
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 21, 2025

Southglenn Library
6972 S Vine St
Centennial, CO

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

MEMBERS ABSENT:

PUBLIC: None

OTHERS ATTENDING: Beth Dauer, Attorney; Courtney Intara, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; 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; Kim Collie, Director of the Project Management Office; Jessica Sidener, Director of Marketing Strategy and Community Relations; Marie Greene, Executive Assistant; Nicole Wilhelms, Library Manager; Kipp Entzel, Security and Safety Supervisor; Paula Langsam, Library Manager; Mollie Lancaster, Collection Librarian; Stephanie Alderton, Teen Reference Librarian

Katie Schroeder opened the meeting at 5:48 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.

APPROVAL OF MINUTES Nos. 849, 850 and 851: Liz Nichols moved to approve the minutes from the November 19, 2024 regular board meeting, the December 2, 2024 special meeting of the board and the December 10, 2024 special meeting of the board. Sally Daigle seconded and the motion passed.

CONSENT AGENDA:

At the end of 2024, the following vendors unexpectedly exceeded the amount spent vs what was previously communicated in November by a significant margin:

- A. Oz Architecture: Total 2024 estimated spend \$211,119, previously communicated \$131,000. Permit delays related to the Administration Building Remodel caused a significant jump in Architectural fees. The amount was not finalized until Jan 2025. Not expected to exceed \$100,000 in 2025.
- B. M&C Communications: Total 2024 estimated spend \$110,100, previously communicated \$90,000. Previous estimate did not account for Media Training.
- C. Spending with Overdrive, Baker-Taylor, Midwest Tape, Ingram and Playaway Products on Library Books and Subscriptions: Total estimated 2024 spend \$5,069,276, previously communicated \$4,870,283. Additional purchases of materials made at year-end to reduce load during Administration Building construction and take advantage of lower prices.
- D. Haynes Mechanical: Total 2024 estimated spend \$502,140, previously communicated \$455,000. Additional projects entered into at the end of the year for mechanical equipment as budget allowed.
- E. APCO Electric: Total 2024 estimated spend \$160,682.13, previously communicated nothing, as expected to be under \$100,000. APCO was chosen as the district-wide Electrical Contractor via RFP in 2024. This resulted in all work funneling through this vendor, vs multiple vendors in

prior years. Not expected to exceed \$100,000 in 2025.

- F. Seter & Vander Wall: 2024 estimated spend \$109,106.17, previously communicated nothing, as expected to be under \$100,000. This is the first year where legal fees have topped the \$100,000 mark. Additional work due to contract review and advice. Not expected to be over \$100,000 in 2025.

At the end of 2024, Fransen-Pittman had not spent the amount they had estimated on demolition due to timing delays. This results in the movement of these dollars to 2025, thus an increase to \$6,609,235.

New projects:

- G. Approval of \$150,000 to install a dedicated switch and box in each library to align with code changes related to the new copy machines and printers. Vendor has yet to be determined.
- H. Approval of Learning Source as the vendor to provide English as a second language classes in the amount of \$170,503 for 2025. The previous estimate reported for 2025 was \$255,000 while vendor selection was underway.

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

Bill Shaw asked about the increased expense to the contractors due to permit delays on the Admin remodel project. Jessica Sidener, Director of Marketing Strategy and Community Relations, responded that ALD plans to meet with Arapahoe County in a relationship-building effort and also to reflect on the delays and the associated expenses and how it could be a potential public relations concern because those expenses are paid with taxpayer dollars. The meeting will also hopefully prevent these kinds of delays in the future with the Eloise May Annex building.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Sally Daigle 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
- Acceptance of Vendors Over \$100,000

BOARD PRESIDENT REPORT: Katie Schroeder reported that she is interested in holding another board retreat in 2025, potentially on May 13th. She asked the board to respond to her about whether that date works for each of them. She

noted the retreat will likely be less formal than last year's retreat and will not require hiring a facilitator.

Katie also reported that the board will begin recruiting to replace Scott Bodfish, who moved out of state. Bill Shaw, Steve Oliver and Liz Nichols volunteered to help with the recruiting process. The tentative timeline is to post the opening in February, interview in March and have a candidate selected to recommend to the Board of County Commissioners by the end of March.

Katie asked attorney Beth Dauer if the board is allowed to contact previous candidates. Beth responded that this is acceptable. Theresa Mehringer noted that once the posting is ready, she would like to get a copy for the board to share with people they may personally know who might be interested in applying.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that a board presentation schedule has not yet been prepared for 2025. The director team came up with three ideas for board presentations:

1. May Annex Project
2. Collection management
3. Sheridan historian report

There are six other opportunities for presentations in 2025 and he asked the board to send ideas for what they would like to learn about. Katie suggested a few presentation ideas:

- Tour of the jail library
- Mobile Library Services
- The new tech vehicle
- Update on the Admin remodel project

Oli reported that he attends the Colorado Association of Libraries legislative committee meetings each month. He informed the board that there may be a few legislative issues coming:

- A bill to extend the same protections to school libraries that are afforded to public libraries has been proposed.
- There is work being done to make the Colorado Open Records Act more practical. Beth Dauer added that there have been bills that relate to CORA almost every year. The law makes things challenging for many reasons including the three-day deadline for a response to any request.
- There are discussions about making it possible for board members and/or legislators to meet informally more easily.

Oli reported that he has been invited to sit on the board of Prime Health. ALD has attempted to partner with Prime Health in the past using telehealth. The pilot was not successful.

Sally Daigle asked how many CORA requests ALD receives. Oli responded that ALD gets approximately one request a month. He explained that there are hacker organizations who are attempting to get sensitive information using CORA requests. There was one attempt caught by the IT team recently that was trying to get personnel information and seemed like it was created using artificial intelligence.

LEGAL STATUS REPORT: Attorney Beth Dauer reported that it's time for the board to review and approve the annual administrative resolution.

Sally Daigle moved to approve the resolution. Katie Schroeder seconded and the motion passed unanimously.

STRATEGIC PLAN REPORT: Kim Collie, Director of the Project Management Office highlighted the librarian for a day program where a student from a local elementary school won the opportunity to be a librarian for a day from the school's PTA auction.

Kim also highlighted that 150 entries were received from teens for the Geek Out contest and that ALD hosted a Winter Snow Ball.

OTHER BUSINESS: There being no further business, Bill Shaw moved to adjourn, Liz Nichols seconded and the meeting was adjourned at 6:46 pm.

Feb 18, 2025

Date Approved

Liz Nichols

Liz Nichols (Feb 21, 2025 07:54 MST)

Liz Nichols, Secretary






January 21, 2025 Meeting Minutes_TO BE SIGNED

Final Audit Report

2025-02-21

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