
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

April 18, 2023

Sheridan Library
3425 W Oxford Ave
Denver, CO

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

MEMBERS ABSENT: none

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; Kim Collie, Director of Project Management; George Sproul, Manager of Facilities and Safety; Kipp Entzel, Supervisor of Security and Safety; Sarah Verno, Library Specialist; Cameron Bowen, Facilities Coordinator

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

Katie Schroeder submitted an additional item for the agenda: holding a vote to approve the new ALD trustee.

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

APPROVAL OF MINUTES No. 819: Sally Daigle moved to approve the minutes from March 21, 2023. Liz Nichols seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Adrienne Strock
- B. Approval of the separation of Devin O'Brien, Regina Renee Ward

- C. The approval of \$142,672 to replace three service desks at Koelbel Library. The desks are located upstairs in the lobby, in the children's area and in the main service area downstairs by the computers. The new service desks will be aligned with the district brand and service desk guidelines that were developed in 2019 with the intent to be more intentional in our service delivery to patrons and create an even more welcoming and accessible experience.

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.

The board selected Steve Oliver, Theresa Mehringer and Liz Nichols to be on the audit committee this year.

Sally Daigle 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
- Review of Governance Communication (attached)

VOTE TO NOMINATE A NEW BOARD MEMBER Katie Schroeder summarized the process for interviewing the applicants for the board. Scott Bodfish was selected and accepted an offer to join the board.

Bill Shaw moved and Liz Nichols seconded the nomination of Scott Bodfish to the board. The motion passed.

Beth Dauer clarified that the board is only making a recommendation to the Board of County Commissioners, who will make the formal appointment.

BOARD OFFICER ELECTIONS Steve Oliver opened the floor to nominations for the officer positions. Sally Daigle recommended that training for the new officers be provided by the former officers and also recommended that there be a progression from Secretary to Vice President to President.

Sally proposed the following slate of officers:

- Katie Schroeder, President
- Theresa Mehringer, Vice President
- Liz Nichols, Secretary

Sally asked why the board does not include a treasurer. Beth Dauer explained a treasurer is not a required position per the bylaws, but some other boards include a secretary/treasurer as a combined position.

Bill Shaw mentioned he is also interested in an officer position. He noted that the officer positions have appeared to be easy because leadership within ALD has been very high quality. He mentioned that the board should consider adding some responsibilities for the officers, including leadership development and documenting the process for recruiting new members.

Katie Schroeder stated that she is interested in serving as President so she can document the process for recruiting new board members.

Sally Daigle moved to approve the proposed slate of officers as presented. Natalie Palmer seconded the motion and the board voted to approve the proposed slate of officers with one abstention.

POLICIES:

- A. **ETHICAL CONDUCT POLICY:** The proposed change is to add the ALA's Code of Ethics policy to ALD's existing Ethical Conduct policy.

Linda Speas pointed out that ALA recently added a 9th principle to their Code of Ethics policy.

Natalie Palmer moved to approve the policy with the proposed changes. Liz Nichols seconded. The motion passed.

- B. **MAKERSPACE POLICY:** Anthony White noted that the changes to the Makerspace policy include removing the mention of a group orientation program. At the beginning of the COVID-19 pandemic, the orientation was discontinued as a group activity.

Beth Dauer recommended that a safety statement by users be included in the policy. Oli Sanidas asked Beth to draft that statement.

Sally Daigle moved to approve the policy with the proposed additions to be drafted by legal council. Natalie Palmer seconded and the motion passed.

BOARD PRESIDENT REPORT: Steve Oliver said that he would speak after the Executive Director report.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that ALD has begun participation in a Leadership Academy for staff who oversee people. The training is robust and includes group training, as well as individual and group coaching.

Oli also noted that in light of recent challenges to materials across the country, ALD shared talking points focused on intellectual freedom with staff.

Jessica Sidener reported that next month the architects planning the Admin Building Remodel project will do a presentation to the board.

Oli Sanidas added that he signed an offer on the land adjacent to May Library.

Oli thanked Steve Oliver for his service as President of the Board during the especially challenging time of COVID. Steve said that he did not formally prepare anything to say. He recalled his experience of getting a call from Oli about closing the libraries due to COVID. He stated that his goal as President was to make the meetings enjoyable for all, especially for those attending the meetings after a long day of working. He thanked everyone.

LEGAL STATUS REPORT: Attorney Beth Dauer reported that the IGA with the city of Glendale should be progressing in the next few weeks.

PRESENTATION: FACILITIES SAFETY: Jennifer Mahin introduced the Facilities and Safety team, including George Sproul, Facilities and Safety Manager. George introduced members of his team:

Matt Franci, Facilities Supervisor
Kipp Entzel, Supervisor of Security and Safety
Cameron Bowen, Facilities Coordinator

Matt gave an overview of the facilities team and how they spend their time at the various facilities, averaging about 26 hours per week at each location.

In 2022, the team received 1949 tickets; 1919 tickets were completed and closed. Some of the tickets that were not closed were project tickets that continued into 2023. Koelbel Library had the highest number of tickets submitted.

Some facilities projects included elevator modernization at Smoky Hill Library. The elevator was breaking down regularly and the best option was modernizing it. It has not broken down since completion of the project. Another project included plumbing at Castlewood Library where new cleanouts were added.

Kipp Entzel, Supervisor of Safety, gave an overview of what his department has been working on including emergency preparedness, investigating incident reports, and providing community assistance. The department is currently fully staffed with six employees. Twenty-five new cameras were added throughout the district, and in 2022 all the camera systems were reviewed and adjusted for optimal view. The safety staff attend all branch staff meetings. All safety staff are trained in de-escalation and a trauma-informed approach. The team collaborates with the Arapahoe County Sheriff's office on active threat training. Regular fire drills are conducted, panic buttons were installed throughout the district, increased safety procedures implemented for the Mobile Library Services department, and a member of the safety team attends all new hire orientations.

The safety manual is being revised in 2023, adding more safety procedures, and two-way radios to communicate with staff and police during an emergency event are being deployed. There are plans to add QR codes around the district to access emergency procedures; introduce Narcan to the district; install FOB readers to all critical doors in the district; and install new door barricades at each branch. There will be continued safety analysis of the building projects at Admin and the Eloise May Library Annex.

Natalie Palmer asked if all staff would be trained to administer Narcan. Kipp stated the initial training will be provided to the safety specialists and community resource specialists. Other staff who are interested in training to administer Narcan will be offered the opportunity later.

Liz Nichols noted the recent news about meth contamination in libraries and asked if that is a problem at ALD. Oli Sanidas responded that it is not a concern for ALD. ALD is following the recommended guidelines of the health department. Katie Schroeder mentioned that several board candidates brought up the topic during their interviews.

Cameron Bowen, Facilities Coordinator, leads the sustainability program at ALD and also oversees the fleet. She presented that in 2022, ALD had eleven vehicles in the fleet, which were used for outreach, material deliveries, and attending meetings. The fleet traveled 132,232 miles in 2022.

Some of the projects managed by Cameron in 2022 included:

- IMMS and hoteling spaces
- Memorial artwork
- Earth day event for the community
- Recycling programs
- Love My Air programs
- Koelbel flooring project
- Living green walls at Koelbel and Smoky Hill Libraries

- Installing EV chargers with the proper infrastructure to add more
- Sheridan remodel project – the interior phase was completed in 2022 and the exterior phase will be completed in July 2023, including a play area and flex space for gatherings and events

Sustainability projects include:

- Energy reduction
- Water conservation
- Recycling and waste products diverted from landfills
- Installation of new water controllers for irrigation
- Continued progress in the Colorado Green Business Network program, where ALD currently holds a Silver-level designation with the goal of reaching Gold-level status in 2024

STRATEGIC PLAN REPORT: Anthony White, Director of Innovation and Technology, highlighted the bookmark contest that had over 600 entries, which is a new record for ALD. There were 28 winners who received prizes, and ALD printed the winning bookmarks to hand out to patrons.

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

Steve Oliver adjourned the meeting at 7:18 p.m.

05/16/2023
Date Approved

Liz Nichols
Liz Nichols, Secretary