foundation increased their donation commitment to \$135K next year. There is also a 5% merit increase for staff budgeted as well.

The facilities budget has increased by only 3% despite the inflation increase of 10%. The security budget in 2022 was high, so that is where the difference will be made up.

The benefits budget is increasing and there will be some additional new benefits included in the budget.

The category of technology and materials is increasing by 4%. The budget for Marketing, Events and Partnerships is increasing by 8%. The project fund will be about \$9.6 million.

The self-insurance fund budget will have a fairly large increase. Caroline Heinselman mentioned that the stop-gap insurance costs went up, which contributed to the increased budget for self-insurance. Bill Shaw mentioned that it is projected that healthcare costs will likely increase at a higher rate than anything else.

The budget presented is only a draft and the final budget will be presented for approval at the November board meeting.

#### **CONSENT AGENDA:**

- A. Approval of the hiring of Jenny Ritthaler, Rachael Aderoju, Allison Brown, Jeremy Williams, Jazzmyn Barbos, Jessica Koch, Kristin Brunner, Jonathan Hamilton, Jessica Mendes Ford, Yasmin Zenhari
- B. Approval of the separation of Miguel Chavez, Adam Love, Yashar Zanjani, Beverly Zimmerman, Marc Morton, Leticia Chairez, Cindy Mares
- C. Approval of \$400,000 for Oz Architecture for the design fees for the support services remodel.

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.

Sally Daigle moved to accept the Financials as presented. Natalie Palmer seconded and the motion passed. Approval of the Financials means:

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

Theresa Mehringer asked that the cost per participant and the number of participants in ALD's health insurance be included in the financial report at the November board meeting.

#### **POLICIES:**

- A. **CHILDREN AS INDEPENDENT VISITORS POLICY (second reading):** The board did not recommend any changes to the policy. Natalie Palmer moved to approve the policy, Sally Daigle seconded, and the policy was approved.

**BOARD PRESIDENT REPORT:** Steve Oliver asked that the board bylaws and amending the term limits be added to the agenda for the November board

meeting. Katie Schroeder noted that the board discussed pushing it out a little further to the January 2023 board meeting to investigate how often board members have turned over in the past 10 years and also to identify other library district term limit policies.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported that the Eloise May Library hours have been expanded and the hours at Castlewood branch have been shortened due to attrition.

Bill Shaw asked if the attrition at Castlewood can be attributed to the tragic event that occurred there a few months ago. Linda Speas stated that there is no direct data that can attribute the turnover to the event. Caroline Heinselman added that data collected during exit interviews did not connect the turnover to the event.

Oli also reported that a Libcabinet has been installed at a Coworking Space near the Admin Support Services Building.

**LEGAL STATUS REPORT:** Attorney Kim Seter reported that the board turnover rate will be included in next month's status report, and a new item about a bill that passed recently regarding website accessibility requirements will be added to the status report next month as well.

**STRATEGIC PLAN REPORT:**

Linda Speas, Director of Library Operations, highlighted the marketing campaign of ALD's ad in the ValPak mailer and the outreach program to preschools to help with early literacy.

There being no further business, Bill Shaw moved to adjourn, and Sally Daigle seconded.

Steve Oliver adjourned the meeting at 7:36 p.m.

11/15/22  
Date Approved

  
Bill Shaw, Secretary