
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

February 21, 2023

Support Services
12855 E Adam Aircraft Cir
Englewood, CO

MEMBERS PRESENT: Steve Oliver, Bill Shaw, Theresa Mehringer, Liz Nichols, Katie Schroeder

MEMBERS ABSENT: Natalie Palmer, Sally Daigle

PUBLIC:

OTHERS ATTENDING: Beth Dauer, 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; Sarah Verno, Library Specialist

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

There were no public comments.

There was an amendment to the agenda--the presenter is ill so there will be no presentation this evening.

APPROVAL OF MINUTES No. 815 and No. 816: There were some corrections to the agendas:

In Minutes No. 815, Theresa Mehringer pointed out that Natalie Palmer and Liz Nichols volunteered to serve on the recruiting committee in the board president report.

Theresa also noted a correction in the legal status report referencing adding an agenda item to discuss term limits to the regular meeting rather than a study session.

Katie Schroeder noted a correction to Minutes No. 816 that Natalie Palmer was not present.

Bill Shaw moved to approve the minutes from the January 17, 2023 board meeting and the February 1, 2023 Special Meeting with the corrections noted. Liz Nichols seconded the motion and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Alexandra Jackson, Naomi Schnee, Steven Alexander
- B. Approval of the separation of Fran Turner, Marla Epps

Katie Schroeder moved to approve the Consent Agenda as presented. Liz Nichols seconded, and the motion passed.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Jennifer noted that beginning in June, there will be a change to the accounting report because of a new rule stating that all leases should be listed under liabilities.

Theresa Mehringer asked if ALD could include a quarterly report showing the projected capital projects and other projects that will impact the fund balance. Jennifer Mahin responded that she and Linda Speas are working on a 10-year plan that includes potential projects and they will report out to the board in the coming months.

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

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

SURPLUS PROPERTY RESOLUTION: Theresa Mehringer moved to approve the Surplus Property Resolution as presented. Bill Shaw seconded and the motion passed.

POLICIES:

- A. **BYLAWS OF THE BOARD OF TRUSTEES:** Steve Oliver had previously posed the question about allowing trustees to serve four terms, increasing it from three terms. There has been a reasonable amount of turnover on the board for unforeseen reasons, which allows the board to have new

members. One reason for the proposed increase is to retain historical knowledge on the board. Other local boards have similar term limits, but the terms are longer. Steve questioned whether the ALD board could increase the number of terms or the number of years for each term.

There was discussion about the pros and cons of revising the number of years per term and term limits. Theresa Mehringer noted that recruiting new board members is a lot of work and getting a good number of applicants to choose from and help diversify the board has been difficult. Katie Schroeder noted that the process is labor intensive for both the board and the ALD staff. She mentioned that she has been involved in 10 board searches in 10 years. Having continuity on the board has been extremely helpful, especially since the board has been seeking new members frequently. Theresa noted that Katie Schroeder is currently in her third term, which ends in February 2024, and if she would like to stay, the board would like her to continue to serve another term. Katie said that she would like to stay on the board if the board voted to increase the term limit to four terms.

Bill Shaw noted that when considering changing the bylaws, the decision should not be made based on individuals involved; rather it should be based on whether there are reasons that warrant changing the bylaws. Fostering new leadership should be a priority, and term limits encourage that. He mentioned that other boards include an officer track, which is the way to stay on the board longer. ALD's bylaws do not include an officer track.

Katie noted that most board members in the past did not reach their term limit. The term limits were changed in the bylaws several years ago from five-year terms to three-year terms because five-year terms were hard to fill. Applicants did not want to commit to a five-year term.

The proposed change to the bylaws is to increase the term limits to four three-year terms.

Natalie Palmer and Sally Daigle were not present, so the board did not vote on the proposed change. The bylaws will go to a second reading at the March board meeting.

BOARD PRESIDENT REPORT: Steve Oliver did not have anything to report.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that there will be a presentation at the March board meeting proposing building an Annex next to the May

Library. The concept of the Annex is to provide additional library services to the community, including flexible space to accommodate the diverse demographics around the May Library.

Oli also noted that there is a possibility of purchasing land adjacent to the May library. There is a plot of land that has been for sale for quite some time. The risk is that if ALD does not purchase the land, ALD has no control over who or what will eventually occupy that property.

There was some due diligence work done to explore building the Annex, but the work was done pre-COVID, so the costs in the presentation need to be updated due to the increase in construction costs since then.

Theresa Mehringer asked if ALD would like to consider making an offer on the property to hold it until a decision can be made about the building project. Theresa and Liz Nichols stated that buying the available property should be an easy decision because it would become an asset for ALD. The property is for sale for \$875,000.

Liz Nichols moved to direct ALD to do due diligence on the land and to make an offer not to exceed \$875,000. Bill Shaw seconded and the motion passed.

LEGAL STATUS REPORT: Attorney Beth Dauer reported that there have been discussions with the city of Glendale about the Intergovernmental Agreement (IGA) that was in place until 2007 for the Infinity Park library. The intent is to rewrite the IGA to include that ALD would like the library to be accessible to the public.

PRESENTATION: FRIENDS OF THE LIBRARY: There was no presentation due to the presenter being ill.

STRATEGIC PLAN REPORT: Caroline Heinselman, Director of People Services, highlighted that a Lifestyle Spending Account was introduced to ALD staff as a new benefit this year.

A recent book sale was successful—there were good sales and good feedback was received.

Steve Oliver asked if there was any other business. Jessica Sidener gave an update on the recruiting effort for the board position to replace Natalie Palmer. She noted that there will be some language included that reasonable accommodations will be offered to applicants who need them. There will also be translation of the application into Spanish. The application platform used by

ALD is not currently capable of translating to Russian, which was something that had been discussed by the committee. There will be extensive marketing done to help reach more applicants, including press releases, social media posts, marketing flyers, outreach to Cherry Creek, Littleton and Deer Trail school districts, as well as other outreach efforts.

Jessica gave the board two options for marketing: 1. Wait for the Spanish translated marketing materials to be completed before any marketing is published, or 2. Publish the English marketing materials right away and publish the translated materials as they become available. The board chose to allow the English marketing materials to be published right away.

There being no further business, Bill Shaw moved to adjourn, and Katie Schroeder seconded.

Steve Oliver adjourned the meeting at 7:42 p.m.

Mar 23, 2023

Date Approved

Bill Shaw

[Bill Shaw \(Mar 23, 2023 11:02 MDT\)](#)

Bill Shaw, Secretary

February 21, 2023 board minutes_TO BE SIGNED

Final Audit Report

2023-03-23

Created:	2023-03-23
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