
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

June 17, 2025

Eloise May Library
1471 S Parker Rd
Denver, CO

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

MEMBERS ABSENT: Bill Shaw, Sarah Grazier

PUBLIC: Celina Thompson

OTHERS ATTENDING: Courtney Intara, Attorney; John-Paul LeChevallier, Auditor

STAFF PRESENT: Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Finance, Facilities and Safety Director; Linda Speas, 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; Lindsay Heinzerling, Associate Director of Library Operations; Tom Salazar, Accounting Supervisor; Jonathan Hamilton, Safety Specialist; Jessica Mendes Ford, Teen Reference Librarian

Katie Schroeder opened the meeting at 5:46 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.

Celina Thompson, local author and member of the Rocky Mountain Fiction Writers, spoke to the board. She reported that she attended an event hosted by ALD with author Grady Hendricks. She was able to connect with him there, and he and other authors are now supporting the Rocky Mountain Fiction Writers organization. She thanked the library district for the services they provide that help reach the community.

APPROVAL OF MINUTES No. 861 and 862: Liz Nichols moved to approve the minutes from the May 13, 2025 special meeting of the board and the May 20, 2025 regular board meeting; Katie Schroeder seconded and the motion passed.

CONSENT AGENDA:

- A. Approval of a total 2025 estimated spend of \$350,000 with CDW Government on PC purchases. We previously communicated \$260,000, but have additional equipment needs due to the Administrative Building (The Space) remodel and infrastructure replacements.
- B. Approval of a total 2025 estimated spend of \$221,000 with Lyngsoe Systems, previously communicated \$180,000. Additional costs will be incurred to add book lockers to The Space which were not calculated in the previous sum due to unknown lead times and completion date of the remodel.
- C. Approval not to exceed an estimate of \$225,000 for 2025 full year spend with Seter and Vander Wall for legal services.
- D. Approval of engineering and construction at Castlewood, not to exceed \$600,000. \$485,000 will be used for underground plumbing and piping repair issues which are causing backups and library closures. Additionally, there is a contingency of \$115,000 for potential remediation that may need to occur if an ADA audit is required. Vendor(s) have not yet been identified, as this will go out to RFP.

Steve Oliver made a motion to approve, Liz Nichols seconded and the consent agenda passed.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

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

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

AMENDED AND RESTATED BYLAWS OF ARAPAHOE LIBRARIES FRIENDS FOUNDATION:

Oli explained that the proposed revisions are simple updates and grammatical changes to the bylaws for the Foundation. The Friends will be the sole committee of the Foundation, which will cause some changes to the membership. The role of the vice chair of the Foundation board will be filled by Jessica Sidener's position as Director of Strategic Marketing and Community Relations, who oversees The Friends Committee and will act as the representative of the Friends Committee.

Attorney Courtney Intara suggested minor changes for consistency:

1. In section 3, change the "Friends Organization" to "Friends of Arapahoe Libraries"
2. In section 4, change "Friends Committee" to "Friends of Arapahoe Libraries"
3. In section 5, "of the District" will be added after "Director of Marketing Strategy and Community Relations"

Theresa Mehringer moved to accept the changes to the bylaws as presented. Katie Schroeder seconded, and the motion passed.

Katie Schroeder mentioned that the Foundation board met earlier in June and the board has decided to shift their focus more towards advocacy over fundraising.

BOARD PRESIDENT REPORT: Katie Schroeder reported that Oli, Theresa and Katie changed the cadence of their monthly meetings to take place after the regular board meeting. They will talk more about what was in the board packet and what the board will be interested in seeing in the future.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that the director presentation to the board will start highlighting data points rather than stories from the strategic plan report.

Oli Sanidas introduced Lindsay Heinzerling, who is the newest member of the director team as Associate Director of Library Operations.

Oli summarized SB25-276 that was signed into law and is related to changes to the legal rights of law enforcement agencies to access private patron information and access private areas of the libraries. As a result of the new law, ALD will present a new policy to the board for approval, which will be required to go into effect by September 1, 2025. Katie asked whether the law impacts any information that the library collects about patrons. Courtney Intara responded that libraries will not be allowed to collect information related to immigration status, which ALD was not collecting anyway.

Jennifer Mahin added that ALD does already have procedures in place if law enforcement were to ask for information about patrons and ALD will need to revise and elevate those procedures into a library policy.

LEGAL STATUS REPORT: Attorney Courtney Intara reported that ALD's legal team is working with ALD leadership on logistics for the policy that is being developed in response to the new law SB25-276.

Katie Schroeder asked how often ALD receives requests for information from law enforcement. Jennifer Mahin responded that ALD does get occasional requests, primarily from the Arapahoe County Sheriff's Office, when there is an investigation and they would like access to video footage.

AUDIT PRESENTATION: Jennifer Mahin, Finance Director, introduced auditor John-Paul LeChevallier. John-Paul noted that the audit was previously presented to the finance committee at a meeting earlier in June.

John-Paul reported that the highest level of audit opinion was issued for ALD's audit. He explained that ALD participates in the Government Finance Officers Association and received the Certificate of Excellence, which shows that ALD provides a higher level of financial reporting for the audit.

John Paul gave an overview of the 2024 financials: there was a strengthening of the financial position for ALD. He noted that there was a change in accounting standards for 2024 in regards to calculating sick leave, but it was not a significant change.

It was a clean audit, there were no findings, corrections or recommendations made by the auditor.

Steve Oliver noted that he has known John-Paul for many years, beginning when he worked in accounting for Arapahoe County and stated that John-Paul

does an outstanding job presenting the information and thanked him for his work. Steve congratulated ALD's finance team for their excellent work.

Steve Oliver moved to approve, Sally Daigle seconded and the motion passed.

STRATEGIC PLAN AND DATA REPORT: Jennifer Mahin, Director of Finance, presented some data about the financial report. Oli added that salaries are closely monitored as it is by far the largest operational expense. He added that a baseline staffing number has been established and changes to the baseline would come about primarily when ALD has a change to services. He gave the example that a café is being added to The Space building project, so staff will need to be added to the baseline number to staff the cafe. Any changes to the baseline need to be approved by Oli. Jennifer added that ALD is working on models for the May Annex building project and will present those numbers to the board once they are assembled.

Katie asked if remodeling projects could impact the baseline staffing number. Oli responded that they could. Katie asked if the philosophy is to keep salaries stable, Oli replied that the salary budget is kept at a percentage of operating expenses.

Sally Daigle asked about the accounting of increased benefits according to the graph titled Expenditures by Dollar Amount. Oli replied that salaries are broken out separately than benefits. Sally asked if ALD would be able to sustain the salaries with the increase in the cost of benefits. Oli responded that the trend line of benefits will go up as more employees choose to participate in the benefits package. Theresa Mehringer noted that increases to the cost of benefits are happening in all industries, especially due to the increase in insurance costs. Jennifer pointed out that ALD tries to keep the benefits at a fixed percentage of the budget.

Katie and Theresa mentioned they enjoy the data information. Katie stated that the presentations will help the board decide what strategic data they would like to see at the board meetings. Oli mentioned that Anthony White, Director of Innovation and Technology, will present the data report at the next board meeting.

IGA ESTABLISHING THE PROCESS FOR APPOINTMENT OF LIBRARY DISTRICT TRUSTEES:

Oli explained that Arapahoe County made some suggested revisions to the IGA with ALD and said it's up to the board whether they want to enter executive session to discuss the changes.

Courtney Intara gave a summary of the proposed changes. One is related to ALD informing the county about efforts to recruit new board members and the

timeline for doing so; there was language added to the IGA that makes the process for reappointment to the ALD board similar to the process for the initial appointment of new ALD board members; and the term of the IGA is proposed to be five years.

Katie Schroeder noted that the reappointment process does add some steps to the process, including providing a document of rationale and reasoning for reappointing board members. Katie asked if the 60-day timeline for reappointments could be started 60 days prior to the term expiration date so that board members can continue to participate in meetings while waiting for reappointment. Courtney responded that there was no language that would restrict that from happening.

There was discussion about the proposed two-week deadline for notifying the county about recruiting new board members. The ALD board decided that two weeks is enough time to get that done.

Katie made a motion to approve the IGA as presented. Liz Nichols seconded and the motion passed.

OTHER BUSINESS: No other business was brought before the Board.

Liz Nichols moved to adjourn, Sally Daigle seconded and the meeting was adjourned at 7:09 pm.

Aug 21, 2025

Date Approved

Liz Nichols

Liz Nichols (Aug 21, 2025 10:31:53 MDT)

Liz Nichols, Secretary






June Minutes for your signature

Final Audit Report

2025-08-21

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