
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

September 19, 2017

Deer Trail School
303 Third Avenue
Deer Trail, CO

MEMBERS PRESENT: Katie Schroeder, President; Dorothy Pisel, Secretary; Jim Morrato, Isabel McKenzie, Steve Oliver and Sally Daigle

MEMBERS ABSENT: None

STAFF PRESENT: Oli Sanidas, Executive Director; Jessica Sidener, Director of Communications, Programming & Partnerships and Human Resources; Janel Maccarrone, Executive Assistant; Jill Corrente, Director of Digital and Library Materials Services; Linda Speas, Director of Library Operations; Kim Collie, Director of Project Management Office; Jennifer Mahin, Director of Finance; Cynthia Kiyotake, Library Manager; David Britt, Manager of Library Material Services; Andrew Monson

OTHERS ATTENDING: Attorneys: Elizabeth Dauer and Cameron Richards
Deer Trail School Board Members: John Price, Mike Geesen
Deer Trail School Superintendent: Kevin Schott
Deer Trail School Principal: Dave Casey
Public: Debra Oliver

Katie Schroeder called the meeting to order at 7:20 p.m.

ADDITIONS OR CORRECTIONS TO THE AGENDA: Revise agenda to #749 and Approval of Minutes to No. 748

PUBLIC INTRODUCTIONS AND COMMENT: None

APPROVAL OF MINUTES No. 748: Jim Morrato moved to approve Minutes 748 from the August 15, 2017 Board Meeting. Sally Daigle seconded the motion. The motion passed unanimously.

CONSENT AGENDA: Sally Daigle moved to approve the Consent Agenda and Dorothy Pisel seconded the motion. The motion passed unanimously.

Approval of the Consent Agenda means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet
- Approval of the hiring of Read Trammel, Michelle Schierburg, Katie Richter, Thomas Giles, Jennifer Mahin, Kim Collie, Erin Stachowiak and Kathleen Benefiel
- Approval of the separation of Matilda Asuzu, Daisy Grice, Austin Healy, Michelle Schrader, Isiah Loza, Chrissie Hodges and Barb Pinhas
- Approval of Eloise May Expansion Project: Request to approve an additional \$107,948 for the Eloise May expansion project, bringing the total cost for the project to \$1,634,140.

BOARD ELECTION: At the Arapahoe Libraries annual meeting in April 2017, Norma Flores Lovett was elected Vice President. Norma recently stepped down, leaving a vacancy in the Vice President position. The trustees have nominated Isabel McKenzie to serve as Vice President. Jim Morrato moved to approve Isabel McKenzie to fill the vacant Vice President position on the Board of Trustees, Dorothy Pisel seconded the motion and the motion passed unanimously.

CORA POLICY REVIEW: The Colorado Open Records Policy (CORA) and Resolution, which the District adopted in 2014, was reviewed. Isabel McKenzie moved to adopt CORA as an official library policy. Sally Daigle seconded and the motion passed unanimously. The policy can be found on our website along with all District Policies.

REPORTS:

Legal Report: Cameron Richards, Attorney shared highlights of the September Legal Report. A meeting is scheduled on September 25 with patrons to identify issues of concern with the District's computer use policy and filtering software and to consider how to proceed.

The option to purchase contract on the Byers property expires in August 2019. At the October meeting, an RFP land evaluation will be presented along with a possible timeline.

Trustee Reports:

- Katie Schroeder discussed the process for filling the vacancy on the board due to Norma Flores Lovett's departure. Katie Schroeder, Isabel McKenzie, Jim Morrato and Steve Oliver agreed to serve on the interview committee, which will bring a recommendation to the board at the November 14, 2017 Board Meeting.

- Steve Oliver and Isabel McKenzie both thanked the Deer Trail School Board for hosting the board meeting.
- Sally Daigle invited the trustees to *Sheridan Celebrates* on Saturday, September 30.
- Dorothy Pisel thanked everyone for making the trip out to Deer Trail for the meeting.
- Jim Morrato recently attended the Koelbel Book Sale. Congratulations on the success of the sale!

Directors Reports:

- Oli Sanidas reported that since the Deer Trail School and the library will be relocating, the board will be asked to make a decision about the Deer Trail land currently owned by the District at the October meeting.
- Jill Corrente reported that ALD Answers received almost double the calls each day prior to the eclipse due to patrons asking about solar eclipse glasses. The ALD Answers team did an outstanding job handling the influx of calls. She also shared the lifelike cats that are being used by the senior services team. Jill congratulated Collection Librarian Alice Kober, who was named this year's Honored Guiding Member of Rocky Mountain Fiction Writers.
- Jessica Sidener also highlighted the huge interest that the patrons had in the eclipse glasses.
- Linda Speas credited Cynthia Kiyotake for the videotaping of Jeanne Davies' rendition of the birth of ALD. She also shared her decision to hire two Library Manager positions, one for the Koelbel Library and one for the Castlewood/Southglenn libraries. She anticipates having the positions filled sometime in October.
- Kim Collie shared that she took part in the dementia training offered this month. She also fielded questions regarding creating a project management office. Jill and Oli will facilitate a time measure exercise with the managers.
- Jennifer Mahin reviewed the Audit Request for Proposal with the trustees. An audit committee will need to be formed and the committee will evaluate proposals, conduct interviews if necessary and recommend an accounting audit firm to the Board of Trustees. Steve Oliver, Isabel McKenzie and Katie Schroeder will serve on the committee (Jennifer will be a non-voting member). The Board of Trustees will then approve the audit firm. Jennifer shared the timeline for the process with the trustees. Jennifer will email RFPs to the committee members and will then meet with the committee briefly before the next meeting.

CHALLENGES: Teen Vogue and Growing Up With God

STRATEGIC PLAN BRIEF:

No comments

LET'S FIND OUT...HOW WE DID:

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

No comments

UPCOMING MEETINGS: The October Board Meeting will be held at the Smoky Hill Library, 5430 S. Biscay Circle, on Tuesday, October 17, 2017 at 5:30 p.m. The October meeting will include a draft of the 2018 Strategic Plan. The executive director evaluation will be scheduled in December or January.

There being no further business, Dorothy Pisel moved to adjourn the meeting. Katie Schroeder adjourned the meeting at 8:08 p.m.

10/17/17

Date Approved



Dorothy Pisel, Secretary