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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

May 15, 2018

Eloise May Library  
1471 S Parker Road  
Denver, CO

**MEMBERS PRESENT:** Katie Schroeder, Isabel McKenzie, Dorothy Pisel, Jim Morrato, Steve Oliver and Rachel Bandy

**MEMBERS ABSENT:** 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; Kim Collie, Director of Project Management Office; Jennifer Mahin, Director of Finance; Linda Speas, Director of Library Operations; Ginger Mattson, Manager of Communications and Strategic Marketing; Jose Ortiz, Manager of Facilities and Security; David Britt, Manager of Library Material Services; Anthony White, Manager of Web Services; Jason McBride, Manager of IT Infrastructure and Digital Services; Holly Whelan, Library Manager; Nicole Wilhelms, Library Manager; Tania Beck, Andrew Gagnon, Jessica Fredrickson, Natalie Siciliano, Shell Shields

**PUBLIC:** none

**OTHERS ATTENDING:** Cameron Richards and Elizabeth Dauer, Attorneys Jared Floyd and Joseph Montalbano, Studiotrope representatives

Katie Schroeder called the meeting to order at 5:40 p.m.

**ADDITIONS OR CORRECTIONS TO THE AGENDA:** Addition to the Consent Agenda: Approval of \$215,154.00 to Ford Audio-Video Systems, LLC to update the audio and video equipment in the library meeting rooms in 2018

**PUBLIC INTRODUCTIONS AND COMMENT:** None

**APPROVAL OF MINUTES No. 755:** Dorothy Pisel moved to approve the Minutes #755 from the April 17, 2018 Board Meeting. Isabel McKenzie seconded the motion. The motion passed unanimously.

**CONSENT AGENDA:** Jennifer Mahin reviewed the financials with the trustees. Jim Morrato moved and Isabel McKenzie seconded to approve the Consent Agenda and the financials as presented. 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 \$215,154.00 to Ford Audio-Video Systems, LLC to update the audio and video equipment in the library meeting rooms in 2018
- Approval of the hiring of Ruben Allen, Rebekah Largent, Laura Reed, Julie Heffernan, Theodore Mashburn, Brian Bowinski
- Approval of the separation of Joel Poppleton

**SUMMER READING VIDEO:** Jessica Sidener highlighted the summer reading video that was presented to the trustees. The video will be shown at the Southglenn theater during family friendly movies through July.

**PMO PRESENTATION:** Kim Collie, Jason McBride and Anthony White joined in an exercise to illustrate how project prioritization is progressing and its impact on our work so far. The presentation emphasized how working on projects felt before and after PMO steps were in place. They highlighted a case study – getting the Creative Specialist role up and running.

### **POLICIES:**

#### **Board Member Expenses Policy - Second Reading**

The Fines, Fees and Penalties section has been updated to reflect the fact that we no longer assess fines for overdue items but do assess replacement costs for items not returned. Katie Schroder moved to approve the policy with the suggested revisions from the directors. Rachel Bandy seconded and the motion passed unanimously. The policy is attached.

### **REPORTS:**

#### **Legal Report:**

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

#### **Trustee Reports:**

- Katie Schroeder attended staff day and enjoyed the staff presentations.
- Dorothy Pisel was excited to report that ground was broken on the new Deer Trail school. She has also been participating in the adult reading program at the Davies library and is enjoying it.
- Rachel Bandy reported that her preschooler came home with the summer reading flyer and she will be registering for the program this week.

- Steve Oliver attended the Cynthia Swanson event and he and his wife were pleased with the response from the volunteers who attended.

### **DIRECTOR'S STRATEGIC PLAN REPORT:**

- Oli Sanidas reported that Staff Day was a success. The staff presentations were inspiring and the feedback that we have received has been positive. He updated the trustees regarding the recent Executive Director Retreat that he attended in Estes Park. Oli gave a brief update on the Gallagher amendment, saying that there is a state legislative committee studying the effects of Gallagher and exploring options over the summer. Jennifer Mahin will provide an overview of the specific effect on our budget at our June meeting. The trustees were invited to tour the children's area of the Eloise May Library immediately following the meeting.
- Linda Speas highlighted The Equity Project reporting that Dr. Nita Mosby Tyler has been selected as the consultant. Initial training has been scheduled with the Leadership Council team and she will also meet with the inclusivity guild. Dr. Nita will attend the board meeting in August and answer any questions the trustees may have.
- Jill Corrente reported that an advisory page for graphic novels was added to the website in April featuring staff-created lists and blogs, online resources and a promotion for the Adult Graphic Novel Book Club offered once a month.
- Linda Speas also announced that the concept library at the Castlewood Library is being invigorated. The goal of the "concept library" is to learn how Arapahoe Libraries can better serve its community. Nicolle Wilhelms is working closely with Kim Collie to see how to best try some of the ideas that staff come up with and will be reporting to the board at an upcoming meeting.

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

No comments

### **MONTHLY STATISTICS:**

No comments

### **COMMUNITY CONVERSATIONS:**

No comments

**UPCOMING MEETINGS:** The June Board Meeting will be held at the Support Services Building on Tuesday, June 19, 2018 at 5:30 p.m. and will include a study session for the trustee self-evaluation.

There being no further business Katie Schroeder moved to adjourn the meeting.  
The meeting was adjourned at 7:00 p.m.

6/25/18

Date Approved

Katie Schroeder

~~Dorothy Pisel, Secretary~~  
Katie Schroeder, President



## BOARD MEMBER EXPENSES

Colorado Library Law states that a trustee shall not receive a salary or other compensation for services as a trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the public library fund. In addition, members of the Board of Trustees of the Arapahoe Library District (ALD) shall have the following expenses covered during their tenure on the Board of Trustees:

**Fines, fees and penalties:** Although there are no fines, materials will still have the usual due dates and timely return of library materials is expected. Replacement fees will be assessed for lost or damaged items.

**Copying:** Trustees may have free use of the library copiers for District-related business and for personal use up to 10 copies per month.

**Faxing:** Trustees may have free use of the library's fax machine for local faxes.

**Name Tags and Business Cards:** Upon appointment, each trustee will receive a Library District name tag. If requested, Library District business cards will also be provided.

**Mileage:** If requested, ALD will pay mileage to and from Board meetings. (This is primarily intended to cover the cost of travel incurred by the trustee driving from the Byers/Deer Trail area.)

**Photograph:** ALD will pay for a professional photograph of each trustee to be placed in each facility. Additional photos may be purchased for personal use at the trustee's own expense.

**Memberships in Professional Organizations:** ALD will pay the annual expenses for Trustee memberships in Colorado Association of Libraries. By requests, ALD will also pay for individual membership in the American Library Association and the Public Library Association.

**Expenses to Conferences and Seminars:** The District will pay travel and subsistence expenses for Trustees who attend library conferences and seminars, subject to budgetary guidelines determined on a yearly basis.

In addition to covered expenses, Trustees are welcome to attend all Library District sponsored events.

For their protection, each Trustee is also covered by a written indemnification policy adopted under resolution by the Board on 2/21/95.

ADOPTED Sept 1996  
REVISED Aug 2003, June 2012, April 2018