
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 17, 2023

Koelbel Library
955 S Holly Street
Centennial, CO

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

MEMBERS ABSENT:

PUBLIC:

OTHERS ATTENDING: Kim Seter, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Linda Speas, Director of Library Operations; Jessica Sidener, Director of Strategic Marketing and Community Relations; Anthony White, Director of Innovation and Technology; Caroline Heinselman, Director of People Services; Cynthia Kiyotake, Associate Director of Library Operations; Richard Lyda, Mobile Library Services Manager; Sarah Verno, Library Specialist; Karen Bradley, Mobile Library Services Supervisor; Elena Cabodevilla, Mobile Library Services

Steve Oliver opened the meeting at 5:31 p.m.

There was one addition to the agenda. Oli Sanidas added the second reading to the Patron Code of Conduct policy.

There were no public comments.

APPROVAL OF MINUTES No. 813 and No. 814: Natalie Palmer moved to approve the minutes from the November 15, 2022 board meeting and the December 12, 2022 Executive Session. Katie Schroeder seconded the motion and the motion passed.

RATIFICATION OF THE 2023 EXECUTIVE DIRECTOR CONTRACT: Natalie Palmer moved to ratify the 2023 contract of the Executive Director provided it has not changed other than the salary. Bill Shaw seconded the motion and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Brian Flynn, Isabel Haus, Magdalene Crawford, Lily Oliver, Devin O'Brien, Aaron Farris, Charlie Prince, Andrea Koek, Megan Broyles, Maria Dunatov, Zamara Loftis, Julia Takhusheva, Harold Boger
- B. Approval of the separation of Patrick Austin, Erik Peace, Kaleigh Wossilek, Trent Maloney, Aimee Sorensen, Beverly Sanders, Ryan Summerlin, Raquelle Batth, Yulia Steblina, Tawny Gregory, Joyce Serravo
- C. Approval of an estimated \$375,000 for GovConnection that will pay for Adobe License renewals, network equipment, staff/patron PCs, laptop upgrades and replacements.
- D. Approval of \$86,898.63 to Capital One Public Funding for the 2023 principal and interest payments for the land adjoining the May Library.

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

POLICIES:

- A. **GIFTS OF ART AND TANGIBLE ASSETS POLICY:** Jessica Sidener explained the context for the changes to the policy. Patrons have offered to donate art to the library district in the past. The art donated does not necessarily match the strategy that the district has implemented for the art that is chosen and displayed in the branches. The revised policy reflects the strategy that has been implemented and the district will not accept unsolicited donations of art and tangible assets from the public. Jessica clarified that the district can accept donated art through a mutually agreed partnership, which would not fit under the definition for "unsolicited" donations.

Sally Daigle moved to approve and Natalie Palmer seconded the motion and the motion passed unanimously.

- B. **GIFTS OF MONEY, BOOKS AND NON-PRINT MATERIALS POLICY:** The word “unrestricted” was added to the policy.

Bill Shaw moved to approve the policy as presented. Liz Nichols seconded the motion and the motion passed unanimously.

- C. **PATRON CODE OF CONDUCT (second reading):** Theresa Mehringer moved to approve the policy, Natalie Palmer seconded, and the policy was approved.

BOARD PRESIDENT REPORT: Steve Oliver reported that he attended the reception hosted by Arapahoe County for the outgoing county commissioners who were term limited. Bill Shaw and Oli Sanidas also attended.

Natalie Palmer moved and although her new residence is within Arapahoe County, it is not within the ALD district and she is no longer eligible to serve on the board of trustees. Per the bylaws, she can continue to serve up to 12 months after she became ineligible. The district will begin soliciting for applications to fill her unfinished term. Natalie Palmer noted that although she is disappointed that she can no longer serve on the board, this is an opportunity for the board to expand its work in Diversity, Equity, and Inclusion. Bill Shaw noted that in order to achieve that, ALD should broaden the reach for applications by posting the ad in more places as well as reviewing the wording in the posting.

Due to the complexity of the timeline for recruiting a new board member, Katie Schroeder recommended that a recruiting committee be chosen tonight. Sally Daigle noted that Arapahoe County used to do a citizen's academy that invites the community through an inclusive course to learn about serving on boards and other ways to serve the community. The citizen's academy may provide an opportunity for recruiting the next board member. Bill Shaw, Natalie Palmer and Liz Nichols volunteered to serve on the committee.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that Eloise May Library hours expanded to 9 a.m.-9 p.m. beginning today.

Sheridan Library reopened after the remodeling project.

Castlewood and Davies Libraries earned Family Place designations.

Oli also reported some locker usage data in response to a request from Bill Shaw at a previous meeting. The numbers show that locker usage went from initial requests of 4% to current requests of 15% consistently.

Bill Shaw asked about the district's protocols for testing for meth residue, based on the recent news reports about two other districts in the region closing due to meth residue. Oli mentioned he has learned that there is less likelihood of contamination from meth usage in the building than if the creation of meth had happened in the building. Jessica Sidener gave a simple statement in response to a request from a local news agency. Jessica also noted that ALD is engaging with a media training and brand protection agency to help prepare key members at ALD to speak with the media. The intent is to also eventually include board members in the training. Sally Daigle noted that the training is a good idea based on some recent groups that have been infiltrating local governments, intimidating members of local boards and suing the cities for money in the Denver area. Oli noted that the group has been at two branches in the district in the past.

LEGAL STATUS REPORT: Attorney Kim Seter had nothing new to report.

Oli Sanidas noted that a study session to review and discuss term limits for board members will be planned in the coming months. Kim Seter clarified that a study session is similar to a regular meeting; it will be a public meeting, but it only includes one agenda item. Theresa Mehringer asked that term limits be added as an agenda item to the regular meeting instead of a study session once the board has received the attrition information from the legal team. Kim Seter clarified that the ultimate item that would need to be added to the agenda would be to amend the bylaws.

PRESENTATION: LIBRARY FOR ALL: Richard Lyda, Manager of Mobile Library Services introduced Elena Cabodevilla, Mobile Library Services and Karen Bradley, Supervisor of Mobile Library Services.

Elena gave a summary of the Library For All program. It is geared toward patrons with intellectual and developmental disabilities, and it runs once a month at Smoky Hill Library and has been running for about 5 years.

A typical program includes 5 stations:

- Two make and take crafts
- Tech demo
- Sensory item station
- Coloring station
- Community music playlist and feedback posters
- Promotional table
- 30-50 patrons normally participate
- Preparation for each program requires different levels so patrons can choose what makes most sense for them

- Written/picture guides for more complex crafts
- Program reminders/contact with day programs week-of, periodic surveys
- Staffing – ideally four library staff members per program
- Internal and external outreach, advocacy
- Professional Development/Cultural Humility

There are also unique programs such as a photobooth program, where patrons could dress up for photos; Halloween Bingo, where the patrons assembled their own bingo cards before playing Bingo; and a nature presenter was invited to come in and educate the patrons about animals. During the pandemic, virtual programs were held.

The team sometimes adapts the program to meet the needs of the group. They also held a program about voting rights for people with disabilities.

Possible future directions for the program:

- Games club
- After hours/low sensory programming
- Book club
- More volunteer and employment opportunities for adults with I/DD

Last year, the program saw almost 500 patrons.

The program is held on the 3rd Wednesday of the month at 10:30 a.m. and the board is invited to attend.

STRATEGIC PLAN REPORT:

Cynthia Kiyotake, Associate Director of Library Operations, highlighted the outreach to the Ukrainian community; a staff member helped a patron get an email account and that patron was able to get a job; and another staff story about helping a patron navigate the RTD system so they could make it to a dentist appointment.

There being no further business, Natalie Palmer moved to adjourn, and Sally Daigle seconded.

Steve Oliver adjourned the meeting at 7:27 p.m.

Feb 23, 2023

Date Approved

Bill Shaw

Bill Shaw (Feb 23, 2023 11:35 MST)

Bill Shaw, Secretary

January 17, 2023 board minutes_TO BE SIGNED

Final Audit Report

2023-02-23

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