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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

January 21, 2020

Smoky Hill Library  
5430 S. Biscay Circle  
Centennial, CO

**MEMBERS PRESENT:** Steve Oliver, Katie Schroeder, Rachel Bandy, Bill Shaw, Sally Daigle

**MEMBERS ABSENT:** Dorothy Pisel, Theresa Mehringer

**PUBLIC:** None

**OTHERS ATTENDING:** Cameron Richards, 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; Holly Whelan, Manager; Kathleen Robertson, Supervisor

Steve Oliver opened the meeting at 5:56 p.m.

Only three trustees were present at the beginning of the meeting preventing a quorum, so Steve started the meeting with reports.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported that ALD is working on developing core values for the organization, which is a multi-year process. Several words have been identified as representative of those values. The words are nothing without identifying the behaviors behind them. The director team will not develop the values on their own; a group comprised of a cross section of the organization will be chosen to determine the behaviors that should be rewarded.

The values can be presented to candidates during the hiring process. Oli is personally very passionate about this work. He is unsure of how staff will respond

to the words and values that have so far been created. The intent is to make sure significant decisions are made in alignment with these values.

Bill Shaw stated that he understands that specific actions are not what is intended, rather it's using these values as a process and he gave his encouragement for pursuing them.

Katie Schroeder asked how Oli plans to use them in the long-term strategic plan. Oli responded that we hope to empower the staff to engage more with these values.

Some of the words were identified from the results of the employee engagement survey. ALD is asking the staff to take ownership of these values.

Rachel Bandy arrived during the report, thus granting the board a quorum, so Steve Oliver went back to the beginning of the agenda.

**APPROVAL OF MINUTES Nos. 774 and 775:** Bill Shaw asked if the defeat of Amendment 1A will affect the jail library. Holly Whelan stated that ALD renewed the contract for the jail library and things are proceeding as the status quo.

Oli asked when is a good time for Bill to follow up on this question, Cameron Richards stated that he's welcome to ask during a board meeting, even if it's not on the agenda

Bill Shaw moved to approve the Minutes #774 from the November 19, 2019 Board Meeting and #775 from the December 10, 2019 Executive Session. Sally Daigle seconded the motion and the motion passed.

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

Approval of the Consent Agenda means:

- Approval of the hiring of Jessica Behrman, Emily Kohl, Joseph Van, Rachel Yoder, Mo Khan
- Approval of the separation of Alison Piper, Pam Laurel, Jessica Behrman, Tatyana Mendeleev, Jeanne Diedrich, Kathy Mills, Diane Craven, Tressa Wahl, Rhiannon Goodrich
- Approval of \$393,195.12 for the annual lease and commons area maintenance for the Southglenn facility.
- Approval of \$216,570.00 for the Key-People contract which includes all janitorial services district wide, including the bookmobile garage and bus.

- Approval of Comcast Purchase Order for \$120,000. This will cover all recurring payments for 2020 to Comcast for all monthly costs of patron internet and all branch connectivity to the Support Services Building.
- Approval of \$3,414,350 for the remaining design and construction work on the Castlewood renovation project to Adolfson & Peterson Construction/Oz Architecture.
- Approval of \$8,267,913 for the design and construction work on the Kelter renovation project to Adolfson & Peterson Construction/Oz Architecture.

Bill Shaw asked if the construction amounts for Castlewood and Kelter were consistent with what was expected. Jennifer Mahin confirmed the amounts are in the budget.

Bill Shaw asked what speed of internet ALD is getting. Jill Corrente stated that she was not sure, but we are getting the best available in the area.

**FINANCIALS:** Jennifer Mahin reviewed the financials with the trustees.

Sally Daigle 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
- Review of 2019 Vendors over \$100,000
- Audit Engagement Letter from CliftonLarsonAllen LLP

Cameron Richards suggested that the CliftonLarsonAllen LLP letter be motioned and approved separately. Katie Schroeder moved and Sally Daigle seconded the ratification of the CliftonLarsonAllen LLP letter. The motion was approved.

**BOARD PRESIDENT REPORT:** Steve Oliver gave an update to the trustees: On March 30, the ALD board of trustees will present to the Arapahoe County Commissioners.

Steve asked the board for two trustees to volunteer as PLA and ALTAFF members. Rachel Bandy asked if this topic could be added to the study session scheduled after the board meeting to learn more about it before the volunteers are decided.

Steve announced dates for the PLA and ALA conferences and stated that if any trustees are interested in attending, to let him know.

In April, the officers will be chosen for the board. The ideal process would be for the vice president to eventually become president, but the current vice president (Katie Schroeder) has already been president in the past. Steve stated

he is willing to serve as president again, but the roles will be discussed during a study session.

**LEGAL STATUS REPORT:** The legal report was sent prior to the meeting for review by the trustees.

Cameron reviewed the resolution with the board of trustees.

Bill Shaw moved to adopt the resolution, Sally seconded and the motion was approved.

Cameron reviewed the proposal to grant the easement to IREA with the board of trustees.

Rachel Bandy motioned to approve the proposal to grant the easement to IREA, Bill Shaw seconded and the motion passed.

## **REPORTS:**

**TRUSTEE REPORTS:** Bill Shaw updated the board that he and Katie Schroeder sat in on a webinar.

Bill Shaw asked about the shower vouchers that have been handed out at the Sheridan branch. Kathleen Robertson explained that ALD purchased shower vouchers from the recreation center that are bundled with a towel, toiletries and one dollar that are given to patrons who ask. Sally Daigle stated that the dollar is probably intended to pay for a lock at the rec center so the patron can store their personal items securely.

Bill Shaw asked if libraries are being used as a news gathering resource, based on an article he read about another library system in Northern Colorado. Oli responded that the idea is intriguing and worth looking into.

Sally Daigle met with the Sheridan Health Clinic facility next door to Sheridan Library and they have rolled out telehealth. They have a program where transgender people can use telehealth for mental health support as well as gain access to a nurse practitioner. The program has been successful so far. They are looking for partners like libraries. Oli responded that we are already a resource for referrals and telehealth is something ALD is investigating in the long-term.

Sally Daigle updated the board that the bookmobile won an award at Sheridan Celebrates and that they are having difficulty figuring out how to buy books in bulk to be given to children. Oli directed her to talk to Jill Corrente or David Britt.



**STRATEGIC PLAN REPORT:** Linda Speas highlighted the following topics from the Strategic Plan Report:

The Castlewood remodel project is progressing according to plan, on the scheduled timeline and on budget.

The Kelter building has been awaiting approval of the final permit. Linda hopes that the IREA proposal approval will allow the permit to be approved.

**LIVING OUR VALUES REPORT:**

No comments

**MONTHLY STATISTICS:**

No comments

**COMMUNITY CONVERSATIONS:**

No comments

**UPCOMING MEETINGS:** The February 2020 meeting is scheduled on Tuesday, February 18 at 5:45 p.m. at Koelbel Library.

There being no further business, Sally Daigle moved to adjourn the meeting. Katie Schroeder seconded the motion and Steve Oliver adjourned the meeting at 7:35 p.m.

2/18/2020  
Date Approved

  
Dorothy Pisel, Secretary