
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

October 20, 2020

Virtual meeting via Zoom

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

MEMBERS ABSENT: Sally Daigle

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; Luis Morejon, Director of People Services; Kathleen Robertson, Supervisor; Nicole Wilhelms, Library Manager; Daniel Alvarez, LMS Operations Supervisor; Nadia Kobzeva, Library Specialist; Amber Bales, Administrative Assistant; Irina Bass, Library Specialist; Jane Crawford, Library Specialist

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

APPROVAL OF MINUTES No. 784:

Theresa Mehringer moved to approve the Minutes #784 from the September 15, 2020 Board Meeting. Katie Schroeder seconded the motion and the motion passed.

CONSENT AGENDA: Bill Shaw moved and Theresa Mehringer 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: Ben Welker, Susan Moran

BOARD RENEWALS AND RECRUITMENT:

The board will be recruiting to fill Dorothy Pisel's position, but it has been difficult in the past to get responses to the advertised positions during the months of November and December, so the ad will be posted after the first of the year.

Katie Schroeder's and Rachel Bandy's terms expire in February 2021 and will be eligible for renewal.

Rachel asked if the renewal of a trustee's term can be opposed. Oli explained that based on ALD's intergovernmental agreement with the county commissioners, the commissioners can approve or not approve renewals. If a renewal was not approved, ALD could resubmit the same trustee for approval.

Rachel asked if a member of the public can stop the renewal of a trustee. Cameron Richards explained that the decision ultimately lies with the ALD board.

APPOINTMENT OF FRIENDS FOUNDATION DIRECTORS: In accordance with the Bylaws for the Arapahoe Library Friends Foundation, which state that Foundation Directors shall be appointed by the Board of Trustees of the District, Oli Sanidas, President of the Friends Foundation, recommended a resolution to approve the Arapahoe Library Friends Foundation Board of Directors: Lisa Snyder, Chair; Katie Schroeder, Vice-Chair; Molly Aschenbrenner, Executive Vice-Chair; Oli Sanidas, President; Jennifer Mahin, Treasurer; and Marie Greene, Secretary. The Friends Foundation annual meeting was Thursday, September 10.

Rachel Bandy moved and Katie Schroeder seconded to approve the appointment of the Friends Foundation Directors as presented. The motion passed.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Katie Schroeder 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 he was not aware that there is a ballot dropbox at Koelbel. Jessica Sidener explained that through ALD's partnership with the county, a contractual agreement was reached to provide the space for the election. Steve thanked the ALD team and said it was a great public service to have the ballot dropbox available at Koelbel.

PRELIMINARY BUDGET & STRATEGIC PLAN REPORTS: Jennifer Mahin reported that creating a budget this year was tricky. ALD usually gets notification of the expected property tax revenue in July, which allows time for the budget to be created before the draft is submitted to the board in October. This year, ALD did not receive the notification letter until October, making it difficult to plan the budget. The letter, received last week, did not have as much of a decrease as expected. The managers and directors had begun planning the budget very conservatively with the assumption that the Gallagher amendment will not be repealed during the election. Another assumption that historically has been made for the purposes of planning the budget is the county would not collect 1% of property taxes. This year, due to COVID-19, the finance department assumed that 5% of property taxes would not be collected.

Theresa Mehringer asked how it was decided on assuming a 5% reduction in property tax revenue. Jennifer explained that it had been based on hearing from the county that they were behind in collecting property taxes by 3.6%. There was concern that the effects of COVID-19 on the economy may more strongly impact ALD in 2021, so the finance department decided to use 5% as the assumed decrease in revenue.

Under the Grants and Contracts section of the budget, ALD has a contract with the Arapahoe County Jail for \$300,000, but the budget for next year assumes less than that will be received. There has been no indication that ALD would receive less, but the decision was made in an effort to be conservative. There are some other areas in the budget where similar decreases were assumed and those areas may be adjusted before the final budget is submitted for approval.

Patron revenue has been conservatively budgeted at 50% of previous years' budgets because much of that revenue comes from café services and the cafes have been closed due to COVID-19.

There is a budgeted merit increase in the salary expenses section of the budget. The salary budget is typically created based on the assumption that ALD will be fully staffed for the entire year, so more than likely, ALD will come in under budget in that area.

2020 training expenses went down because there has been little travel due to COVID-19 and also because the cost for virtual training is normally less than live training.

There is an increase in the facilities and maintenance area of the budget because there have been increased costs in cleaning due to COVID-19.

The budget for security is being increased because the Kelter building will be larger than the old library and more security will be necessary.

ALD budgeted less for materials, but more for electronic materials for next year. The library materials manager watches trends in materials and makes adjustments to the budget accordingly. Due to COVID-19, the trend for electronic materials has gone up.

Bill Shaw asked where the lockers and the HVAC augmentation expenses are accounted for in the budget. Oli Sanidas explained that the security budget had already been increased in 2020 and will cover the increased security around the lockers. Jennifer explained the lockers and HVAC expenditures are in the project fund.

Bill asked where the costs for the increased delivery and mailing of materials to patrons are accounted for in the budget. Jennifer explained that they are in the project fund. She went on to explain that several expenditures that are planned are in the project fund. Some of the projects discussed with the board may not impact the 2021 budget if they are not implemented until 2022. The project fund is approximately \$3.7 million.

The payroll and benefits category will likely change before the final budget is submitted.

The change in health insurance providers will be decided soon, so the budget in the self-insurance section will change. Luis Morejon reported that the cost of the current provider has been increasing and his team explored ways to save costs in health insurance. The provider that ALD is changing to uses a model that allows consumers more decision-making abilities in the services they use and the costs for those services.

Bill Shaw asked whether it was taken into consideration that there may be a surge in elective health services. He noted the budget is barely 3% above the budget from 2019. Jennifer explained that the surge may have already begun and the number in the budget will likely change before the final budget is submitted. Oli Sanidas also stated that there will be a cost savings with the new provider, which is reflected in the budget.

Bill Shaw asked where workers comp expenses is included in the budget. Jennifer responded that it's in the payroll section.

The debt services fund reflects the Certificates Of Participation (COPs).

Oli Sanidas reported that the strategic plan that was submitted is close to being final. He thanked Bill Shaw and Rachel Bandy for their help in writing the draft. He encouraged the board to contact him with questions.

BOCC PRESENTATION ASSIGNMENTS: Oli Sanidas suggested to the board that because the year has been unusual and there have been many changes to ALD's operations, he, Jessica Sidener and Linda Speas could take the lead in the presentation to the Arapahoe County Board of County Commissioners, unless the board prefers to do the presentation. In that case, the directors could take time to get them up to speed on the changes that were made. Steve Oliver stated that he would be happy to allow the directors to take the lead in the presentation. Theresa Mehringer stated she was happy to listen rather than present.

Oli also stated that it's possible there may be some pushback at the presentation about the timing of when ALD reopened. If it comes up, his response will be that ALD was committed to safety around COVID-19. Steve Oliver pointed out that the County buildings are not yet fully open yet either. Rachel Bandy suggested that the response include all the new and expanded services ALD offered to the patrons.

The presentation is scheduled for after the November board meeting, so Oli said he would share the presentation with the trustees at the board meeting.

NOVEMBER IN PERSON PUBLIC HEARING: Steve Oliver explained that the November meeting must be a public hearing to approve the budget. Steve asked Cameron Richards, ALD attorney, how an in-person public meeting can be held without putting anyone at risk in regards to COVID-19. A quorum is required to approve the budget. Oli met with Steve and Katie Schroeder and it was suggested that the meeting could be held outside and during the day. It was also discussed with the ALD directors and it was decided that the ALD Support Services building would be the easiest place to hold the meeting. The question for Cam was whether the meeting should also be available virtually.

Cameron stated that the best legal recommendation is to hold the meeting with an in-person quorum of board members in a public place, though members of the public can attend virtually. It was noted that many other public entities are holding their meetings virtually due to COVID-19 and the current public health environment makes public meetings a challenge.

Oli stated that if the meeting was held in person outside, the biggest challenge would be getting enough trustees at the meeting for a quorum in the middle of

the day. There would also be a technological challenge with how to broadcast the meeting in that environment.

Rachel Bandy stated her concern that the board may be setting a precedent in deciding which meetings are important enough to hold in person when the previous meetings during COVID-19 have all been held virtually.

Bill Shaw asked if the meeting was held in person, what COVID-19 measures would be required? Cam responded that social distancing, masks, and other COVID-19 requirements should be followed in any circumstance.

Steve recommended that the November board meeting and public hearing be held virtually like all the previous board meetings since COVID-19 started. He stated that the potential downside of risking people's health at an in-person meeting exceeds the potential downside of a member of the public complaining about the meeting being held virtually.

The rest of the board was in agreement and wanted it noted that the decision was made in the interest of health and safety.

Steve announced the agenda called for an executive session for the purposes of receiving legal advice. By motion, second and unanimous vote the board moved into executive session at 7:37 p.m. pursuant to § 24-6-402(4)(b) for the purposes of receiving legal advice concerning State, Tri-County Health, and City of Denver mask requirement implementation.

The board returned from the executive session at 8:13 p.m. Steve announced the board had been in executive session pursuant to § 24-6-402(4)(b) for the purposes of receiving legal advice concerning State, Tri-County Health, and City of Denver mask requirement implementation. No policy, position, resolution, rule or regulation was adopted and no formal action was taken during the executive session.

Bill Shaw made a motion to support the District's current COVID-19 specific Code of Conduct guidelines, including the requirement to wear masks, with the direction that ALD staff continue to evaluate and make adjustments as public health guidance and circumstances change. Rachel Bandy seconded and the board approved the motion unanimously.

There being no further business, Steve Oliver adjourned the meeting at 8:15 p.m.

Date Approved

Rachel Bandy, Deputy Secretary