
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 19, 2021

Virtual meeting via Zoom

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

MEMBERS ABSENT:

PUBLIC:

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; Anthony White, Director of Innovation and Technology; Cindy Mares, Manager of Strategic Events; Kathleen Robertson, Supervisor; Holly Whelan, Library Manager; Nicole Wilhelms, Library Manager; Jane Crawford, Library Specialist; Julie Heffernan, Library Specialist; Jan Aleksiewicz, Sr. Events Specialist; Natalie Kuypers, Events Specialist; Shelly Smith, Supervisor of Events and Grassroots Marketing; Ashley Mitchel, Events Specialist; Nicole Dumville, Events Specialist; Emily Doyle, Events Specialist; Heidi Tingey, Events Specialist; Amie Stapleton, Events Specialist; Nadia Kobzeva, Library Specialist; Frances Beard, Library Specialist

Steve Oliver opened the meeting at 5:33 p.m.

Oli had one addition to the consent agenda. He read it aloud at the meeting. It stated:

Renew Contract for the Learning Source for the period Jan 1 - Dec 31, 2021 will be \$103,006.76. The Learning Source provides English Language Acquisitions (ELA) classes and English Conversation Circle (ECC) sessions at Smoky Hill, Sheridan and Eloise May libraries. The classes are offered virtually during the pandemic and we hope that at some point in 2021 we can go back to offering the classes in person again.

Theresa noted that a topic had been tabled from the November meeting that needs to be discussed at the January meeting. Oli stated he has an update on the topic that he will present during his ED report.

Bill Shaw asked about the resolution to the staff that had been previously discussed. Oli responded that he created a draft of the resolution that he sent to the trustees for review.

APPROVAL OF MINUTES Nos. 786 and 787:

Katie Schroeder moved to approve the Minutes #786 from the November 17, 2020 Board Meeting and #787 from the December 8, 2020 Executive Session. Bill Shaw moved to approve, Theresa Mehringer seconded the motion and the motion passed.

RATIFICATION OF THE EXECUTIVE DIRECTOR CONTRACT: Theresa Mehringer moved and Rachel Bandy seconded to approve the contract. The motion passed.

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

Approval of the Consent Agenda means:

- A. Approval of the hiring of Aaron Schmidt, Tom Salazar
- B. Approval of the separation of Cherie Seawell, Daniel Alvarez, Anna Lazaroff, Zevar Khojazod, Sarah Witkowski
- C. Approval of \$234,048.00 for the Key-People contract which includes all janitorial cleaning district wide, including the bookmobile garage and bus.
- D. Approval of \$130,416.00 for Haynes Mechanical Services for the energy services and mechanical agreement, which include connected digital preventive maintenance, equipment scorecards, insight energy benchmarking, healthy building automation maintenance inspections of the mechanical equipment, cleaning of condenser coils, fan impellers and blades, electrical contacts, burners, pilot and ignitors, cooling towers, basin, sump and floats, chillers, condenser tubes, and belts drives lubrication of moving parts, aligning, tightening and adjusting.
- E. Approval of \$238,709.31 for the lease and commons area maintenance for the Southglenn facility for January-July 2021.
- F. Approval of Comcast Purchase Orders for \$136,000.00. This will cover all reoccurring payments for 2021 to Comcast for all monthly costs of patron internet and all branch connectivity to the Support Services Building.

- G. Approval of CenturyLink Purchase Orders for \$145,000. This will cover all reoccurring payments for 2021 to CenturyLink for all monthly costs of phone and internet services.
- H. Renew Contract for the Learning Source for the period Jan 1 - Dec 31, 2021 will be \$103,006.76. The Learning Source provides English Language Acquisitions (ELA) classes and English Conversation Circle (ECC) sessions at Smoky Hill, Sheridan and Eloise May libraries. The classes are offered virtually during the pandemic and we hope that at some point in 2021 we can go back to offering the classes in person again.

Theresa Mehringer asked whether any of the contracts listed in the consent agenda were new and if there were any price increases to those being renewed. Jennifer Mahin stated that the contracts listed are all renewals and there was an expected nine percent increase for the Southglenn Lease.

Bill Shaw noted that there was a difference between the contract numbers in the consent agenda and the vendors list over \$100,000.00 included in the financial report later on the agenda. Jennifer explained that the vendors list reflects numbers for 2020 and the contracts listed in the consent agenda are for 2021 and that is why the numbers don't match.

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
- Review of 2020 Vendors over \$100,00.00

POSTING FOR THE OPEN TRUSTEE POSITION: Steve Oliver reminded the board that there is a vacant trustee position that needs to be filled. Katie Schroeder explained that the board generally posts the ad for a month. A committee will need to be created to hold the interviews and recommend an applicant to the board for approval. Once there is an applicant chosen, the applicant's name will be submitted to the Arapahoe Board of County Commissioners who will have 60 days to approve it.

Oli Sanidas asked Cam Richards whether the board could use a shared online document to make changes. Cam discouraged it because if the board is discussing qualifications of a candidate, it should be done in executive session.

Rachel Bandy asked whether the board should pursue a candidate that represents the eastern part of the district as Dorothy Pisel did. Cam mentioned that there is an IGA with the Deer Trail School District.

Rachel announced that she and her family will be moving to Minnesota and she will be resigning from the board in May.

Oli asked Marie Greene to record in the minutes that the board needs to figure out how to have bundt cake as is the tradition.

The board decided to ask for volunteers for the committee during the meeting. Bill Shaw volunteered. Theresa Mehringer volunteered. Katie Schroeder volunteered as well. Katie will work with Oli and Marie on the posting for two positions beginning in June.

BOARD PRESIDENT REPORT: Steve Oliver deferred his time to Bill Shaw who had some questions.

Bill Shaw asked about ALD's plans for increased virtual utilization. He asked what ALD plans to focus on. Jessica Sidener responded that ALD plans to expand all the aspects of virtual services. She asked for some time to prepare an overview of different aspects of the digital strategy and present it at a future meeting. Jessica and Oli will work on a timeline for when a marketing presentation will be brought to the board.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reported that the ALD library branches reopened today after a second COVID closure; ALD made a statement about the event at the US Capital two weeks ago; and the new Kelter facility opened.

Linda Speas was at Koelbel today for the reopening and the energy from the patrons was great.

Oli reopened the discussion from a previous board meeting about plaques with trustee names at some of the branches. Oli checked with a previous Executive Director, Eloise May, who said there was no precedent for the practice and there was no historical knowledge for why those plaques exist. Oli suggested that the board set a precedent for any decisions about plaques moving forward and to not make it retroactive. There are pictures of the trustees and the Executive Director at the entrance of many of the branches and the value of having them has been to show there is public oversight of the taxpayer funds that go to ALD. Rachel Bandy mentioned that she has been stopped many times by patrons who recognized her from her photo. Bill Shaw made the distinction that photos at the entrance are not permanent. Oli suggested that

the board could choose to add photos of the trustees who were active at the time of the branch opening, such as Kelter. Sally Daigle stated she likes having her photo in the library as it helps with making a connection with the public and opens a conversation about the library. She also said she likes the idea of a placard recognizing trustees who were involved in the creation of a branch. Oli took notes of the board's feedback and will consider it when he drafts the precedent. He will attempt to have it ready to present to the board during the March board meeting.

LEGAL STATUS REPORT: Cameron Richards reported that the annual administrative resolution that names the meeting dates, confirm consultants, etc. is attached to the legal status report this month.

Bill Shaw moved to approve the annual administrative resolution and Sally Daigle seconded and the motion passed.

PRESENTATION: EVENTS

Jessica Sidener introduced Cindy Mares, the Events Manager. Cindy introduced several of her team members who were in attendance at the board meeting. She also gave an overview of the different events the department oversees. She discussed the changes the team made to offer the events virtually in 2020 in response to the pandemic.

Shelly Smith summarized a few of the virtual events from 2020. She also gave an overview of the grab and go craft kits that the team started offering in April of 2020.

Nicole Dumville led the creation of a craft with the board.

STRATEGIC PLAN REPORT:

Jennifer Mahin highlighted a few things from the strategic plan report. The first was how ALD marketed the virtual events. A second topic was the opening of Kelter and the Friends Explorer Garden there. ALD also did some targeted marketing communications to help job seekers. There was also a Book Bingo event where patrons could speak with six different authors. The ALD website has been updated with an Arabic language page. ALD also held a Happy Moon Year where 70 families attended and celebrated the New Year at noon.

There being no further business, Steve Oliver adjourned the meeting at 7:46 p.m.

2/18/21 _____
Date Approved Rachel Bandy, Deputy Secretary