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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

October 15, 2019

Smoky Hill Library  
5430 S Biscay Circle  
Centennial, CO

**MEMBERS PRESENT:** Steve Oliver, Katie Schroeder, Rachel Bandy, Dorothy Pisel, Bill Shaw, Theresa Mehringer

**MEMBERS ABSENT:** Sally Daigle

**PUBLIC:** None

**OTHERS ATTENDING:** Elizabeth Dauer, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jessica Sidener, Director of Human Relations and Marketing; Jennifer Mahin, Director of Finance; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Caroline Heinselman, Interim Director of HR; Holly Whelan, Manager; David Britt, Manager; Donna Dean, Supervisor; Bonnie Pintaric, Supervisor

Steve Oliver opened the meeting at 5:47 p.m.

**APPROVAL OF MINUTES No. 772:** Bill Shaw asked if the minutes reflect patron complaints. Beth stated that the minutes are only supposed to reflect the content of the meeting. Katie Schroeder moved to approve the Minutes #772 from the September 17, 2019 Board Meeting. Theresa Mehringer seconded the motion and the motion passed unanimously.

**CONSENT AGENDA:** Dorothy Pisel moved and Bill Shaw seconded to approve the Consent Agenda as presented. The motion passed unanimously.

Approval of the Consent Agenda means:

- Approval of the hiring of Morgan Gowans, Emily Doyle, Alex Stroh, Katy Batsel, Katelyn O'Keefe, Ayzia Underwood, Nicole Kendrick, Jacqueline Faria, Denise Crowder, Sarah Verno

- Approval of the separation of Kait McNamee, Susan Engel, Cammy Wehner

**FINANCIALS:** Jennifer Mahin reviewed the financials with the trustees. Rachel Bandy moved to accept the Financials as presented. Bill Shaw seconded and the motion passed unanimously. Approval of the Financials means:

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

**BOARD PRESIDENT REPORT:** Steve Oliver gave an update to the trustees: He attended the Calcon conference in Loveland. He met a lot of people and attended interesting classes for trustees and attended a class presented by our attorney Kim Seter. He was surprised that many boards are appointed and not as independent as our board. Steve attended a presentation by Linda Speas, which he found very informative. He learned how the approach to challenges is very different than in his previous professional environments.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported that he was invited to judge the Sheridan Celebrates parade by Sally Daigle, which was a lot of fun. Arapahoe Libraries had a booth at the event.

Oli also attended a roundtable of Denver south leaders at 9News Listens. 9News Listens is a forum where 9News invites community members to discuss how 9News can cover the area better. 9News was interested in our community engagement feedback of the desire for civil discourse. Rachel Bandy mentioned that ALA offers a package of how to teach civil discourse. If ALD chooses to host an event about civil discourse, choosing the right facilitator will be a priority.

The PLA conference is coming up in February 2020 in Nashville. ALA will be in Chicago in June 2020.

**LEGAL STATUS REPORT:** The legal report was sent prior to the meeting for review by the trustees. Beth Dauer reported that it was a quiet month.

## **REPORTS:**

### **PRELIMINARY BUDGET & STRATEGIC PLAN REPORT:**

Oli Sanidas presented the 2020 strategic report. This year, the report is relatively unchanged, but there was an addition of an innovation ecosystem. ALD has adopted a system called the Idea Bank where staff ideas/feedback can be catalogued.

ALD is pursuing training that is focused on problem solving. The leadership team is interested in precisely identifying the problem before creating solutions.

Rachel Bandy asked how ALD comes up with the strategic plan. Oli explained that it is based on feedback that the directors hear. The innovation ecosystem is being implemented as a way ALD can get better at having a finger on the pulse of what's going on in the district. Rachel followed up by asking if the board can help support ALD with developing the strategic plan. Oli responded that although the board has not been involved in the past, it's not overstepping the board's responsibilities to offer that kind of support. Oli stated that if the board, as involved patrons, is made aware of any feedback, ALD would welcome the board's help with making sure the strategic plan addresses the feedback and reflects current trends. Beth Dauer stated that the board is encouraged to be involved in the development of the strategic plan since the board is responsible for making policies.

Theresa Mehringer asked why there was no additional info in the strategic plan report about the innovation ecosystem. Oli explained that it's new to the 2020 strategic plan and the rest of the report reflects the status of the 2019 strategic plan. Information on the innovation ecosystem will begin to show up in the report in 2020.

Jennifer Mahin reported the preliminary budget. ALD has a large fund balance. The objective when the budget was created was to spend down the fund balance while keeping approximately \$17 million in the fund balance for a rainy day. We try to keep the operations below 75% of the budget. When the final budget is brought to the board for approval in November, there will be some changes, specifically because of the Kelter building project. The permits have not been approved by the county yet, so it does not look like the project will begin before the end of the year, which means the money won't be spent in 2019.

ALD creates a very conservative budget to allow for flexibility. For example, the budget is planned with the assumption of being fully staffed—ALD does not budget for job vacancies.

Property tax revenue increased although the residential rate went down slightly. The assessed value increased 21%. The budget was created based on real numbers from the county and the mill levy amount will be certified by the end of the year. ALD was informed that we will get a state grant of approximately \$67,000 next year.

The Friends Foundation decided to donate \$250,000 next year (up from \$100,000 in 2019) in the hopes to help build an outdoor play area at the Kelter library.

Friends donations are processed through a grant so the money is earmarked towards specific projects. The Friends Foundation does not have a contractual obligation to donate a minimum amount, but ALD has a great relationship with the Foundation and does not foresee a problem with future donations.

There is an extra payroll that falls in 2020, which is budgeted at approximately \$540,000 if ALD is fully staffed. Staffing is a priority at ALD—the directors have been doing a great job of evaluating whether a position needs to be filled once it's vacated and the end date for temporary positions are made clear up front when a temporary staff member is hired.

Inflation is taken into consideration in the budget with all expenses.

Facilities and maintenance is a large expense in the budget and the budget was created based on the 2019 expenses plus inflation.

Professional fees went up because the treasurers' fees went up.

Collection expenses is consistent with 2019. ALD expected the cost for electronic resources to go up, which it did because of price increases and increase in usage. ALD increased its budget in this area to keep pace with demand. The budget is staying consistent with the investment in hard copy books.

Projects that cost more \$100,000 will be reported to the board.

The finance sub-committee will meet to discuss paying down the debt and/or refinancing the debt.

### **TRUSTEE REPORTS:**

Rachel Bandy attended Calcon. She came away feeling like ALD is well managed and well organized. She also attended the Fallween event at Curtis Park. She suggested that maybe there should be fewer children's stories about parents dying. She also asked about registering to attend a "meet the author" event—she was concerned that she is taking a spot from a patron. Jessica Sidener stated that trustees are always welcome to attend and register—there is normally plenty of space available at those events.

**STRATEGIC PLAN REPORT:** Jessica Sidener highlighted the following topics from the Strategic Plan Report:

Space and signage – there is a lot of signage throughout the libraries and ALD has partnered with a signage vendor to make sure there is consistency for the



patrons. ALD has developed standards for the signage that are easy to navigate for a broad demographic.

Castlewood library remodel – permits have been approved and the remodel has begun. There is a banner outside showing the library is under construction.

ALD has purchased advertising with Rocky Mountain PBS for the 2<sup>nd</sup> year. ALD has data showing how many viewers have seen the ad and the average of how many times it was viewed. There was a call-to-action in the ad and ALD got a good response rate. Katie Schroeder asked if the PBS app runs ads and/or has a CTA that can be clicked through to our website. Jessica said she would look into it.

The number of ALD presenters at Calcon makes ALD well known within the industry.

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

No comments

#### **MONTHLY STATISTICS:**

Bill Shaw mentioned he would be interested in the annual trend in circulation statistics. He would like to see statistics for a larger number of years to help determine trends. Oli Sanidas suggested that ALD could provide a separate report for that rather than change the statistics report, which is very involved.

#### **COMMUNITY CONVERSATIONS:**

No comments

**UPCOMING MEETINGS:** The November meeting is scheduled on Tuesday, November 19 at 5:45 p.m. at the Support Services building.

There being no further business, Dorothy Pisel moved to adjourn the meeting. Bill Shaw seconded the motion and Steve Oliver adjourned the meeting at 7:53 p.m.

11-19-19  
Date Approved

Dorothy Pisel  
Dorothy Pisel, Secretary