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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

September 17, 2024

Davies Library  
128 2<sup>nd</sup> Ave  
Deer Trail, CO

**MEMBERS PRESENT:** Steve Oliver, Katie Schroeder, Liz Nichols, Sally Daigle (virtual), Theresa Mehringer

**MEMBERS ABSENT:** Scott Bodfish, Bill Shaw

**PUBLIC:** Steve Musser,

**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; Jessica Sidener, Director of Strategic Marketing and Community Relations; Kim Collie, Director of the Project Management Office; Mollie Lancaster, Collection Librarian; Jonathan Hamilton, Safety Specialist; Paula Langsam, Library Manager; Katie Musser, Deer Trail School Engagement Specialist

Katie Schroeder opened the meeting at 6:45 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.

Steve Musser, Vice President of the Deer Trail School Board spoke. He thanked ALD on behalf of the school for the work they do and the relationship they have had with the school district. He stated the library has served as a safe haven for students and has provided the teachers with resources they did not previously have, such as language resources. He added that the library is used for independent study and as a place where counselors can meet with students.

Katie Musser, Deer Trail School Engagement Specialist, spoke and mentioned that she recently attended a conference where others had said they did not have the support they needed from their districts. She thanked ALD for the support they provide to their staff.

Paula Langsam, Library Manager, welcomed the board to Davies Library. She thanked the board for their support.

**APPROVAL OF MINUTES No. 846:** Theresa Mehringer suggested that the list of board committees be added to the minutes. Liz Nichols moved to approve the minutes from the August 20, 2024 regular board meeting with the suggested addition. Katie Schroeder seconded and the motion passed.

**CONSENT AGENDA:**

- A. The ALD to conduct due diligence on the land near Eloise May Library and to make an offer not to exceed \$817,000 (\$775,000 for land and \$42,000 for other fees)
- B. The approval of up to \$150,000 to Shamrock Delivery for Courier Services. This supports & supplements inhouse couriers, as well as allows for miscellaneous moving requirements.
- C. The approval of up to \$110,000 a year in a 48-month intergovernmental contract, via University of Colorado GPO, with Konica Minolta Direct for

equipment leasing, maintenance, and unlimited printing services. The contract supports upgrading our fleet of copiers and printers district wide to accommodate increased capacity and functionality to sustain our initiative for free patron printing.

- D. The approval of up to \$195K to Mile High Elevator related to Elevator modernization for the Administration Building, as well as elevator maintenance for all ALD facilities with elevators.
- E. The approval of up to \$30,000 for additional expenses related to staff day activities.

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

The board asked about the due diligence process for the proposed land purchase adjacent to the Eloise May Library. A copy of the appraisal was provided to the board for review. Theresa Mehringer asked whether ALD has been in contact with the seller. Jennifer Mahin responded that the seller initially contacted ALD when they decided to sell and ALD spoke with them to get permission to do the appraisal.

**FINANCIALS:** Jennifer Mahin reviewed the financials with the trustees.

Liz Nichols 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

**BOARD PRESIDENT REPORT:** Katie Schroeder reported that she attended the Koelbel book sale and it went very well.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas asked for two board members to volunteer to attend a meeting to identify some measurable goals for the strategic plan. The team would like to hear from the board what data they are interested in tracking. Liz Nichols and Scott Bodfish will attend the meeting scheduled on October 10. Liz can only attend from 8:15-8:45 a.m.

Oli mentioned that ALD is working on tightening the operational budget. Steve Oliver noted that when he worked in accounting for Arapahoe County, they budgeted for vacancy savings, which is standard practice. Oli stated that the budget process is going well and there will be a draft budget presented at the October board meeting.

**LEGAL STATUS REPORT:** Attorney Beth Dauer reported that the legislative season has been active. The second round of the legislative cycle happened recently and a new law was passed and signed by the governor with the conditions of retracting Prop 108 and Initiative 50.

The HB24-1302 bill impacts the mill levy certification process. As of this year, ALD will need to submit quite a bit of additional information with the mill levy certification. Beginning in 2026, that information will be made public.

The draft of the 2025 budget may include another reduction to the mill levy. Theresa Mehringer asked whether entities who choose to reduce their mill levy will be locked into the lower rate. Beth responded that she is not certain about the answer yet, but said that it has been represented to her that the concern has been addressed. Theresa asked whether ALD would need to have two drafts of the budget and Jennifer Mahin responded that it would be easy to present two drafts.

Steve Oliver inquired whether Beth has heard how many other entities chose to reduce their mill levies in response to the governor's ask to do so. Beth responded that none of her other library clients volunteered to reduce their mill levy, but other clients have in the past and it's a fairly regular practice.

**STRATEGIC PLAN REPORT:** Jessica Sidener, Director of Strategic Marketing and Community Relations highlighted the summer reading program, about which a detailed report will come out soon. There were a lot of activities included in the program this year and over 18,000 books were distributed, including versions in several languages.

Jessica also highlighted the work done this year to create a baseline of data. The IT team has been busy building the infrastructure necessary to begin collecting and tracking data and they are incorporating new technologies into the infrastructure, such as AI.

Jessica also added that video games are being added to ALD's collection.

There being no further business, Katie Schroeder moved to adjourn, Liz Nichols seconded and the meeting was adjourned at 7:37 pm.

10/15/24

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Date Approved

*Liz Nichols*

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Liz Nichols (Oct 21, 2024 12:22 MDT)

Liz Nichols, Secretary






# September 17, 2024 board minutes\_TO BE SIGNED

Final Audit Report

2024-10-21

Created:	2024-10-21
By:	Marie Greene (mgreene@ald.lib.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWWSYJE0R2pEZ7hpxeaQVdIKHfurC4NTK

## "September 17, 2024 board minutes\_TO BE SIGNED" History

-  Document created by Marie Greene (mgreene@ald.lib.co.us)  
2024-10-21 - 3:21:31 PM GMT
-  Document emailed to Liz Nichols (lhpiazza@gmail.com) for signature  
2024-10-21 - 3:21:35 PM GMT
-  Email viewed by Liz Nichols (lhpiazza@gmail.com)  
2024-10-21 - 6:22:28 PM GMT
-  Document e-signed by Liz Nichols (lhpiazza@gmail.com)  
Signature Date: 2024-10-21 - 6:22:45 PM GMT - Time Source: server
-  Agreement completed.  
2024-10-21 - 6:22:45 PM GMT