
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

June 20, 2023

Support Services Building
12855 E Adam Aircraft Circle
Englewood, CO

MEMBERS PRESENT: Steve Oliver, Bill Shaw, Katie Schroeder, Theresa Mehringer, Natalie Palmer

MEMBERS ABSENT: Liz Nichols, Sally Daigle

PUBLIC:

OTHERS ATTENDING: Beth Dauer, Attorney; Jake Maksimowicz, Auditor

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, Tom Salazar, Finance Supervisor; Mollie Lancaster, Collection Librarian; Hayley Presley, Supporting Library Specialist Lead

Katie Schroeder opened the meeting at 5:46 p.m.

Oli Sanidas submitted an additional item for the consent agenda: Approval of an additional \$86,707 to Lyngsoe Systems for the purchase of an expansion of the centralized sorter for greater efficiency. This raises the previously approved amount allocated to the Lyngsoe Systems vendor from \$200,000 to \$286,707 for 2023.

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

APPROVAL OF MINUTES Nos. 828 and 829: Theresa Mehringer moved to approve the minutes from the May 16, 2023 regular meeting. Bill Shaw noted a correction to the special meeting minutes from June 12, 2023: Theresa Mehringer's name should be deleted from the absent line and Bill Shaw's name should be added

to the absent line. Bill Shaw moved to approve the May 16 and June 12 minutes with those corrections. Theresa Mehringer seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Josiah Cox, Brad Wedig, Mostafa Sakr
- B. Approval of the separation of Jim Vogler, Gary Longwell, Kristina Chuliy, Pauly Bonilla
- C. Approval of an additional \$86,707 to Lyngsoe Systems for the purchase of an expansion of the centralized sorter for greater efficiency. This raises the previously approved amount allocated to the Lyngsoe Systems vendor from \$200,000 to \$286,707 for 2023.

Theresa Mehringer moved to approve the Consent Agenda as presented. Bill Shaw seconded, and the motion passed.

Anthony White explained that the increase to the budget in item C will save sorting time and allow ALD to add more lockers in the community.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Jennifer gave a summary to the board of what expenses the fund balance covers, including the Tabor reserves, which are required, operating expenses for a minimum of 2 months, and building projects. Every 10 years, the ALD branches are evaluated for a remodel. Smoky Hill is due for a remodel; it has not been remodeled in its 20-year existence and because it's a large facility, the expense will be large. ALD purchased the land adjacent to May Library, and the money to build the May Annex is included in the fund balance. There was discussion about timing out the projects because the Facilities and Safety team and IT team may not have the capacity to handle taking on multiple new building projects at the same time as well as supporting current operations, so ALD plans out the projects based on staff capacity.

Theresa Mehringer asked whether ALD will need to hire a lot of new staff due to the new building projects. Oli responded that ALD is currently holding steady at the base staffing number and will need to recalibrate that base number once the projects are completed. Neither the Admin remodel nor the May Annex have the same staffing model as a full-service library, so the number of staff will be less than if a new library was built. Jessica Sidener added that the projected staffing number for the Admin building is very lean.

Bill Shaw suggested that based on the trend of circulation materials going down significantly and the current uncertainty with changes to property taxes, ALD should budget conservatively. Jennifer responded that ALD has been able to adjust its budget according to the revenue trends.

Natalie Palmer moved to accept the Financials as presented. Theresa Mehringer 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. Colorado Open Records Act Rules and Policy (first reading)

Oli Sanidas noted that the changes are primarily administrative. The policy currently states patrons need to call to request records and the proposed change will require CORA requests to be submitted via email to CORA@ald.lib.co.us, which Oli will be notified of, but when he is unavailable, others will be able to respond to the request.

Oli asked whether the policy should replace his name with "Executive Director." Attorney Beth Dauer responded affirmatively.

B. Colorado Library Card Policy (first reading)

Oli noted that the name changed for the Colorado Library Card, so the policy reflects that change.

The policies will proceed to a second reading at a future board meeting.

BOARD PRESIDENT REPORT: Katie Schroeder reported that tonight is Natalie Palmer's last meeting. She thanked Natalie for her support. Natalie Palmer thanked the board and staff and said it was her honor to serve on the board and especially support the staff.

Katie also noted that Scott Bodfish was approved by the BOCC and Deer Trail School Board and his first meeting will be in August.

Katie passed out a draft of an onboarding plan for new board members. She is working with the digital services team on a binder that will be electronic. The new member will also meet with the board president and the finance director. Oli Sanidas asked that a final version be sent to him once it's completed so he can share it with the director team.

Katie also reported the board will be more involved in the strategic planning process and a meeting will be scheduled soon.

Katie proposed a board retreat tentatively scheduled for October 7.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that ALD held a staff wellness retreat in May. He felt it was a lot of fun and a great success. He thanked Caroline Heinselman and her team for their work putting together the retreat.

Oli gave an overview of the strategic planning process and the plan for 2024. Instead of rewriting the plan, the 2023 plan will be kept as written and ALD will work on setting goals toward its objectives that the entire organization can contribute to. Jessica Sidener will lead the project on goal setting and Oli will assist. The team is working on how to engage the board in the process. Katie Schroeder invited the board to send ideas to her and she will meet with Jessica to discuss ideas next week.

LEGAL STATUS REPORT: Attorney Beth Dauer reported that an MOU (Memorandum of Understanding) was created with Littleton Public Schools for database sharing where students will utilize their student ID number to access ALD library services.

Bill Shaw moved to approve the MOU, Katie Schroeder seconded, and the motion was approved.

Beth reported that a meeting has been scheduled with the City of Glendale to negotiate and prepare an IGA.

Beth gave a legislative update for SB23-303. She stated the bill is very large and does a lot. It will refer a ballot issue to the November 2023 election asking whether property taxes should be reduced and asks the voters to allow local governments to retain and spend TABOR refunds to backfill a portion of lost property tax. The bill also establishes a property tax limit that is equal to inflation above property tax revenue from the prior property tax year. It would also establish a procedure for the governing board of the local government to override the property tax limit. The bill also lowers the assessment rates. Assessors will be allowed more time to get their numbers together, so ALD may not get the projected revenue numbers by the normal deadline. There is also a property tax backfill that ALD would be eligible for.

PRESENTATION: AUDIT: Jennifer Mahin introduced Jake Maksimowicz, from CliftonLarsonAllen to present the audit.

Jake highlighted some points from the audit document. He mentioned that there were some new leasing standards that were considered. There were no corrected or uncorrected misstatements this year. The auditor is offering their highest opinion on the audit. The process was completed efficiently, and he mentioned the finance team was very responsive.

Katie Schroeder thanked the finance team for their hard work.

STRATEGIC PLAN REPORT: Linda Speas, Director of Library Operations, highlighted that the Summer Reading Program has begun and ALD has continued the tradition of giving away free books at the beginning of the program.

Linda also highlighted a partnership with Developmental Pathways and ALD participated in the annual Autism Resource Fair.

There being no further business, Theresa Mehringer moved to adjourn, and Katie Schroeder seconded.

Katie Schroeder adjourned the meeting at 7:04 p.m.

Aug 17, 2023

Date Approved

Liz Nichols

Liz Nichols (Aug 17, 2023 17:56 MDT)

Liz Nichols, Secretary

June 20, 2023 board minutes_TO BE SIGNED


Final Audit Report


2023-08-17


Created:	2023-08-17
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