
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

August 18, 2020

Virtual meeting via Zoom

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

MEMBERS ABSENT:

PUBLIC: Christine Sweetland, Centennial Council member, IB (Zoom identifier)

OTHERS ATTENDING: Cameron Richards, Attorney, John-Paul LeChevallier, Auditor

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; Anthony White, Web Systems Manager; Holly Whelan, Manager; Alice Kober, Collection Librarian; Cynthia Kiyotake, Library Manager; Donna Dean, Supervisor; Janet Wismann, Library Specialist; Cherie Curtis, Accounting Supervisor; David Britt, LMS Manager; Jill Zastko, Library Specialist Lead; Irina Bass, Library Specialist; Stacie Schuh, Learning Specialist; Amber; Karen; Jane Crawford, Library Specialist; Sarah Daniluk, Library Specialist; Lauren, Frances Beard, Library Specialist; Bonnie Pintaric, Supervisor

Steve Oliver opened the meeting at 5:30 p.m.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Jennifer reported that due to more funds being received, ALD is in a good place regarding property tax revenue. The revenue from cafes will not meet projections. ALD received a CARES Act Grant through the Department of Local Affairs (DOLA). ALD is above budget for COVID expenses since those expenses were not budgeted, but it's expected that ALD will receive a grant to help with that.

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

- Acceptance of the Statement of Revenue and Expense

- Acceptance of the Balance Sheet

FINANCIAL REPORT: Jennifer Mahin explained that ALD needs to do a budget amendment because the self-insurance claims were over budget by about \$67,000. ALD ended 2019 below budget overall, so money needs to be shifted from the general fund to the self-insurance fund.

Bill Shaw asked what timeframe the budget amendment covers and Jennifer responded that it covers the calendar year of 2019.

John-Paul LeChevalier will present the audit.

ALD requested that the audit RFP be postponed due to COVID.

Jennifer and Oli met with the finance committee to discuss financing the balance of the Kelter building project expense.

PUBLIC HEARING: Steve Oliver opened the public hearing at 5:54 pm.

Steve explained that this budget amendment does not approve additional funds, instead it covers expenses already incurred and the amendment transfers the funds from the general fund to the self-insurance fund to cover the expenses.

There were no public comments, so Steve closed the public hearing at 5:58 pm.

Rachel moved, Bill Shaw seconded and the motion passed unanimously.

APPROVAL OF MINUTES No. 781:

Rachel Bandy asked that the minutes be amended to correct her statement that a video could be done from Bill Shaw's perspective as a physician (page 15).

Theresa asked that the minutes be amended on page 11 to strike the sentence after she disagrees with the public wearing masks.

Theresa asked about appointing a secretary during this meeting or waiting. Katie Schroeder stated that the board has yet to re-up the other appointments so it could be done then. Rachel is serving as deputy secretary, which will do in the interim.

Sally Daigle moved to approve the Minutes #781 from the June 16, 2020 Board Meeting with the amendments discussed. Katie Schroeder seconded the motion and the motion passed.

CONSENT AGENDA: Katie Schroeder moved and Rachel Bandy seconded to approve the Consent Agenda as presented. The motion passed.

Approval of the Consent Agenda means:

- Approval of the hiring of: [none]
- Approval of the separation of: Cheryl Mason, Lauren Broussard, Danna Miller, Christine Campbell, Rebekah Largent

AUDIT PRESENTATION: John-Paul LeChevallier from CliftonLarsonAllen presented the 2019 audit report and answered questions from the trustees. John-Paul congratulated ALD for receiving the GFOA in excellence in financial reporting for the year 2018. Theresa Mehringer and Steve Oliver previously met with management and John-Paul LeChevallier to review the audit. After discussion, they recommended that the board accept the 2019 audit as presented.

Rachel Bandy moved to accept the auditor's 2019 report. Bill Shaw seconded and the motion passed unanimously.

APPROVAL TO POSTPONE THE AUDIT RFP: Jennifer Mahin explained that ALD policy requires an audit RFP every three years and due to COVID, she asked for board approval to postpone the RFP until next year. Bill Shaw moved and Rachel Bandy seconded to approve the postponement of the audit RFP as presented. The motion passed.

APPROVAL FOR FINANCING KELVER: Jennifer Mahin reported that she and Oli Sanidas met with the board finance committee to discuss financing the balance of the Kelper building project. ALD obtained bids for financing and presented two to the board.

Rachel Bandy voiced concern about the optics of going into debt when the district has cash in the general fund. Steve Oliver stated that this is common practice in the state and the idea came about because of the uncertainty of future revenue due to COVID.

Theresa Mehringer stated that she and Steve considered the options and because interest rates are so low, and coupled with the uncertainty of COVID-19 and the Gallagher amendment, this is the safest option.

Steve added that by using the finance option, ALD could conserve the fund balance for a while longer and once more is known about future revenue, ALD could pay the financing off. He stated that in order to approve financing Kelter, he would insist on a no prepayment penalty on the loan.

Jennifer Mahin reported that Oli Sanidas will present later during the board meeting that ALD is in the process of re-envisioning its services post-COVID and having cash in the general fund would be helpful to have available to make those adjustments.

Oli Sanidas explained that the fund balance has also been referred to as ALD's "rainy day fund" and now is a rainy day. He added that having the money in the general fund is a conservative approach to cover operational expenses in case ALD loses a significant amount of revenue due to Gallagher.

Jennifer presented two bids for financing. After discussion, the board recommended to choose the Vectra Bank financing option.

Theresa Mehringer moved and Bill Shaw seconded to approve financing the balance of the Kelter building project as presented. Rachel Bandy opposed the motion. The motion passed.

Cam recommended the board approve that Steve and Oli sign the documents so that it does not have to wait for the next meeting to proceed with the loan.

Sally Daigle moved and Theresa Mehringer seconded to approve giving Oli Sanidas and Steve Oliver the authority to sign the loan documents. The motion passed.

BOARD PRESIDENT REPORT: Steve Oliver had nothing to report.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that the reopening plan was revised in response to staff feedback; three options were reviewed and Option B was chosen. Option B allows a set amount of time for patrons to be in the branches, then after 90 minutes, the branches will close for cleaning. Option B was the most conservative option and it was chosen so that leadership can monitor infection rates and can relax the reopening guidelines as time goes by.

Holly Whelan stated that the reopening team has not yet confirmed reopening dates, but the goal is to begin reopening by the end of August.

Oli Sanidas explained that ALD plans to gather names of patrons who enter for contact tracing purposes. By asking for reservations, ALD will have those names.

For walk in patrons, ALD plans to accept the name that is given without verification.

ALD has adopted a COVID-19 code of conduct.

Oli drafted a strategic plan that focuses on transition and bolstering services that are not in person. Oli asked for feedback from the board and the final draft will be presented in October.

The reallocation of the budget to new projects is intended to take money from other projects that ALD will not pursue for now and allocate those funds to new projects, including:

1. Upgrading the HVAC system with an ionization system to help prevent the spread of airborne pathogens
2. Material Process Expansion, which will help patrons access materials without coming into the branches. The part of the process that ALD would like to proceed with immediately is installing an external locker system. The other parts of the project are not dependent on the others. Those parts of the project include a centralized sorter, which will allow staff more time with the patrons; IMMS, which is a software system that will intelligently route materials; and mail delivery to patrons at scale, which would be an expansion of ALD's mail delivery of materials to patrons. These other parts of the project will be discussed with the board in 2021 and will include an impact to the budget due to the cost of postage.

There was some discussion about the revised reopening plans.

LOCKER PRESENTATION: Anthony White gave a presentation on installing lockers outside of branches, similar to what Amazon uses. The lockers will allow patrons to pick up materials outside of library hours. ALD would initially have the lockers installed outside under cover from weather. Eventually, the intent is to pair the lockers with an open access system where patrons could go into specific parts of the libraries after hours and access their materials from the lockers. The patron would scan their library card at the locker system to open the locker. The locker systems are modular, so additional units can be added as needed.

The proposed timeline would be to install the first system at Koelbel, and the trial would go for 12-16 weeks. While that trial system is being tested, ALD would consider adding lockers at the other branches.

Sally Daigle asked about maintenance of the lockers and installing them in areas around the community besides the libraries. Anthony responded that

installing in community areas is part of the plan and the locker systems will also provide wifi; therefore, the community engagement team will identify strategic locations where wifi is needed for the external lockers. Anthony also explained that maintenance will be included in the initial contract and there will be a maintenance expense beyond that.

Bill Shaw asked whether patrons can request which lockers their materials are placed in. Anthony said he will ask the vendor.

Rachel Bandy expressed concern about security around the lockers and recommended that ALD consult local, state and federal law enforcement. Katie Schroeder also stated that there are concerns about patrons picking up materials alone when the library is closed.

Oli Sanidas stated that the desire is to implement the locker system right away in preparation for inclement weather. Rachel stated she would like more information around security with other locker systems in the community and recommended that ALD reach out to local and state law enforcement to find out.

Sally Daigle suggested that the board table the item for a week to allow the security team to send the board the information about security implications and then a short special meeting could be called next week to take this item to a vote.

Cam confirmed that the options are to wait to vote until the next meeting in September or call a special meeting. Oli Sanidas stated that the decision could be pushed to the meeting in September—the urgency is to try to beat the cold weather.

Steve Oliver stated that there are three board members who have expressed they would like more information on security implications before voting.

Rachel will work with Oli Sanidas, Anthony White, and Jose Ortiz, Manager of Facilities and Security, on collecting the necessary security information.

The item was tabled.

APPROVAL OF REALLOCATON OF FUNDS TO UPGRADE THE HVAC SYSTEM:

Sally Daigle moved and Rachel Bandy seconded to approve the reallocation of funds to upgrade the HVAC system as presented. The motion passed.

APPROVAL OF REALLOCATION OF FUNDS TO INSTALL LOCKERS: This item was tabled. If the information can be collected in two weeks, a special meeting will be scheduled.

LEGAL STATUS REPORT: Cameron Richards stated there was nothing to report.

There being no further business, Sally Daigle moved to adjourn the meeting. Bill Shaw seconded the motion and Steve Oliver adjourned the meeting at 8:35 p.m.

9/18/20

Date Approved

Rachel Bandy, Deputy Secretary