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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

March 20, 2018

Support Services Building  
12855 E Adam Aircraft Circle  
Englewood, CO

**MEMBERS PRESENT:** Katie Schroeder, President; Dorothy Pisel, Secretary; Jim Morrato, Steve Oliver, Rachel Bandy and Sally Daigle

**MEMBERS ABSENT:** Isabel McKenzie

**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; Kim Collie, Director of Project Management Office; Jennifer Mahin, Director of Finance; David Britt, Manager of Library Material Services; Anthony White, Manager of Web Services; Louise Richey, Manager of Community Partnerships; Jason McBride, Manager of IT Infrastructure; Kathleen Robertson

**PUBLIC:** Bill Shaw and Rhonda Livingston

**OTHERS ATTENDING:** Cameron Richards and Elizabeth Dauer, Attorneys

**PROGRAMMING PRESENTATION:** Shelly Smith, Jan Aleksiewicz, Becca Postma, Kara Seal, Victoria Brown, Michael Fleming, Amie Stapleton, Natalie Kuypers and Donna Geesaman presented a review of 2017 Programming to the trustees.

Katie Schroeder called the meeting to order at 6:07 p.m.

**PUBLIC HEARING:** Jim Morrato moved to enter the public hearing and Sally Daigle seconded the motion. Oli Sanidas announced that the 2017 budget amendment and public hearing notice was published in *The Villager* and the *Littleton Independent*, and the *I-70 Corridor Scout*. Jennifer Mahin presented a resolution to accept the draft 2017 financials. After discussion, Jim Morrato moved to adopt the resolution. Dorothy Pisel seconded and the motion passed unanimously.

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

## PUBLIC INTRODUCTIONS AND COMMENT: None

**APPROVAL OF MINUTES No. 753:** Sally Daigle moved to approve the Minutes #753 from the February 20, 2018 Board Meeting. Rachel Bandy seconded the motion. The motion passed unanimously.

**CONSENT AGENDA:** Jim Morrato moved and Rachel Bandy seconded to approve the Consent Agenda, and the motion passed unanimously.

Approval of the Consent Agenda means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet
- Approval of \$120,000 to Ford Audio-Video Systems, LLC to update the audio and video equipment in the library meeting rooms in 2018
- Approval of \$220,000 for Hoopla increase
- Approval of the hiring of Dennis Caldera, Scarlett Barnhill, Jamie Caulder and Grace Montesano
- Approval of the separation of Kelley Chandler, Dana Shelley and Christine de Carteret

## **POLICIES:**

### Makerspace Policy – Second Reading

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

### Reservable Spaces – Second 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 – Second 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.

Katie Schroeder moved to approve The Makerspace Policy, Fines and Fees Policy and the Reservable Spaces Policy with the suggested revisions to the Makerspace Policy. Steve Oliver seconded and the motion passed unanimously. The revised policies are attached.

## REPORTS:

### **Legal Report:**

Legal counsel reviewed the legal report and answered questions from the trustees.

### **Trustee Reports:**

- Rachel Bandy attended a Storytime at the Southglenn Library with her children.
- Steve Oliver reported that he attended an Active Minds program and he is planning to attend an upcoming movie program.
- Dorothy Pisel recently began attending the book club at the library and is enjoying it.

### **Directors Reports:**

- Oli Sanidas reminded the trustees to please contact Oli or Janel before the board meeting with any questions or concerns regarding the monthly board packets. He updated the trustees on some of the recent meetings he attended this month and shared some interesting ideas coming up in the community. At the Metro Library Directors meeting there was a presentation regarding the SMART City Alliance and how libraries can participate. At the ALA mid-winter conference he attended a session on "Are Libraries Neutral?" This is a big conversation in library land at the moment and he shared an article with the group from that session.
- Jill Corrente welcomed Kirstin Canfield to the position of Supervisor of Tech Specialists. Jill also highlighted the story of how staff recently used the digitization station to help a patron submit his information to the Pakistani consulate in order to keep his visa.
- Jessica Sidener highlighted the social media campaign and how it has been successful in building awareness of how many resources we offer to the community. She was pleased to announce the success of the launch of the first video. Jessica announced a new partnership with the Museum of Outdoor Art and asked the trustees to please go see "The Mad Tea Party" and "The Walrus and the Carpenter" outdoor art at Smoky Hill Library and coming soon to the Koelbel Library, "Estacas."
- Kim Collie updated the trustees on the progress of the project management office and reviewed the project charter.

**STRATEGIC PLAN BRIEF:**

No comments

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

No comments

**MONTHLY STATISTICS:**

No comments

**COMMUNITY CONVERSATIONS:**

No comments

**UPCOMING MEETINGS:** The April Board Meeting will be held at the Sheridan Library, 3425 W. Oxford Avenue, Denver on Tuesday, April 17, 2018 at 5:30 p.m.

The annual study session with the Arapahoe County Commissioners has been scheduled on Monday, April 23 at 2 p.m. at 5334 S. Prince Street, Littleton.

There being no further business, Dorothy Pisel moved to adjourn the meeting. Katie Schroeder adjourned the meeting at 7:27 p.m. At the conclusion of the meeting the directors and trustees toured the Makerspace at the Castlewood Library.

4-17-18

Date Approved



Dorothy Pisel, Secretary



## MAKERSPACE POLICY

Arapahoe Libraries provides open access to all forms of educational, cultural and recreational information, which includes ideas and the free expression of all points of view. To ensure these principles are accessible to the community, Arapahoe Libraries features Makerspaces, which are public workshops dedicated to hands-on learning and creating for all ages. Makerspaces offer a wide variety of cutting-edge and traditional equipment and tools, as well as classes and programs for guided exploration.

Because our Makerspaces feature equipment and tools that can result in injury if not used properly, Arapahoe Libraries offers regular Makerspace orientation sessions to assist and educate patrons who utilize the spaces.

As defined in the organization's *Employee Safety Manual*, Arapahoe Libraries requires that its employees comply with all applicable safety regulations and affirms that the prevention of accidents and injuries is a priority. Staff are expected to be well versed in safety and emergency procedures and to proactively apply them and direct patrons appropriately.

Arapahoe Libraries staff reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any library policy.

Use of the Makerspace is governed by the same library policies as our other facilities, spaces, and services.

ADOPTED 3/2018





## RESERVABLE SPACES

As a public institution, the Arapahoe Library District provides open access to all forms of educational, cultural and recreational information including ideas and the free expression of all points of view. In keeping with these principles, the Arapahoe Library District provides reservable spaces for members of the local community to meet in to present and exchange points of view on subjects of all kinds.

Reservable spaces are available at no charge to all nonprofit, community and for-profit/business groups, regardless of their beliefs or affiliations. Patrons are not allowed to bring alcohol into the library or use electronic smoking devices, tobacco products or marijuana anywhere in the library. Only service animals, emotional support animals and animals that are a part of a library sponsored program are allowed in our reservable spaces.

Library-sponsored programs take priority over nonprofit, community and for-profit/business groups.

Granting of permission to use library facilities does not constitute endorsement by the Arapahoe Library District Staff or Board of Trustees. Any advertisement or announcements regarding reservable spaces needs to contain our disclaimer: "Granting of permission by the Arapahoe Library District to use library facilities does not constitute endorsement by the Library District staff or Board of Trustees." The Library District, at its sole discretion, reserves the right to revoke reservable space privileges at any time.

Facilities must be left in a clean and orderly condition. Users must pay costs for repair of any damage incurred. The Arapahoe Library District is not responsible for materials or equipment left in library facilities by users.

Use of our reservable spaces is governed by the same library policies and guidelines as all our facilities, spaces, and services.

ADOPTED 10/2003  
REVISED 1/2012  
REVISED 2/2015  
REVISED 4/2016  
REVISED 3/2018



## **FINES AND FEES**

It is the policy of the Arapahoe Library District to collect replacement charges for lost and/or damaged books. Library staff has the authority to adjust or waive charges as appropriate. We no longer assess late charges for overdue items as per the passing of the Fine Free Resolution by the Board of Trustees in April 2017. The change in the overdue fine policy was implemented to eliminate any barriers for our patrons to use our libraries and to access the wealth of materials and resources available. The elimination of overdue fines is another way to serve our community and encourage those who might not regularly use the library to stop by and experience what we have to offer.

The District also reserves the right to assess fees for copies, printed pages, replacement of library cards, use of meeting rooms, returned checks, referral to a collection agency, and sale of selected items for patron use, including, but not limited to equipment, supplies and promotional materials.

Charges levied against ALD for obtaining materials from another institution will be passed on to the patron requesting the materials.

ADOPTED 2/2002  
REVISED 3/2012  
REVISED 3/2018