
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

August 15, 2023

Smoky Hill Library
5430 S Biscay Circle
Centennial, CO

MEMBERS PRESENT: Steve Oliver, Bill Shaw, Katie Schroeder, Liz Nichols, Scott Bodfish

MEMBERS ABSENT: Theresa Mehringer, Sally Daigle

PUBLIC: Bruce Stallsworth

OTHERS ATTENDING: Beth Dauer, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Janet Drake, Administrative 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; Kim Collie, Director of the Project Management Office; Cynthia Kiyotake, Associate Director of Library Operations; ALD staff Jessica Frederickson, Nicole Dumville, Louise Richey, Laura Donohue, Adrienne Strock, Lisa Parrish, Asia Groves, Cassidy Sauer, Hayley Presley, Donna Dean

Katie Schroeder opened the meeting at 5:44 p.m.

Katie opened the meeting to public comment. ALD Youth Services Librarian Jessica Frederickson is moving out of state and wanted to say thank you and goodbye. She also questioned why so many full-time employees need a second job and noted that some staff turnover is due to the high cost of living and insufficient pay. She noted that she feels that ALD is in a unique position to meet the challenge of higher pay and hopes for senior leadership to address this.

APPROVAL OF MINUTES No. 830 Liz Nichols moved to approve the minutes from the June 20, 2023, board meeting. Scott Bodfish seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of the hiring of Gulafzo Zohidova, Sophia Gayle, Shea Durkin, Jonathan Alves, Kaitlyn Short, Elisabeth Foster, Lisa Chavez, Rachel Yoder, Julie Easterly, Evan Sanchez, Chicobey Fischer
- B. Approval of the separation of Laura Chambers, Hannah Renea Bumgarner, Ashley Love, Rae Aderaju, Allie Beardsley, Tiegan Pupos, Charles Oliver, Alex Pippenger, Shirmeca Littlejohn, Julie Ross, Destany Kelly, Magdalene Crawford, Taliah Abdullah, Ollie Oliver, Shi Beasley, Bridget Kiely, Claire Mars
- C. Approval of an increase to the maximum spendable amount allowed to Lyngsoe Systems for 2023 by \$65,000, increasing the spendable amount from \$286,707 to no more than \$351,707. This increase allows for the purchase and maintenance of a LibCabinet (book vending machine) to be located in the Glendale City Hall, replacing the current "honor system" collection at Infinity Park.
- D. Approval of not more than \$225,000 for EZCater for weekly staff lunches.
- E. Approval of an estimated \$135,000 for equity adjustments for staff.

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

Bill Shaw had a question on the equity adjustment, and in response, Caroline noted that comparison was done to determine the equity of pay of new employees to long term employees. The requested adjustment is to address the inequity and also address the salary threshold that will be increased in 2024. Changes are being made now to prepare for that.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Scott Bodfish noted that the training budget is not being spent – are we on track for training? Jennifer noted that typically we are below budget in training, and there are upcoming opportunities such as CalCon. She also noted that budget creation is done conservatively.

Bill Shaw moved to accept the Financials as presented. Steve Oliver 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 (second reading)
Oli noted that this change is timely since he received a CORA request via phone call but needs to have the request in writing. Beth suggested that the statutory maximum amount for the hourly charge (currently \$30) be authorized by the board and the dollar amount will be added to the policy when known.

- B. Colorado Library Card Policy (second reading)
The change is renaming only; the policy was presented for first reading at the last meeting.

- C. Capital Asset Policy (first reading)

Scott Bodfish moved and Liz Nichols seconded to approve the first two policies – the motion passed.

Capital asset policy:

The policy is focused on the useful lives of assets. There are typical industry standards for useful life, but these standards do not apply to all assets. The intent of the change is to authorize the finance department to adjust the useful life based on data calculations (an example given is the Trackvia software, originally estimated at 10 years of useful life, but due to be eliminated shortly). The current policy mandates that if outside of the originally determined useful life, board approval would be needed to dispose of the asset.

Scott Bodfish noted that there should be some check on management discretion to avert fraud. Jennifer noted that there would be an approval process in place, and the auditors also would review the disposal and relevant documentation.

Due to the absence of two board members, this policy is tabled for a second reading.

BOARD PRESIDENT REPORT: Katie Schroeder welcomed Scott Bodfish to the Board and noted that they are working on a new onboarding process.

She thanked those who participated in the strategic plan survey; Katie will meet with Jessica to determine board involvement in the Strategic Plan process.

The Board Retreat is scheduled for November 4. Katie will share the draft agenda.

The November 21 board meeting is the week of Thanksgiving – this should be an in-person meeting due to public comment on the budget, but Katie is not available that week.

Beth Dauer noted that the mandatory mill levy certification deadline has moved from December 15 to January 2024, so more time is available to finalize the budget. This will also allow additional time to determine the impact of the November election results.

The board agreed to move the meeting to November 28.

Katie celebrated Oli's 20th anniversary with ALD and presented him with a certificate and card.

Katie attended a recent literacy event which was wonderful!

Bill noted that the board page on the website needs to be updated (officers).

EXECUTIVE DIRECTOR REPORT: Oli Sanidas talked about the strategic plan jargon and clarified the language used. High level areas of focus will be carried over; the plan has historically had a 3-5 year life cycle with themes. The coming year will include goals that are more achievable, more specific, and applicable to most of those in the organization to be measured against desired outcome. Oli noted that strides are being made, but goalposts sometimes move.

Linda introduced Adrienne Strock, new manager of Smoky Hill, Kelper, and Davies libraries.

LEGAL STATUS REPORT: Attorney Beth Dauer reported on the IGA with the City of Glendale. The current honor system at Infinity Park does not work and is not legal because the collection is not available to the entire public. The LibCabinet (book vending machine) will be installed in Glendale City Hall, accessible to all, following approval by the Glendale city manager, deputy city manager, city council, and County Commissioners. When approved, the IGA will be completed.

Setzer & VanderWall will have a booth at the upcoming CalCon for questions and will do a presentation there.

Bill noted the irony of people collecting signatures on library property to limit property tax, via initiative 50; Beth noted that those signatures would be for a future election.

A meeting to discuss 303 and its implication for the district will be held and a report will be presented at a future meeting.

PRESENTATION: FRIENDS OF THE LIBRARY: Jessica Sidener introduced Louise Richey, Manager of Community Engagement, and Nicole Dumville, Friends Volunteer Coordinator, who presented on the work done by the Friends organization and invited membership and participation by all.

STRATEGIC PLAN REPORT: Kim Collie, Director of the Project Management Office, highlighted the impact of the Summer Reading program on teen volunteers. The teen participation in Summer Reading was refreshed, and the article emphasizes the importance of their participation. Teens were encouraged to participate and contribute. Bill Shaw agreed with the quality of the interaction of staff and teens. Laura Donohue noted the more personal interaction and mentorship with the Smoky Teen volunteers this year due to the change in procedures.

Scott Bodfish talked about continuous improvement and questioned how it is determined when a program/event should be repeated; Nicole Dumville noted that events are moving to a semester program; with a greater number of smaller opportunities year-round.

Kim noted that there is a philosophy of continuous improvement and constant review of what patrons are requesting.

Jessica noted that when an event is popular, it is often offered annually, but more recently the thinking is to have the events less frequently and introduce a new variety of topics.

Bill Shaw noted that ALD has partnerships with other organizations and feels that those are not being promoted sufficiently. Patrons are missing opportunities due to difficulty finding them on the website.

Jessica Frederickson and Laura Donohue noted that the exploration passes are very popular, particularly in summer.

Oli noted that a challenge of advertising is that when something is too popular, there are not enough resources to fulfill the need.

Jessica noted that the marketing team works with events to monitor registrations when promoting large events.


Katie noted that at the Centennial Under the Stars event, she was pleased to see the ALD tents and staff there, with people lined up to see what is offered.

Kim noted that accessibility and equity are considered in promoting events.

There being no further business, Scott Bodfish moved to adjourn, and Katie Schroeder adjourned at 7:04 pm.

Sep 21, 2023

Date Approved



[Liz Nichols \(Sep 21, 2023 15:29 MDT\)](#)

Liz Nichols, Secretary

August 15, 2023 board minutes_TO BE SIGNED

Final Audit Report

2023-09-21

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