
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

May 16, 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

MEMBERS ABSENT: none

PUBLIC: Tracy Boyer, Justin Gerze, Scott Bodfish

OTHERS ATTENDING: Marissa Peck, 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; David Britt, Library Material Services Manager; Louise Richey, Manager of Community Engagement; Cameron Bowen, Facilities Coordinator; Mollie Lancaster, Collection Librarian; Sarah Verno, Library Specialist; Jessica Frederickson, Youth Services Librarian; Hayley Presley, Supporting Library Specialist Lead

Katie Schroeder opened the meeting at 5:42 p.m.

Katie opened the meeting to public comment. Jessica Frederickson, Youth Services Librarian, spoke about the importance of libraries keeping diverse materials in their collection. She stated that there have been recent groups who have been vocal about banning some materials, especially those that involve LGBTQ and other diverse topics. She thanked ALD's collection librarians for keeping a diverse collection, as well as the board of trustees and the directors for supporting the freedom to read.

APPROVAL OF MINUTES Nos. 820, 821, 822, 823, 824, 825, 826, 827: Natalie Palmer moved to approve the minutes from the April 18, 2023 regular meeting as well as the special meeting minutes from April 4, April 8, April 10, April 10, April 11, April 13 and April 20, 2023. Liz Nichols seconded and the motion passed.

Bill Shaw noted that at the April meeting, Sally had recommended a progression for the slate of officers, but it was not reflected in the motion that passed the slate of officers. Natalie Palmer clarified that the progression was recommended by Sally, but it was not included as part of the motion to approve the slate of officers.

CONSENT AGENDA:

- A. Approval of the hiring of Elizabeth Stacks, Olivia Dolby, Melissa Della Penna, Katie Summerville, Alisa Otte
- B. Approval of the separation of Jenny Ritthaler, Steve Stroud, Elia Jordan, Ellie Nash

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

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Bill Shaw 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

POLICIES:

- A. **STAFF DEVELOPMENT POLICY:** Caroline Heinselman noted the proposed change to the policy was to update the pronouns from "him/her" to "them."

Sally Daigle moved to approve the policy with the proposed change. Natalie Palmer seconded. The motion passed.

BOARD PRESIDENT REPORT: Katie Schroeder introduced Scott Bodfish, who was selected to join the board of trustees, pending appointment by the Board of County Commissioners and the Deer Trail School Board. Scott stated that he is excited to join the board. He shared how he was inspired as a child by a Dr. Seuss book, which started his love of libraries.

Katie reported that as the new President, she looks forward to the board working on documenting processes and procedures, including recruiting and

interviewing board members, how the board handles challenges to materials, special board committees, succession planning, whether the board needs a treasurer, and other processes that take place throughout the year. She is considering implementing monthly work sessions and is open to feedback from the trustees. She is also considering a board retreat in the fall, a board self-evaluation and ways to ensure the board feels comfortable handling public comment as the climate potentially gets more divisive.

Sally Daigle mentioned she has some ideas for a board calendar.

Bill Shaw stated he is excited that the succession of board officers is being considered. He believes it provides stability of the leadership for the board, as well as protection from temporary political changes. He prepared a motion to change the bylaws to include the succession for the board officers. The motion includes amending the bylaws to include that the secretary would assume the vice president position and the vice president would assume the president position.

Katie Schroeder also stated that she would be interested in having an online place to access board documents.

Katie reminded the board that trustees are eligible to attend conferences. She invited trustees to contact Oli if they are interested in attending a conference. Oli Sanidas noted that he is considering testing out the international conference of libraries to see what other cultures are doing with their libraries. Katie noted that ALA has a trustee tract at their conference, which is where ALD's board learned the process for evaluating the Executive Director.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that Brad Wedig is joining ALD as the newest library manager and will oversee Eloise May and Sheridan libraries.

Oli also updated the board on some changes to the leadership structure within ALD. The new structure will help with leadership development of staff. Linda Speas added that the new structure will help give ALD library staff a more well-rounded team.

LEGAL STATUS REPORT: Attorney Marissa Peck reported that the legal team is working on a memorandum of understanding with Littleton Public Schools concerning sharing databases. There is also work on an IGA with the city of Glendale. A meeting will be scheduled at the end of the month and the board will be updated once that meeting is scheduled.

Sally asked about how the process of sharing the database with Littleton Public schools would work. Anthony White clarified that it would be similar to getting students an ALD library card and potentially creating a “student” category library card.

PRESENTATION: ADMIN REMODEL PROGRESS: Jessica Sidener introduced Tracy Boyer and Justin Gerze, from Oz Architects.

Jessica stated that the intent of the Admin Remodel project is to have minimal staff space and give more space back to the public. COVID changed how people work and many ALD staff now work remotely, so this is an opportunity for ALD to repurpose the space and make it accessible to the public. As the design for the remodel was created, some structural issues were identified that need to be addressed, so options will be presented to the board for consideration to be added to the project. At the end of the presentation, the board will be asked about the next steps they would like to see for the project.

Tracy discussed the primary goals of the project:

- Opening as much of the building to the public as possible
- Making the space a collaborative work environment
- Including large event spaces, a café, a recording studio, photo studio, conference rooms, flex space, maintainable building systems

Tracy shared a floor plan showing where the staff-dedicated space will be separated from the space that will be open to the public. A virtual fly-through was shown. There will not be a browsable collection housed in the building, although Anthony White stated that ALD is considering adding some lockers where patrons can pick up holds.

Bill Shaw asked about the noise from the central sorter and his concern for the disruption to the staff working around it since the space will be open. David Britt responded that the sorter itself is not that noisy, but the activity around the sorter with bins and moving materials can be pretty noisy.

Theresa Mehringer asked whether there will be kitchens included in the building to support events. Tracy pointed out three small kitchens and where they will be in the floorplan.

Justin presented three enhancement options. The first option relates to the exterior spaces, including adding a covered outdoor pergola near the main entrance, and adding outdoor break spaces outside of the large event room and outside of the café. The sidewalk in front of the building would be rerouted so that it does not jut out so far away from the building and would reduce the amount of turf. The roof of the building is approaching its life expectancy and

the existing rock material on the roof would be repurposed in the landscaping. EV parking and covered parking for vans would be included in the parking lot. The cost for this option would be \$1,540,480.

The second enhancement option would address some of the thermal differences along the exterior outline of the building. The design team found spots along the walls and around the windows and doors that do not have as much insulation. This enhancement option would include insulating those areas, which includes replacing the windows and doors, insulating the roof and walls, and installing a heat pump rooftop unit. These improvements would provide some energy savings. The cost for this option would be \$1,752,195.

The third enhancement option includes upgrading the mechanical systems to a heat pump system that would reduce the gas consumption of the building and move to more electric usage. Adding the new heat pump system would give the building the ability to add solar panels and the system would become close to a net zero system. This option does not include adding solar panels. The cost for this enhancement option would be \$318,550.00.

The current total interior remodel cost (without enhancements) is estimated at approximately \$7 million. The interior remodel with all the enhancement options included would be approximately \$11 million.

Jessica noted that if it was decided to delay moving forward with the enhancements, there would be costs related to not doing them, as well as the cost of disrupting operations to do them later.

Justin stated the next steps for the project are:

- Issue drawings for the permits and determine the guaranteed maximum price for the project by the end of October
- Permit issuance/construction start would be in January 2024

Theresa Mehringer asked about the timing for when the budget will be spent. Jennifer Mahin responded that there will be minimal cost in 2023, and the bulk of the budget will be spent in 2024 when construction begins. The total timeline for construction would be 12-14 months from start to completion.

Jennifer also noted that with the recent change to property assessments, ALD may see an increase in revenue.

Bill Shaw asked if there were considerations if the pendulum swings back to needing more private office space. Oli Sanidas responded that it is easier to add walls back in than it is to remove them. Tracy explained that the design is fundamentally modular where the space can be modified to add walls to

create offices. Oli added that making this space accessible to the public is the best use of taxpayer funds. The philosophical outlook of the design is that not many people need dedicated space 24 hours a day. Most staff work from home at least part of the time, so the office space that will exist can be shared by multiple staff.

Natalie Palmer added that the flexible space model will meet the needs of the community who work from home, but who still occasionally need space to hold meetings and connect with others.

Katie Schroeder asked if the design includes enough reservable space for staff because she envisions that the public space could book up quickly. Oli responded that ALD has the ability to rent space short term for its needs, if necessary. There are also areas in the design that potentially can be changed to add more closed meeting space within the staff area, and the shared work area that is planned to be dedicated to staff only could be opened to the public if it ends up not being used by staff.

Bill Shaw asked if xeriscaping was considered. Justin responded that the design does reduce the need for watering, but it did not include moving completely to xeriscaping because irrigation is already in place, and it didn't make sense cost-wise to eliminate it.

Sally moved to approve adding all three enhancements by increasing the project budget up to \$11 million. Theresa seconded and the motion passed unanimously.

STRATEGIC PLAN REPORT: Cynthia Kiyotake, Associate Director of Library Operations, highlighted the summer reading program that begins June 1. She invited board members to volunteer to work a summer reading table at the branches to kick off the summer reading program.

Cynthia highlighted the New Americans Career and Education Fair that was hosted at May Library and Spanish language computer classes held at Sheridan Library. Some patrons who took the computer classes needed to be taught how to turn on their computer. Many needed to learn how to access their child's student portal.

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

Katie Schroeder adjourned the meeting at 7:38 p.m.

Jun 24, 2023

Date Approved



Liz Nichols (Jun 24, 2023 10:28 MDT)

Liz Nichols, Secretary

May 16, 2023 board minutes_TO BE SIGNED


Final Audit Report


2023-06-24


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