
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

August 20, 2024

Eloise May Library
1471 S Parker Rd
Denver, CO

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

MEMBERS ABSENT:

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; Cynthia Kiyotake, Associate Director of Library Operations; Caroline Heinselman, Director of People Services; Anthony White, Director of Innovation and Technology; Mollie Lancaster, Collection Librarian; Pamela Ray, Safety Specialist; Dorian Renne, Safety Specialist

Katie Schroeder opened the meeting at 5:49 p.m.

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.
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. 845: In the June minutes, on page 9 in the last sentence of the first paragraph, Bill Shaw suggested changing the word “hiring” to “recommending.” The board agreed and attorney Beth Dauer noted that would be the most accurate wording. Scott Bodfish moved to approve the minutes from the June 18, 2024, regular board meeting with that change made. Liz Nichols seconded, and the motion passed.

CONSENT AGENDA:

- A. The approval of up to \$120,000 with EBSCO for library subscriptions and materials. ALD has always used this vendor, however, direct purchases this year reached the \$100,000 threshold. ALD does not anticipate spending more than the approved budget amount for all library materials and vendors combined.
- B. The following vendors have been finalized as part of the previously approved \$11 million spend on the Administration Building Remodel Project:
 - The approval of \$265,000 with Cascade Solar for the purchase and installation of solar panels on the new Admin roof.
 - The approval of \$450,000 with Teammates for new furniture and fixtures within the Admin building.
- C. The approval of \$196,000 with Anser Advisory for work as the owner's representative coordinating the future work to be performed on the Eloise May Library Annex Building. As this is a multi-year project, the amount estimated to be spent in 2024 is not more than \$50,000.
- D. The approval of up to \$200,000 with Kennerly Construction for miscellaneous small facility improvement projects across all ALD facilities.
- E. The approval of an additional \$23,000 with The Learning Source for price increases for ALD's English classes. The vendor notified ALD of a 67% price increase effective in August. ALD will pursue other vendors for 2025 but

does not want to eliminate classes in the interim. The new full-year estimate for 2024 is \$133,000.

F. Approval of the contract with Colorado Smart Cities Alliance.

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

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Sally Daigle 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

APPOINTMENT OF FRIENDS FOUNDATION BOARD AND BUILDING AUTHORITY DIRECTORS:

The following are the names of the Arapahoe Library Friends Foundation Board of Directors for approval:

1. Lisa Snyder – Chair
2. Katie Schroeder – Vice-Chair
3. Kate Brandel – Executive Vice-Chair
4. Oli Sanidas – President
5. Jennifer Mahin – Treasurer
6. Marie Greene – Secretary

The following are the Building Authority Directors for approval, each serving a three-year term:

1. Bill Ankele
2. Sally Moore
3. Laricia Reed

Bill Shaw moved to approve the Friends Foundation slate of officers and the Building Authority slate of officers as presented. Liz Nichols seconded, and the motion passed.

POLICIES:

- A. Soliciting, Fundraising, Petitioning, Campaigning and Other Free Speech Activities on Library Property Policy

Oli Sanidas explained that ALD is proposing changes to clarify that the free speech areas are specifically at locations where there are ballot boxes, since not all locations have ballot boxes. Beth Dauer noted that she is recommending additional changes to the policy to reflect a Colorado law that discusses

suspending electioneering within 100 feet of ballot boxes within a particular number of days of the election. Beth provided the precise language as follows: "Electioneering in free speech areas within 100 feet of locations with ballot boxes and/or in person voting is suspended for fifteen days leading up to election day, and through election day. Election days include general elections, primaries, and special elections."

Scott Bodfish asked whether the language about election tables should be stricken from the policy if it is redundant. Linda Speas responded that she does not believe the language is redundant because it refers to tables inside the libraries.

Sally Daigle moved to accept the changes to the policies. Liz Nichols seconded, and the motion passed.

B. Right to Challenge Materials Policy

Oli Sanidas explained that due to the passage of the new law that impacts materials challenges for libraries in Colorado, some changes to the Right to Challenge Materials Policy are being proposed. One change cites the new law, and the other changes address the differences between the law and ALD's current policy. Some language was also added to the policy that was included on the challenge form but had not been included in the policy previously.

Katie Schroeder and Scott Bodfish recommended adding some language that explains the first line of the policy that refers to the Collection Development Policy.

Bill Shaw asked if there are any circumstances when a challenge could be approved. Beth Dauer stated that she has witnessed instances when a challenge was approved and the materials were removed from the collection. Katie Schroeder reiterated that the board's role in the challenge process is not to review the challenge itself, but to ensure the process was properly followed. Bill Shaw inquired about the criteria for selecting materials to purchase within ALD's collection and Oli Sanidas responded that ALD strives to ensure materials are selected without bias and are chosen not based on content, but based on many objective criteria, such as demand, filling gaps in the collection, where it is purchased from (approved vendors), durability, etc. Katie Schroeder asked if part of the board's role is to review whether the guidelines were followed when materials were purchased. The board agreed that would be a separate issue from reviewing whether the challenge process was followed.

Theresa Mehringer suggested the word in the last sentence of the policy be changed from "appellee" to "challenge submitter."

Beth Dauer noted that the Colorado law states that the challenge will be made

available to the public and asked how the board would like to do that. The board agreed that it would be available in the minutes.

Sally Daigle moved to accept the changes to the policies as presented. Theresa Mehringer seconded, and the motion passed.

PROPOSAL FOR CREATION OF 2024-2025 BOARD COMMITTEES: Theresa Mehringer moved to approve the proposal for the creation of the 2024-2025 board committees as presented. Liz Nichols seconded, and the motion passed.

The committees will be established for a period of August 2024 to April 2025. At the April 2025 board meeting the board will decide whether to continue each committee for the next year and establish membership for each committee for the next year.

Committees will establish their own timelines and processes for their work but will be expected to report on their work to the Board on an as needed basis.

Finance/Audit Committee

Committee Members: Theresa Mehringer, Steve Oliver

Committee Charge:

- Review the yearly audit report with the auditor, provide comments as necessary to the board regarding the audit.
- Work with the Executive Director to provide recommendations to the Board regarding the mill levy.

Strategic Plan/Presentations/Board Calendar Committee

Committee Members: Liz Nichols, Scott Bodfish

Committee Charge:

- Work with Executive Director to provide insight into the types/topics of presentations for the board meeting
- Establish a working calendar for the Board that details the specific Board processes and cycles on a yearly basis
- In years with significant revisions to the strategic plan, work with the executive director to ensure that representative voices are included in the strategic planning process.

Nominations Committee

Committee Members: Scott Bodfish, Bill Shaw

Committee Charge:

- Would develop and maintain a matrix of board skills, networks, and

expertise, and what we would like to look for in Board members in the future.

- Create and implement a carefully planned and equitable and effective process of filling Board vacancies and maintaining a vibrant Board membership.

Policy Committee

Committee Members: Sally Daigle, Theresa Mehringer

Committee Charge:

- Work with the Executive Director and Executive Assistant to ensure that all Board and Library District Policies are reviewed at least year two years.
- Preview policy changes and new policies and provide feedback to the Executive Director before policies are reviewed by the full board.

Board Governance Committee

Committee Members: Katie Schroeder, Liz Nichols

Committee Charge:

- Responsible for the Board's self-assessment
- Responsible for the administration of the evaluation of the Director (whole board would still participate, committee would help with the legwork).
- Responsible for the onboarding process and the trustee handbook, including developing a one page Summary of Expectations for new board members.

Scott Bodfish asked to clarify the charge of the nominations committee and stated that it includes cultivating the process for developing the board, but does not necessarily include conducting the interviews when new board members are being recruited. The board suggested that some possible responsibilities might include how to make sure the board has representatives from across the entire district and how to do outreach to recruit from all regions of the district, as well as determining other criteria that they would philosophically like for the makeup of the board.

Theresa Mehringer asked about the responsibilities of the policy committee. Oli Sanidas said that currently, the policy is revised by the director who oversees the relevant department, then the changes are submitted to the board. With the creation of the policy committee, the proposed revisions would be submitted to the committee for review to vet the changes and think through the questions that may come up for discussion before the revisions are submitted for approval in the board packet.

BOARD PRESIDENT REPORT: Katie Schroeder reported that she will reach out to each of the committees to determine their plans.

ALA CONFERENCE PRESENTATION: Scott Bodfish and Liz Nichols spoke about their experiences at the ALA Conference. Liz Nichols enjoyed the experience and highly recommended others attend. Scott Bodfish said he realized that ALD is probably within the top 5% of libraries in the nation. Liz stated that ALD's reputation preceded them.

Liz and Scott shared a presentation about the top 10 things library boards should know and asked whether ALD's board should sign a commitment letter. Liz noted that the presenter referenced "A+ boards" multiple times and suggested that ALD might implement a wait list for joining the board. Scott added that the board might consider doing more advocacy work. Oli Sanidas added that part of the advocacy work could include helping smaller library districts by sharing processes, policies and the knowledge ALD has.

Liz also mentioned that ALD's board might want to consider creating a mission statement for the board.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported about the proposal to purchase a parcel of land adjacent to Eloise May Library. Jennifer Mahin stated that the presentation included in the packet was created by the owner's representative. The sellers of the property have been great neighbors to the library, and they called ALD first before they decided to list the property on the public market. Sally Daigle made a motion that the board go into executive session to discuss the potential land acquisition. Scott Bodfish seconded the motion, and the motion passed.

The board will go into executive session following the final two agenda items of the regular meeting.

LEGAL STATUS REPORT: Attorney Beth Dauer reported that there has been a lot of contract review and legislative activity. The governor called a special session that is scheduled for later this month that will impact property tax revenue for ALD.

STRATEGIC PLAN REPORT: Anthony White, Director of Innovation and Technology, highlighted the Ukrainian welcome event and the art event for Russian-speaking patrons. He also announced that Natalia Devlin, one of ALD's Language and Immigrant Services Coordinators, was awarded the Equity, Diversity and Inclusion award by the Colorado Association of Libraries.

Upon motion, second, and unanimous approval, the board entered into executive session pursuant to C.R.S. § 24-6-402(4)(a) to discuss the potential purchase of real property adjacent to Eloise May Library. The board entered the executive session at 7:56 p.m. and concluded at 8:08 p.m.

There being no further business, Scott Bodfish moved to adjourn, Katie Schroeder seconded, and the regular meeting was adjourned at 8:09 p.m.

08/20/2024

Date Approved

Liz Nichols

Liz Nichols (Sep 19, 2024 12:22 MDT)

Liz Nichols, Secretary






August 20, 2024 board minutes_TO BE SIGNED

Final Audit Report

2024-09-19

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