
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

November 19, 2019

Support Services Building
12855 E Adam Aircraft Circle
Englewood, CO

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

MEMBERS ABSENT:

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; Jill Corrente, Director of Digital and Library Material Services; Caroline Heinselman, Interim Director of HR; Cherie Curtis, Accounting Supervisor; Nicole Wilhelms, Manager; Hayley Presley

Steve Oliver opened the meeting at 5:49 p.m.

Steve Oliver opened public comment to the strategic plan and budget hearing; there was no one from the public present, so Steve closed it to public comment.

Rachel Bandy asked about the process for creating the strategic plan. She stated she would like to be of service to the libraries and suggested that might be a good place to participate. Oli Sanidas said that he will include updates and changes to the strategic plan in his executive report so the board will be aware as things change.

Rachel mentioned that she would like to practice her elevator pitch about ALD using internal language from the strategic plan. Jessica Sidener asked the board if they would like her team to create some talking points with key messaging for the board members to use. The board agreed they would like that.

Bill Shaw suggested a board member orientation for new board members. Oli explained that the idea has been discussed as an "onboarding" program. Beth Dauer offered that board members can call Seter and Vanderwall with any questions and they could put together a trustee handbook specific to ALD.

Katie Schroeder suggested that the board could schedule a couple of study sessions over the next few months to learn about onboarding, communications, and the strategic plan. It was suggested to schedule the communications study session prior to the December 10 executive review, but some board members stated they could not get to the support services building before 5:30 p.m. Theresa Mehringer asked if it was allowed for some board members to call in to the study sessions. Beth stated that calling in is fine as long as nothing is being voted on. She explained that the only meetings that the board is allowed to exclude the public from are executive sessions. For all other meetings that the public can attend, only trustees would be allowed to call in, the public would not, including the suggested study sessions. Sally Daigle suggested that the study sessions could be incorporated into some of the board meetings rather than scheduling additional meetings. The board decided they will keep the agenda for the December 10 meeting focused on reviewing the executive director and not include a study session. All study sessions will be scheduled in 2020. The board also decided they would like to try to abbreviate the monthly board meetings to allow time to incorporate a study session so as to not have to schedule additional meetings.

Katie Schroeder noted that a study session about the strategic plan should be scheduled before the March meeting with the county commissioners where the board members present the strategic plan. The study session to learn about the strategic plan would be scheduled prior to the March meeting, most likely in February 2020.

A second study session, separate from the one to prepare for the county presentation, will be scheduled to go over communications talking points that are created as an "elevator pitch" for the board members. The communications study session will likely be scheduled in January 2020.

The 3rd study session would be for onboarding new board members.

Jennifer Mahin presented some changes to the 2020 budget: the state grant increased to \$67,000. The Kelter building project budget changed because money was shifted from this year to next year because of the timing of the building project.

Steve Oliver clarified that the budget was presented last month, the changes would be presented tonight and tonight the board would approve the budget resolutions. Beth Dauer confirmed that was accurate.

Theresa Mehringer asked about the wording in the resolution discussing how increases in expenditures were balanced with increases in revenue when there were decreases in revenue. It was determined that the wording was accurate—there was just confusion between the 2019 and 2020 budget.

Sally Daigle moved to approve adoption of the budget. The board voted and it was unanimously approved.

Sally moved to certify the mill levy, it was seconded by Theresa and approved by the board.

APPROVAL OF MINUTES No. 773: Dorothy Pisel moved to approve the Minutes #773 from the October 15, 2019 Board Meeting. Sally Daigle seconded the motion and the motion passed unanimously.

CONSENT AGENDA: Sally Daigle moved and Katie Schroeder seconded to approve the Consent Agenda as presented. The motion passed unanimously.

Approval of the Consent Agenda means:

- Approval of the hiring of Taylre Malloy, Suroor Alrubayee, Zevan Khojazod, Claudia Locke, Cindy Malone
- Approval of the separation of Zoey Nelson, Rachelle Daily-Monge, Andrew Gagnon, Kathleen Benefiel Knuth, Josh Rippe, Jessica Fredrickson, Elyse South, Megan Serrano Perez
- Approval of \$140,000 for our annual Sierra renewal (2020), year 3 of a 3-year contract. Sierra is the name of our ILS (Integrated Library System) that runs our patron catalog and provides the infrastructure for many of our systems.
- Approval of \$106,560 for the contract with Pacific Office Automation for the Copiers and Printers. The monthly rate for the PO will be \$8880.00/month.
- Approval of \$360,000 for the 2020 Hoopla budget, which is an increase from \$240,000 in 2019. The Hoopla platform of digital audiobooks, eBooks, films, TV shows, comics and streaming music continues to be extremely popular among our patrons. As a pay-per-use resource, our annual budget is broken into monthly amounts, which then determines a daily borrowing cap. The 2019 budget of \$240,000 equated to \$20,000 per month and a daily cap of approximately \$645. Depending on the publisher and title being borrowed, the cost of each checkout ranges

from \$0.99 to \$3.99. Our daily spending cap is regularly reached, with an average of 310 titles checked out per day. Once the daily limit has been reached, a message appears alerting patrons and no more check outs are allowed until the following day. Monthly usage is steady with 2,750 patrons accessing an average of 9,350 titles. Increasing funding to \$360,000 will allow more patrons access to this resource.

Theresa Mehringer asked if patrons could access Hoopla outside of the library. Oli confirmed they could. Theresa expressed that if Hoopla starts adding more movies and TV shows, it might be cause for concern. Oli stated that he doubts that would happen because the movie companies are not selling movies to the service and if some popular movies like the Marvel movies were added, Hoopla would be unsustainable for ALD.

Jill Corrente explained the reason for the increase is because ALD consistently hit its limit for checking out material, so to help solve that issue, ALD wanted to increase the limit. Katie Schroeder explained that many patrons don't understand why they can't check out materials after the limit has been reached.

Dorothy Pisel asked about the large number in employee turnover, Caroline Heinselman stated that many are part-time employees looking for full-time positions or they left for personal reasons. Oli Sanidas explained that with the job market being as competitive as it is currently in Denver, some may also be leaving for other opportunities and not because they were unhappy at ALD.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Theresa asked about the amount of money that ALD will need to spend by the end of the year. She asked if the amount was large because a few months ago ALD had made an amendment to the budget to move some of the 2020 money for the Kelter project to 2019, but because the permits had not been approved, the money has yet to be spent. Jennifer confirmed that is the case.

Katie Schroeder moved to accept the Financials as presented. Sally Daigle 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 did not have any updates to give to the board.

Katie Schroeder let the board know that board members need to fill out the executive director evaluation form and send it to Steve. The deadline is Thanksgiving.

Rachel Bandy explained that the board searched for an instrument to evaluate the executive director and couldn't find one that encompassed everything they wanted. She asked that if any of the ALD staff had any recommendations to add to the evaluation, they would be welcomed. The Board of Trustees will meet on December 10th to discuss the evaluations. Beth Dauer offered to have an attorney present since the meeting is considered an executive session. The board thought that would be a good idea. Because the meeting is an executive session, minutes will need to be taken and the attending attorney will do that.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported one of the events in the executive director report was canceled because there was an incident at the hotel that caused the hotel to be closed to the public. The author expressed that she would be willing to come back at a rescheduled date.

Oli attended the Prime Health Challenge finale event on October 23rd. ALD was considered a partner organization and could vote on the participating organizations. Oli is scheduled to meet with a remote healthcare platform provider later this week and says he foresees many partnerships being formed because of ALD's participation in the Prime Health Challenge event.

When Theresa Mehringer asked what the role of ALD would be in healthcare, Oli responded that ALD would provide the space for telehealthcare delivery, especially in rural areas.

Rachel Bandy stated that it sounds like an incredible resource, but the potential liability is a concern. She stated that the Board of Trustees should be involved as the partnerships are developed. Bill Shaw also stated that legal should be deeply involved as well. Oli stated that all partnerships will include legal consultation.

Bill asked that board members be made aware of the 2020 community conversations. Oli stated we will put those dates on the 2020 calendar.

POLICIES: Katie Schroeder recommended that individual cloud accounts be included in the policy revision. Sally Daigle moved to accept the policy with those changes added, it was seconded and approved unanimously.

LEGAL STATUS REPORT: Beth Dauer stated there were no updates.

REPORTS:

TRUSTEE REPORTS:

Rachel used the Wings Over the Rockies discount with her kids, which she thought was great. She has given contacts to Cherry Creek Schools about the Makerspace. She also brought up the news that Douglas County Libraries has decided to change the name of one of the libraries that was named after a board member.

STRATEGIC PLAN REPORT: Jill Corrente highlighted the following topics from the Strategic Plan Report:

ALD has a partnership with Wings Over the Rockies that gives a discount to patrons.

There was a grand opening at the Davies Library where the namesake of the library, Jeanne Davies, was in attendance.

The Castlewood remodel project has begun. Rachel Bandy mentioned that there is a lot of buzz about it.

Kathleen Robertson bought vouchers to use showers at rec centers and bundled them with towels and are giving them out to patrons in need.

Rachel Bandy mentioned that astronauts in space will be doing a storytime from space.

Bill Shaw asked if there are any implications with the jail library because ballot issue 1A didn't pass. No one said they had heard of any.

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

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

No comments

UPCOMING MEETINGS: There is no meeting in December. The January 2020 meeting is scheduled on Tuesday, January 21 at 5:45 p.m. at Smoky Hill Library.

There being no further business, Dorothy Pisel moved to adjourn the meeting. Sally Daigle seconded the motion and Steve Oliver adjourned the meeting at 7:39 p.m.

1/21/2020
Date Approved

D. P. Pisel
Dorothy Pisel, Secretary

