
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

November 15, 2022

Support Services
12855 E Adam Aircraft Cir
Englewood, CO

MEMBERS PRESENT: Steve Oliver, Natalie Palmer, Bill Shaw, Theresa Mehringer, Liz Nichols, Sally Daigle

MEMBERS ABSENT: Katie Schroeder

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 (virtually); Linda Speas, Director of Library Operations; Jessica Sidener, Director of Strategic Marketing and Community Relations; Caroline Heinselman, Director of People Services; Cynthia Kiyotake, Associate Director of Library Operations; Brandee Heimerle, Human Resources Manager; Kipp Entzel, Security and Safety Supervisor; Sarah Verno, Library Specialist; Lizet Aleman Gabriel, Library Specialist Lead; Kathleen Robertson, Supervisor

Steve Oliver opened the meeting at 5:45 p.m.

There were a couple of corrections to the agenda.

Item C of the consent agenda: the amount was corrected to \$4,457,482.76
Item AA of the consent agenda: the company name was corrected: Hartford [delete "Priority"]

There were no public comments.

2023 STRATEGIC PLAN & BUDGET HEARING: Steve opened the public hearing on the budget at 5:49 p.m.

Jennifer noted there were no changes from the draft of the budget that was presented at the October board meeting.

Natalie Palmer moved to approve the resolutions to adopt the 2023 budget. Sally Daigle seconded the motion and the motion passed.

Sally Daigle moved to approve the strategic plan, Natalie Palmer seconded the motion and the motion passed.

Steve closed the public hearing on the budget at 5:52 p.m.

APPROVAL OF MINUTES No. 812: Sally Daigle moved to approve the minutes from the October 18, 2022 board meeting. Natalie Palmer seconded the motion and the motion passed.

CONSENT AGENDA:

- 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 \$4,457,482.76 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.

- 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 Kever 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 Lyngsoe 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 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 E-Rebates for 2023.

Natalie Palmer moved to approve the Consent Agenda as presented. Bill Shaw seconded, and the motion passed.

Bill Shaw announced that Jim Morrato, former longtime board member, passed away and there will be a service for him this Friday. Jim's wife asked that in lieu of flowers, donations be made to the Friends Foundation.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

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

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

RESOLUTION TO DECLINE FAMLI PARTICIPATION: Steve opened the public hearing on the resolution at 6:18 p.m.

Caroline Heinselman explained that ALD is opting out of FAMLI participation because the benefits that are offered through ALD are better than outlined in the FAMLI legislation. If ALD chose to opt in, the employees would need to be taxed for lesser benefits. Oli Sanidas read some comments submitted by staff in support of opting out of FAMLI participation.

Natalie Palmer moved to approve the resolution as presented. Sally Daigle seconded, and the motion passed.

Steve closed the public hearing on the Resolution to Decline FAMLI Participation at 6:24 p.m.

POLICIES:

- A. **PATRON CODE OF CONDUCT:** Jennifer explained there are some proposed changes to the Patron Code of Conduct in an effort to make it more equitable to patrons. One revision was to add a section for minor

misconduct. Another change was a correction to the title of the Facilities and Safety Manager. Other revisions included mailing letters of appeal to banned patrons as well as a section outlining how the board reviews ban appeals and the length of time allowing the board to respond to appeals.

Bill Shaw noted a grammatical change to the section for the board review of appeals. He also noted an exception for dropping off ballots at the drop boxes on library property.

Sally Daigle suggested that the process for the board to review appeals should be very clearly outlined in the policy.

Bill Shaw noted that the COVID-19 addendum seemed outdated. Oli responded that the addendum is not part of the policy; rather it is a guideline, and the language will be reviewed and updated.

The policy will proceed to a second reading at the January 2023 board meeting.

BOARD PRESIDENT REPORT: Steve Oliver reported that Oli's Executive Director review is coming up. Steve will send out the forms asking for board feedback, which will be due by November 30. The meeting will probably be held virtually. Marie Greene will set up a Zoom meeting for the board to meet.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that there are ads promoting early literacy that will run on Rocky Mountain PBS.

He shared the report on the Summer Reading Program from 2022 and asked that if the board has any questions about the report, they send them to Oli.

Oli also noted that the board will be invited to help hand out books to children during the Summer Reading Program next year.

LEGAL STATUS REPORT: Attorney Kim Seter reported that nothing changed on the legal status report, so there was no report this month.

He announced the Denver mill levy passed.

He also announced that Boulder Public Library will be changing to a regional library district.

STRATEGIC PLAN REPORT:

Jennifer Mahin, Director of Finance, highlighted that ALD helped expand voting access to the community by hosting voting booths at various library branches.

ALD also hosted the first annual teen art show.

A cabinet with library materials was installed at the Village Workspace so that people can access materials offsite. The cabinet also offers Wi-Fi access and people can sign up for a library card through the cabinet as well.

Theresa Mehringer asked if ALD does any promotions or events with local authors. Linda Speas noted that ALD has a process in place for authors to submit their published work to the collection.

Bill Shaw asked about the invitation to participate in the book sale. Jessica Sidener responded that the board will be given a schedule of the book sales for 2023 so they can participate.

Bill also asked how successful the lockers are at the branches. Anthony White, Director of Innovation and Technology, was not present at the meeting to be able to present any data.

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

Steve Oliver adjourned the meeting at 6:58 p.m.

Jan 19, 2023

Date Approved

Bill Shaw

[Bill Shaw \(Jan 19, 2023 10:05 MST\)](#)

Bill Shaw, Secretary

November 15, 2022 board minutes_TO BE SIGNED

Final Audit Report

2023-01-19

Created:	2023-01-19
By:	Marie Greene (mgreene@ald.lib.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1FYA1_NcVj4AE2PIYSUH2ZIQ8m4Zicp

"November 15, 2022 board minutes_TO BE SIGNED" History

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

2023-01-19 - 4:47:06 PM GMT

 Document emailed to mtshaw@aol.com for signature

2023-01-19 - 4:47:35 PM GMT

 Email viewed by mtshaw@aol.com

2023-01-19 - 5:05:29 PM GMT

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

2023-01-19 - 5:05:45 PM GMT

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

Signature Date: 2023-01-19 - 5:05:47 PM GMT - Time Source: server

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2023-01-19 - 5:05:47 PM GMT