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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

February 20, 2018

Support Services Building  
12855 E Adam Aircraft Circle  
Englewood, CO

**MEMBERS PRESENT:** Katie Schroeder, President; Isabel McKenzie, Vice President; Jim Morrato, Steve Oliver and Rachel Bandy

**MEMBERS ABSENT:** Dorothy Pisel and Sally Daigle

**STAFF PRESENT:** Oli Sanidas, Executive Director; Jessica Sidener, Director of Marketing and Human Relations; Janel Maccarrone, Executive Assistant; Jill Corrente, Director of Digital and Library Materials Services; Linda Speas, Director of Library Operations; Kim Collie, Director of Project Management Office; Jennifer Mahin, Director of Finance; Cindy Mares, Manager of Strategic Programming; Ginger Mattson, Manager of Strategic Marketing and Communications; Caroline Heinselman, Manager of Human Resources; Holly Whelan, Library Manager; Anthony White, Manager of Web Services; Jose Ortiz, Manager of Facilities and Security; Talia Abdullah, Library Manager; Nicole Wilhelms, Library Manager; Bridget Kiely, Catherine Boddie

**PUBLIC:** Fransen Pittman representatives: Dan Sullivan and Tim Williams  
StudioTrobe representatives: Jared Floyd and Joseph Montalbano  
TAB Teen representatives: Lindsey Parungo and Lauren Smith

**OTHERS ATTENDING:** Cameron Richards, Attorney

Katie Schroeder called the meeting to order at 5:35 p.m.

**ADDITIONS OR CORRECTIONS TO THE AGENDA:** None

**PUBLIC INTRODUCTIONS AND COMMENT:** None

**APPROVAL OF MINUTES No. 752:** Isabel McKenzie moved to approve the Minutes #752 from the January 16, 2018 Board Meeting. Steve Oliver seconded the motion. The motion passed unanimously.

**CONSENT AGENDA:** Katie moved and Isabel McKenzie seconded to approve the hirings and separations on the Consent Agenda and the motion passed

unanimously. A Resolution to approve the amended 2017 Budget will be presented at the March Board Meeting.

Approval of the Consent Agenda means:

- Approval of the hiring of Leo Lai, Alexandria Beardsley, Amanda Fager, Soumia Abed, Julia Takhusheva, Benjamin Fuller, Elizabeth Houtz, Jacqueline Solat and Megan Morning
- Approval of the separation of Colleen Sanderlin, Sarah Brown, Nick Taylor, Krystal Garcia and Joseph Honsberger

**ELOISE MAY LIBRARY EXPANSION UPDATE:** Representatives from design firm Studiotrope provided a status update on the addition/remodel project currently underway at the May Library. The completion of the project is targeted for June.

**TAB PRESENTATION:** Teen librarians, Catherine Boddie and Bridget Kieley, updated the trustees on what the ALD's **T**een **A**dvisory **B**oard is all about. TAB Teen representatives, Lindsey Parungo and Lauren Smith shared why the Teen Advisory Board plays an important role in their lives.

### **POLICIES:**

#### Makerspace Policy – First Reading

The Makerspace Policy was created to highlight some of the unique services that we provide in that space. The policy addresses access, safety, and other library policies that govern all of ALD's facilities and services.

#### Reservable Spaces – First Reading

Several changes were made to the Reservable Spaces Policy (formerly the Meeting Room Policy) to update it:

- The phrase "meeting rooms" was changed to "reservable spaces" as we offer more than just meeting rooms and the term space is more universal.
- Electronic smoking devices, tobacco products, and marijuana were added to the list of substances that cannot be used in the library to make it consistent with ALD's Patron Code of Conduct.
- We have added that only service animals, emotional support animals, and animals involved in library programs are allowed in our reservable spaces to make it consistent with our Service Animals in the Library guidelines.
- Language was added about the expectations of the condition of the spaces when patrons leave.

### Fines and Fees – First Reading

The phrase stating that we assess late charges for overdue items was removed and information about when and why that decision was made was added.

The Makerspace Policy, Fines and Fees Policy and the Reservable Spaces Policy will be presented for second reading with suggested revisions from the trustees at the March 20 Board Meeting.

### **REPORTS:**

#### **Legal Report:**

Legal counsel reported that a resolution will be presented in March stating that due to the closure of the Tri-County Tribune, the District will use the I-70 Corridor Scout for the budget notices.

#### **Trustee Reports:**

- Katie Schroeder was happy to announce that she took her son to the children's section of the library for the first time.
- Isabel McKenzie shared that she found an old cassette tape with her mom singing lullabies to her when she was a child. She took the tape to the library and transferred them to a CD. She was happy that she could now share the CD with her sister who is expecting her first child. While attending the ALA Mid-winter conference she went to the Bill Nye the Science Guy presentation. She also reported that the auditors recently interviewed her for the audit.
- Rachel Bandy asked if the libraries are increasing security in response to the recent school shootings.
- Steve Oliver reported that a few weeks ago his wife attended a movie at the Koelbel Forum and thoroughly enjoyed it. He also attended an Active Minds program at the Smoky Hill Library.

#### **Directors Reports:**

- Oli Sanidas talked about the Southglenn Library lease which is up for renewal in 2019. He is working with the legal team on lease terms and they should have a recommendation for the board at the March Board Meeting.
- Jill Corrente highlighted website navigation header changes launched on February 1. She was also happy to report that the Exploration Passes have been expanded, adding 3 passes to the Denver Museum of Nature and Science and 2 passes to the Wings Over the Rockies Air and Space Museum.
- Jessica Sidener was thrilled with the recent visit from author A.J. Finn. The evening featured a free copy of his book, *The Woman in the Window*, for all 174 attendees, a book signing and light refreshments. Kudos to Cindy

Mares and the programming team who do a fabulous job! She also celebrated Ginger Mattson and Michelle Cingrani for the recent 9news coverage regarding the new policy of no longer collecting overdue fines on library materials including waives on all past-due fines for materials that have been returned. Jessica also shared that the senior librarians are inviting patrons of all ages, especially seniors, to participate in the Exploration Challenge, January 2 – June 1. The contest encourages library card holders to discover the wealth of services and resources they have access to at their fingertips.

- Linda Speas reported that the new Diversity and Inclusion Outreach Specialist position has been filled internally with Elena Cabodevilla. She also introduced Nicole Wilhelms, Manager of the Castlewood and Southglenn Libraries. Linda shared that during the month of January and continuing into February, all Library Operations departments have been introduced to the 2018 strategic plan.
- Kim Collie updated the trustees on the progress of the project management office.
- Jennifer Mahin reported that a resolution to accept the draft 2017 financials will be presented to the board in March.

#### **STRATEGIC PLAN BRIEF:**

As part of the due diligence process for the land evaluation in Byers, a preliminary meeting was set with the water board in Byers to discuss possible water and sewer options for the identified piece of land. Linda Speas will update the trustees as more information becomes available.

#### **LET'S FIND OUT...HOW WE DID:**

No comments

#### **MONTHLY STATISTICS:**

No comments

#### **COMMUNITY CONVERSATIONS:**

No comments

**UPCOMING MEETINGS:** The March Board Meeting will be held at the Support Services Building, 12855 E Adam Aircraft Circle, on Tuesday, March 20, 2018 at 5:30 p.m.

#### **EXECUTIVE SESSION:**

Trustee Katie Schroeder announced the agenda called for an executive session pursuant to Section 24-6-402(4)(f), C.R.S., for purposes of discussing personnel matters.

Upon announcement and by motion duly made, seconded, and by unanimous vote, the Board entered executive session at 7:48 p.m.

At 8:57 p.m. the Board of Trustees reconvened in public session. Trustee Katie Schroeder announced the Board had been in Executive Session pursuant to §24-6-402(4)(f), C.R.S., for purposes of discussing personnel matters. The Board did not take formal action nor did it adopt any policy, position, rule, or regulation.

There being no further business, Isabel McKenzie moved to adjourn the meeting. Katie Schroeder adjourned the meeting at 8:59 p.m.

3-20-18

Date Approved

Dorothy Pisel

Dorothy Pisel, Secretary