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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

September 15, 2020

Virtual meeting via Zoom

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

**MEMBERS ABSENT:** Katie Schroeder

**PUBLIC:** IB (Zoom identifier)

**OTHERS ATTENDING:** Cameron Richards, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Jessica Sidener, Director of Marketing and Community Relations; Linda Speas, Director of Library Operations; Kim Collie, Director of Project Management Office; Cynthia Kiyotake, Library Manager; Kathleen Robertson, Supervisor; Nicole Wilhelms, Library Manager; George Selke, Library Specialist; Hayley Presley, Library Specialist; Iliana DuBois, Library Specialist; Julie Heffernan Manco, Library Specialist; Nadia Kobzeva, Library Specialist

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

Corrections to the agenda: item #7 is not intended for this meeting.

#### **APPROVAL OF MINUTES No. 782 and 783:**

Theresa Mehringer asked a question about the resolution for the approval of financing the Kelter project. The language in the minutes states financing *the balance* of the Kelter building project. It is slightly inconsistent with the current resolution. Cameron Richards stated the language should be OK.

Theresa asked to amend minutes #782, under the section "Approving for Financing Kelter", the 3<sup>rd</sup> paragraph: where it says "interest rates are so low", insert: "coupled with the uncertainty of COVID-19 and the Gallagher amendment", then change "no brainer" to "this is the safest option".

Rachel Bandy moved to approve the Minutes #782 from the August 18, 2020 Board Meeting with the revisions discussed and Minutes #783 from the September 2, 2020 meeting. Theresa seconded the motion and the motion passed.

**CONSENT AGENDA:** Bill Shaw 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: Natalia Devlin
- Approval of the separation of: Sam Nguyen, Ellie Kerry, Lisanna Parkhurst, Aaron Schmidt

**RESOLUTION AUTHORIZING AND APPROVING A SITE LEASE AND LEASE PURCHASE AGREEMENT AND THE KELVER REIMBURSEMENT RESOLUTION:**

The resolution is approving:

- A. Lease purchase agreement – This is the lease purchase agreement between ALD and the bank (Truist Bank).
- B. Site lease – This is the site lease between ALD and the bank (Truist Bank).

Rachel Bandy asked about the signature line listing her as "Secretary". Cam Richards stated that they corrected them in the final versions of the resolutions.

Bill Shaw moved and Theresa Mehringer seconded to approve the Resolutions as presented. The motion passed.

**APPOINTMENT OF BUILDING AUTHORITY DIRECTORS:**

Rachel Bandy moved and Theresa Mehringer seconded to approve the reappointment of Jeanne Davies as the secretary until the next annual meeting in April 2021 as presented. The motion passed.

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

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

**BOARD PRESIDENT REPORT:** Steve Oliver reported that there was a member of the public who attended the last meeting who expressed that they would like the libraries to be more open than they currently are. He has also seen similar feedback online.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported that the library district has evolved since the last board meeting. The branches are now open for library by appointment. ALD is pretty late in opening in comparison to other libraries, but there are some others like Denver that are not open yet. ALD began reopening with computers by appointment. Now there is also library by appointment as well as Park and Pickup. Library by appointment has open blocks of time where patrons can make an appointment to browse materials. There are also walk-in appointments available. After each time block, the libraries close briefly for cleaning. There is a limit to the number of patrons in the buildings at a time. For those who are not making appointments, staff is getting the patrons' contact info so ALD can participate in contact tracing. ALD's meeting rooms, study rooms, café services and live events are still not available. Patrons have given feedback that they love Park and Pickup services.

Bill Shaw stated that he received a notification that one of his holds was available for park and pickup, but there were no appointments available for 10 days to pick it up. He reserved a library by appointment spot so that he could pick up his materials sooner and expressed concern about taking up an entire library by appointment spot. Oli responded that even if Bill was only in the library for 10 minutes, other patrons would still be able to use the library during that spot because the staff is monitoring the number of people in each building and adjusting to allow more to enter.

Rachel Bandy made a Park and Pickup appointment to pick up her materials and mistakenly arrived a week early. She said the Koelbel staff was able to pivot and get her materials to her and didn't even mention her mistake.

Oli stated he does not have a timeline for the next evolution of reopening, but it's being worked on. The level of gratitude from the patrons has been felt. And there have been compliments on the smoothness of the operation and the prioritization of safety. Oli commended the staff on their handling of everything.

Bill Shaw asked if the staff is feeling safe now that the libraries are open. Oli responded that he was not sure, and Linda Speas is holding feedback sessions for the staff to check in with them.

Linda Speas stated that staff collaboration was intentionally included in the reopening plan. Kelter and Davies opened a few weeks earlier and the staff feedback from those libraries was very positive. Bill congratulated the leadership team for making sure the staff is being and feeling heard.

Oli asked for feedback from the board on the strategic plan before it is presented at the October meeting.

**LEGAL STATUS REPORT:** Cameron Richards asked if the board had questions on the Kelter financing project. There were no questions.

Rachel Bandy asked if anyone attended the conference where Dorothy Pisel was honored posthumously. Oli and Linda stated they were not aware if any of the staff attended. Linda said the award ceremony was recorded and she would forward the link to the board.

There being no further business, Bill Shaw moved to adjourn the meeting. Theresa Mehringer seconded the motion and Steve Oliver adjourned the meeting at 6:42 p.m.

10/22/20

Date Approved



Rachel Bandy, Deputy Secretary