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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

May 19, 2020

Virtual meeting via Zoom

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

**MEMBERS ABSENT:** Dorothy Pisel

**PUBLIC:** Christine Sweetland

**OTHERS ATTENDING:** Cameron Richards, Attorney, Beth Dauer, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Luis Morejon, Director of People Services; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Anthony White, Web Systems Manager; Sarah Daniluk, Library Specialist

Steve Oliver opened the meeting at 5:32 p.m.

**APPROVAL OF MINUTES No. 779:** Bill Shaw moved to approve the Minutes #779 from the April 21, 2020 Board Meeting. Katie Schroeder seconded the motion and the motion passed.

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

Approval of the Consent Agenda means:

- Approval of the hiring of: Danna Miller, Madhavi Kavuri
- Approval of the separation of: Zach Trabona
- Approval of \$227,000 to reconfigure the SouthGlenn Library. Configuring the space will adapt to the new service model, optimize the use for the community and effectively feature the collection. The configuration will consist of a fresh new coat of paint, carpet replacement, re-arranging shelves, minor demo, a vending area and adding more storage. This is

part of the 2020 projects and we are looking to complete this project in the last quarter of 2020.

Bill Shaw asked whether the budget takes into the consideration the expected decrease in revenue from property taxes that may not be paid due to COVID-19. Oli Sanidas responded that there are too many unknowns regarding what will happen with property taxes; it's not slated to impact ALD until the 3<sup>rd</sup> or 4<sup>th</sup> quarter of the year. By approving the budget as is, the board would give ALD the ability to proceed with the project. Katie Schroeder asked what the consequences would be to wait to approve the Southglenn budget item. Linda Speas responded that there would not be much of an impact to delay until the June board meeting, but if there is a longer term delay, like for 6 months, there may be more impact. She explained that the new carpet has been planned for 3 years and it may have already been ordered. There also may be consequences from the contractors, although Linda stated she would have to check to be sure.

Cameron Richards explained that if the Gallagher amendment reduces the revenue to ALD, ALD would need to raise the mill levy to make up for the reduction. Beth Dauer explained that it is her understanding that ALD is already at the top of the mill levy; in order to increase it more, it would need to be added to the ballot at the next election.

Sally Daigle stated that if we wait on the Southglenn project, we may be putting the contractors and others out of work, which she does not want to happen in this economy.

Steve Oliver added that the Southglenn agenda item was already part of the 2020 budget, which the board already approved, therefore ALD should proceed with the project as scheduled. Katie Schroeder agreed to approve the budget item as long as ALD proceeds with the project with health and safety as the top priority, by doing things like limiting the number of people in the library at a time.

Jennifer explained that the county is about 1.5% behind on property tax collection from last year, which is good news for ALD. So far, this year's tax collection has been better than expected, although it is being monitored closely. ALD may need to make changes to the budget next year.

Oli stated that one-time costs, like the Southglenn budget item, are less of a budget concern than the long-term operational costs.

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

Sally Daigle moved to accept the Financials as presented. Rachel Bandy seconded and the motion passed. Approval of the Financials means:

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

Jennifer explained to the board that ALD would like to ask the state for an extension to file the 2019 audit, which is almost complete, but a 2019 budget amendment will likely be required. Cameron Richards explained that a budget amendment requires a public hearing to be held at a public meeting with an in-person quorum of the Trustees present.

Sally Daigle moved to file an audit extension, Katie Schroeder seconded and the motion passed.

**BOARD PRESIDENT REPORT:** Steve Oliver did not have anything to report.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported about the reopening plan for the district. ALD is currently in between the readiness phase and the limited reopening phase. There has been a lot of work done internally with workforce readiness. A health assessment has been created for all employees to fill out each day before they report to any facility. Oli has also asked that work areas be limited to no more than 4 people per workspace. Linda Speas reported that this week is when the staff have begun to report to the facilities during limited hours. The staff is working on assessing the materials and preparing the meeting rooms to act as quarantine areas for the returned materials for 72 hours. Expanded books by mail services will begin in June.

Bill Shaw inquired about the masks ALD is requiring for staff to wear. Linda Speas responded that the masks meet the CDC guidelines—they are not N95 masks. Bill also asked if ALD has considered air flow and air circulation. Linda stated that ALD did upgrade the air filters in all facilities.

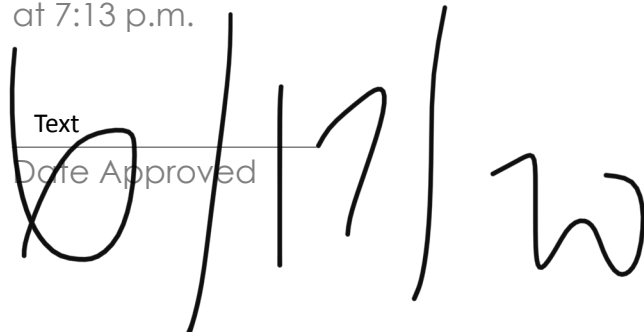
Oli Sanidas introduced Luis Morejon, the new director of people services. Luis' first day with ALD was the day after ALD closed its facilities. Luis reported that much of the work HR has been doing is focused on keeping people connected during the closure. And recently HR has been focusing on making sure the staff is ready to return to work by assessing each individual employee's needs and concerns, whether they can do their jobs remotely, if they have the capacity and technology available to them, offering virtual trainings, and sharing best practices.

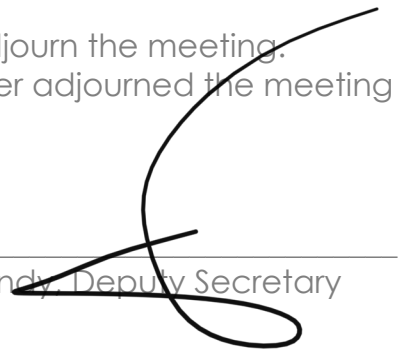
**LEGAL STATUS REPORT:** The legal report was emailed out to the trustees and ALD directors for review.

Sally Daigle moved and Bill Shaw seconded the IGA for Deer Trail School District and selection of the trustees and the motion passed.

Christine Sweetland introduced herself as the council member from the City of Centennial who has been assigned to attend the ALD board meetings.

There being no further business, Bill Shaw moved to adjourn the meeting. Katie Schroeder seconded the motion and Steve Oliver adjourned the meeting at 7:13 p.m.

Text  
Date Approved 

Text  
  
Rachel Bandy, Deputy Secretary