
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

November 28, 2023

Support Services
12855 E Adam Aircraft Circle
Englewood, CO

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

MEMBERS ABSENT: Sally Daigle

PUBLIC: Ruthie Wilson

OTHERS ATTENDING: Beth Dauer, Attorney (virtual)

STAFF PRESENT: Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Anthony White, Director of Innovation and Technology; Jessica Sidener, Director of Marketing Strategy and Community Relations; Caroline Heinselman, Director of People Services; Kim Collie, Director of the Project Management Office; Cynthia Kiyotake, Associate Director of Library Operations; Mollie Lancaster, Collection Librarian

Katie Schroeder opened the meeting at 5:45 p.m.

Oli Sanidas made the following changes to the agenda:

The public budget hearing has been moved to January 8th. The consent agenda has been revised with the 2024 budget items removed.

Katie opened the meeting to public comment by reading the Guidelines for Public Introductions and Comment:

Thank you for attending this meeting of the Arapahoe Library District Board of Trustees. We appreciate your interest. It is the policy of the Board to invite audience participation during the public comment portion of the agenda set aside for this purpose.

1. If you wish to speak, please sign your name and address on the sign-in sheet.
2. You may take up to five minutes to make your comments. (This time constraint may be modified by the Board President to be less than five minutes if there are a number of persons wishing to speak.)
3. We will take up to 10 minutes for public comment at the beginning of the meeting. If there are more comments, we will provide additional time at the end of the meeting for an additional 30 minutes.
4. The Trustees will not be able to engage in dialogue with you, but they will make sure that you are contacted at a later time to answer any questions you may have.
5. If you have not already been introduced to the Board, please state your name and address before you begin. 01/18/24
6. We thank you for coming to this meeting and for your interest in the Arapahoe Library District.

There was no public comment.

APPROVAL OF MINUTES No. 833 and No. 834: Scott Bodfish moved to approve the minutes from the October 12, 2023 special meeting and the October 17, 2023 board meeting. Liz Nichols seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of an estimated \$750,000 for a one-time monetary award to employees.
- B. Estimated Amazon full year spending of \$725,000. Previously reported \$640,000. Increase of 24% over prior year, due to more favorable pricing, decentralized purchasing and accessibility.
- C. Estimated Gov Connection full year spending of \$590,000. Previously reported \$375,000. Increase due to early payment of 2024 Microsoft licenses.
- D. Estimated Ingram Library Services full year spending of \$425,000. Previously reported \$229,392. Increase due to transferring library materials purchases from Baker and Taylor, which will be significantly underspent.
- E. Estimated Keesen Enterprises full year spending of \$350,000. Previously reported \$173,250. Additional landscaping projects and maintenance performed – expenses vary widely year to year.
- F. Estimated Hays and Co full year spending of \$345,000. Previously reported \$297,675. Additional insurance policy for Active Assailant, and a Compensation Consulting Contract.
- G. Estimated TechOps Specialty Vehicles full year spending of \$310,907.70. This is the new vendor chosen to build the new Mobile Event Vehicle,

requiring a 50% deposit to start work. \$750,000 for the full project was previously approved.

- H. Estimated Public Works full year spending of \$207,350. This covers the Service Point desks at Koelbel and Sheridan.
- I. Estimated EON Enterprises full year spending of \$185,000. Spending on furniture purchases and storage costs for Admin furniture during remodel.
- J. Estimated Employer's Council full year spending of \$165,000. Previously reported \$117,000. Additional training for new Supervisor positions in alignment with staffing initiatives, including the Library Specialist 2.0 project.
- K. Estimated WT Cox full year spending of \$135,000. Paid both 2023 and 2024 annual subscriptions in 2023.
- L. Estimated Cengage Gale full year spending of \$120,000. Using a vendor for library subscriptions that was not utilized in the past.
- M. Estimated Playaway Products full year spending of \$140,000. New name for a vendor we had used in the past for Library Materials.
- N. Estimated OCLC full year spending of \$170,000. Paid both 2023 and 2024 annual subscriptions in 2023.

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

Bill Shaw asked about item 7A; the one-time monetary award to the staff. He stated that it seems like ALD has given awards in addition to merit increases and bonuses in the past. Oli explained that ALD budgets for salaries under the assumption of being fully staffed 100% of the year. The monetary award from the consent agenda is the vacancy savings that was budgeted but not spent for the year. Bill stated that he is concerned about ALD's revenue in this current political environment. Oli responded that the salary budget proposal presented to the board is what ALD can do within budget. Scott Bodfish asked if giving the monetary award each year sets a precedent for the staff. Oli responded that it's possible and something that leadership will need to manage if it happens.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Liz Nichols moved to accept the Financials as presented. Scott Bodfish seconded, and the motion passed. Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

Steve Oliver asked if having a vacancy savings from the salary budget means that ALD is understaffed and service to the patrons is affected. Oli responded that most of the savings is due to lag time in hiring and he could not think of any

services that have been affected, although there is no data to show if services have been impacted. Jennifer Mahin noted that this year's vacancy rate is 4%.

Oli stated that part of next year's strategic plan is to create baseline metrics to measure against. Before COVID, ALD experienced an 11-year decline in patron usage. Post COVID, the data shows that patron usage is increasing, but it is hard to determine what the "new normal" is for libraries post pandemic.

Oli explained that including a vacancy savings is a calculated risk that is part of the philosophical approach adopted by ALD leadership. The philosophy is that the best way to provide customer service is to have a staff that is paid well.

Theresa Mehringer stated that the bigger concern is ALD's large general fund and asked what would be involved in reducing the mill levy. Steve Oliver stated the difficulty is that once it's lowered, it cannot be increased. Beth Dauer explained that the board can temporarily lower the mill levy and it can go back up to the rate that the public had previously approved. The normal deadline for the board to certify the mill levy would have been December 15 but this year it has been extended into January due to the change in law from the governor's meeting. Theresa said she would like to discuss the option of lowering the mill levy while planning the budget next year. Jennifer said that budget planning begins in July, and the discussion should take place in the Spring.

Oli responded that there have been so many changes imposed by the State Legislature the past few years that ALD's future revenue has become less predictable and if fewer changes were enacted via politics, changing the mill levy would be an easier decision. The board agreed that this is just the beginning of a discussion that the board needs to have in the future.

Jennifer and Oli noted that the budget is created with six months of operating expenses in reserves, although the board policy requires only two months. Scott Bodfish asked if the fund balance was lower, would ALD still try to keep six months of operating expenses in reserve. Oli responded probably not.

BOARD PRESIDENT REPORT: Katie Schroeder reported that the evaluation form of the executive director was sent out to the director team today.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that ALD shifted to using Microsoft Teams internally, which has been a big change within the organization. It has been well received by staff. Anthony White added that the nature of being a library district is that ALD has a lot of information to share and it's been a challenge to communicate that information to everyone, which was a primary reason for the change. The vision was to improve the employee

experience, and the adoption of Microsoft Teams reinforces where ALD wants to go in the future.

Oli also reported that the central sorter is being expanded. He noted staff will be involved in the process of creating goals for the 2024 strategic plan.

LEGAL STATUS REPORT: Attorney Beth Dauer requested that the board pass a motion to continue the approval of the 2024 budget to January 8, 2024.

Bill Shaw moved to approve the continuation of the budget approval, Liz Nichols seconded and the motion passed.

Beth also presented for approval an IGA for the library cabinet that will be installed at Glendale City Hall and the removal of the existing cabinet from Infinity Park.

Theresa asked if the "library cabinet" is the same as "remote locker" in paragraph three of the IGA. Beth responded that it is and she will change the language so that it's consistent.

Theresa Mehringer moved to approve the IGA, Scott Bodfish seconded and the motion passed.

STRATEGIC PLAN REPORT: Jessica Sidener, Director of Marketing Strategy and Community Relations, highlighted that ALD hosted a successful event with a prominent Russian language author and the author promoted it on her social media without prompting from ALD.

ALD also hosted an amazing event with Henry Winkler. Jessica mentioned that the Events team does an incredible job vetting authors and booking high quality events.

There being no further business, Bill Shaw moved to adjourn, Theresa Mehringer seconded and Katie Schroeder adjourned at 6:58 pm.

18/01/2024

Date Approved



Liz Nichols (Jan 18, 2024 11:37 MST)

Liz Nichols, Secretary






November 28, 2023 board minutes_TO BE SIGNED

Final Audit Report

2024-01-18

Created:	2024-01-18
By:	Marie Greene (mgreene@ald.lib.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAf45u9CESlodCG9ZgqUp6OkYkM8YODWOi

"November 28, 2023 board minutes_TO BE SIGNED" History

-  Document created by Marie Greene (mgreene@ald.lib.co.us)
2024-01-18 - 6:24:51 PM GMT
-  Document emailed to Liz Nichols (lhpiazza@gmail.com) for signature
2024-01-18 - 6:24:54 PM GMT
-  Email viewed by Liz Nichols (lhpiazza@gmail.com)
2024-01-18 - 6:36:24 PM GMT
-  Document e-signed by Liz Nichols (lhpiazza@gmail.com)
Signature Date: 2024-01-18 - 6:37:55 PM GMT - Time Source: server
-  Agreement completed.
2024-01-18 - 6:37:55 PM GMT