
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

March 21, 2023

Eloise May Library
1471 S Parker Rd
Denver, CO

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

MEMBERS ABSENT: none

PUBLIC: Areanne Collins

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; Kim Collie, Director of Project Management; Louise Richey, Manager of Community Engagement; Holly Whelan, Manager of Community Relations and Strategic Events; George Sproul, Manager of Facilities and Safety; Nicole Wilhelm, Library Manager; Kipp Entzel, Supervisor of Security and Safety; Sarah Verno, Library Specialist; Amanda Armstrong, Business Librarian; Natalia Devlin, Language and Immigrant Services Coordinator; Julie Heffernan, Library Specialist; Asia Groves, Library Supervisor; Jessica Mendes Ford, Library Specialist; Cassidy Sauer, Library Supervisor

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

There was an amendment to the agenda – Oli Sanidas stated that the board will remove agenda item #6, the patron ban appeal, since the ban had already been lifted.

2022 BUDGET AMENDMENT: Jennifer Mahin reviewed the budget amendment for the self-insurance fund with the board. The budget presented at the November

board meeting did not include the claims that came in at the end of the year and the estimate made for accruals was lower than the actuals.

Bill Shaw asked why the TPA expense was 5% more than budgeted. Caroline Heinselman explained that this was due to the increase in stop loss claims.

Steve Oliver opened the public hearing. There were no public comments. Steve closed the public meeting stage and resumed the normal board meeting.

Natalie Palmer moved to approve the budget amendment. Bill Shaw seconded and the motion passed unanimously.

Steve opened the public meeting. There were no public comments.

APPROVAL OF MINUTES No. 817 and No. 818: In the minutes from the February 21, 2023 board meeting, Theresa Mehringer noted a correction that it was Katie Schroeder who made the comment that past board members did not meet their term limits.

Liz Nichols moved to approve the minutes from February 21, 2023 with the change noted. Natalie Palmer seconded and the motion passed.

Liz Nichols moved to approve the February 17, 2023 special meeting minutes and Natalie Palmer seconded. The motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Shannon Beasley, Nadine Maestas, Cullen Smith
- B. Approval of the separation of Doved Finch
- C. The approval of up to \$190,000 to Nine Dot Arts for art projects throughout the district. The Board was previously asked for \$125,000. The increase is for potential additional projects.

Sally Daigle moved to approve the Consent Agenda as presented. Bill Shaw 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
- Review of Audit Master Services Agreement
- Review of Audit Statement of Work

POLICIES:

- A. **BYLAWS OF THE BOARD OF TRUSTEES (second reading):** The proposed change to the bylaws is to increase the term limits from three to four three-year terms.

Steve Oliver explained that the change would allow a board member to serve the same number of years as the county commissioners serve in Arapahoe County. He also noted that recruiting new board members has been a considerable time commitment for the board.

Bill Shaw advised that he will be voting against the change to the bylaws. He explained that his reason is because the ALD trustees are non-elected and reappointment is essentially automatic, making the board only accountable to themselves. He acknowledged the argument about the amount of work required for recruiting new board members, as well as the importance of institutional knowledge and continuity on the board, but said he does not believe those things will change with the proposed extension of the term limit.

Steve responded that the proposed change would be from nine years to twelve years maximum on the board and questioned what makes nine years a better term limit than twelve years. He asked Sally Daigle and Natalie Palmer if they had anything to add since they were not present at the February board meeting when the initial discussion took place.

Sally Daigle agreed that continuity is valuable. She commented that she does not understand why the terms have been set at three years rather than longer and she will be voting for the amendment.

Natalie Palmer stated that she feels that the board should reflect the changes in the community and feels that term limits help support that and so she will be voting against the proposed change.

Theresa Mehringer noted that the proposal is not to eliminate term limits. She feels that three three-year terms is very short and that based on the historical data discussed at the February meeting, many board members do not stay on the board long enough to reach their term limit. The average number of years that ALD board members have served is six years; therefore, the board does turn over regularly.

Liz Nichols stated that she has struggled with this decision and if the board feels that a commitment of three three-year terms has been a lot to ask of new members as mentioned at the February meeting, then why would the board want to extend the term limit?

Sally Daigle mentioned that when she joined the board, there were a lot of candidates who applied with a large number of interviews conducted, making the process to recruit new board members very challenging and time consuming.

Katie Schroeder stated that she feels like it takes a lot longer than three years to feel comfortable with the responsibilities of the board and historical knowledge is extremely valuable.

Theresa asked how many applicants we have so far in the process. Marie Greene responded that there are nine eligible applicants. In 2021 there were approximately 18 applicants and the board was recruiting to fill two spots.

Theresa Mehringer moved to approve the policy with the proposed change to the term limits. Katie Schroeder seconded. Four board members (Katie, Steve, Theresa and Sally) voted to approve and three (Liz, Bill and Natalie) voted to decline. The motion passed.

- B. **EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT POLICY:** Oli Sanidas noted that the changes to the policy are substantial and reflect changes to recent employment laws. Caroline Heinselman explained that the revised policy was reviewed by ALD's Employment Law attorney to make sure it reflects recent changes to the laws.

Bill Shaw asked whether the library has the ability to get independent verification for the pregnancy accommodation instead of relying on a note submitted by the employee's doctor. Bill explained that in his experience as a physician, some health care providers will write an accommodation note without understanding what the job responsibilities entail. Attorney Kim Seter responded that the library district would not want to challenge a doctor's note for an accommodation.

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

BOARD PRESIDENT REPORT: Steve Oliver reported that the April board meeting will be held at Sheridan Library and the officer election will be held during the meeting. Steve stated that he will not serve as an officer next year as he has served four consecutive years as president. He acknowledged COVID was a factor for why the board decided to keep the officers as they were for so long. In previous years, no one has expressed interest to serve as president.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that there has not been much change in the May land acquisition. Jennifer Mahin noted that ALD is in the process of hiring a realtor and there is a deadline of April 7th to submit a letter of intent to purchase the land from the buyer before it will be listed for sale publicly. ALD is doing due diligence on the land.

Oli also highlighted that Smoky Hill Library celebrated its 20th anniversary. A new manager has been hired to oversee Smoky Hill, Kelper and Davies libraries.

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

PRESENTATION: MAY ANNEX: Cynthia Kiyotake introduced the May Annex Due Diligence team, including Holly Whelan, Manager of Community Relations and Strategic Events; Louise Richey, Manager of Community Engagement; Amanda Armstrong, Business Librarian; and Natalia Devlin, Language and Immigrant Services Coordinator.

Holly mentioned that she was the manager of Eloise May Library for over ten years and the general feeling was that it was not big enough even when it was first opened. The new Annex building will offer much needed space for more educational programs, services and community gatherings of the diverse cultural and religious demographic groups in the area.

Natalia Devlin explained that the work of the Due Diligence Team focused on the needs of the community around May Library. There is a significant number of patrons in the community who speak languages other than English at home so there is high demand for the English Language Acquisition (ELA) classes hosted at the branch. Another important consideration has been the number of people who do not have a vehicle to get to the library and use public transportation, generally double that of patrons at the other ALD branches. May Library is on a bus route, so it is accessible to those patrons.

There is also a digital divide for patrons of the May Library more than other branches. The area around May Library has a significant population of new Americans. ALD has a partnership with the Learning Source to help new Americans with resources, including some that can help them find a job.

Amanda Armstrong reported that much data was reviewed during the due diligence. The ALD Community Resource Specialists hold 43% of their appointments at May Library as the demand there is higher than at other branches. Also, demand for meeting rooms and study rooms has returned to pre-pandemic levels. Program attendance has not yet fully returned to pre-pandemic levels but is on track to do that soon.

40% of May meeting room reservations are to facilitate English language classes.

Louise Richey asked the board to purchase the land adjacent to the May library as well as approve the funding to build an Annex building that will provide flexible space for multiple uses.

Risks and impacts are noted in the due diligence report.

Theresa Mehringer asked what the current square footage of May Library is--it is 14,000 square feet and the proposed Annex would add approximately another 10,000 square feet of flex space.

Katie Schroeder asked if there are any expected changes to the partnership with the Learning Source. Natalia stated that there are no expected changes. Louise Richey added that ALD is looking at the additional space the Annex would provide as an opportunity to expand our partnership with them.

Theresa asked about the general timeline to build the Annex. Oli Sanidas responded that the earliest construction start date would be in 2025, and the project funding would be included in the 2024 budget. ALD will not have the capacity to take on this project while the Admin Remodel Project is happening, which has already delayed the planned Annex start date to 2025.

Katie Schroeder asked how the team knows that the proposed 10,000 square feet will be enough to serve the needs of the community. Cynthia Kiyotake responded that the project is limited by the size of the land and the amount of parking that will be required.

Bill Shaw thanked the team for presenting about the Annex building.

STRATEGIC PLAN REPORT: Jessica Sidener, Director of Marketing Strategy and Community Relations, highlighted that the Books on Tap Club, which has been meeting virtually since the start of COVID-19, met in person at The Grange Hall in January.

A Maker-Palooza event took place where middle school students got to try out the maker equipment and tech available at ALD.

Jessica also highlighted the promotion of the minority business owner spotlight blog series.

Bill Shaw asked how the increasing circulation numbers compare to pre-pandemic numbers. Linda Speas responded that she estimates ALD is currently at about 70% of pre-pandemic numbers.

There being no further business, Natalie Palmer moved to adjourn, and Bill Shaw seconded.

Steve Oliver adjourned the meeting at 7:25 p.m.

Apr 20, 2023

Date Approved

Bill Shaw

[Bill Shaw \(Apr 20, 2023 09:44 MDT\)](#)

Bill Shaw, Secretary

March 21, 2023 board minutes_TO BE SIGNED

Final Audit Report

2023-04-20

Created:	2023-04-20
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