
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

September 18, 2018

Kelver Library
404 E Front Street
Byers, CO

MEMBERS PRESENT: Katie Schroeder, Steve Oliver, Jim Morrato and Dorothy Pisel

MEMBERS ABSENT: Rachel Bandy, Isabel McKenzie and Sally Daigle

PUBLIC: Ed Cain, Sharon Cain, Lamar Brown, Sara Brown, Beverly Brown, Karen Page, Bill Page, Peg Sale, Nancy Lerone, Vivian Clark and Steven Vetter
Several of these members of the Byers community expressed interest in the proposed size of the Byers Library project. There was also some concern regarding the cost for the single stall bathroom at the Castlewood Library.

OTHERS ATTENDING: Cameron Richards and Elizabeth Dauer, Attorneys

STAFF PRESENT: Oli Sanidas, Executive Director; Janel Maccarrone, Executive Assistant; Jennifer Mahin, Director of Finance; Jessica Sidener, Director of Marketing and Human Relations; Jill Corrente, Director of Digital and Library Material Services; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Cynthia Kiyotake, Library Manager; Nicole Wilhelms, Library Manager; Jose Ortiz, Manager of Facilities and Security; Joshua Mote, Janet Harris, Karen Malone and Julie Ross

Katie Schroeder opened the meeting at 6:00 p.m.

APPROVAL OF MINUTES No. 760: Jim Morrato moved to approve the Minutes #760 from the August 21, 2018 Board Meeting. Dorothy Pisel seconded the motion and the motion passed unanimously.

CONSENT AGENDA: Steve Oliver moved and Jim Morrato seconded to approve the Consent Agenda as presented. The motion passed unanimously.

Approval of the Consent Agenda means:

- Approval of the hiring of Mike McBride, Jenn Decker, Pamela Fisher Mendoza, Ally Fripp, Sabrina Adame and Stephen Kaire

- Approval of the separation of Jon Zulanas, Elizabeth Ramey, Kelsey McLane, Stephen Kaire, Molly Hudson and Ben Fuller
- Approval of \$179,525 for Alliance Construction Solutions to renovate the current restrooms at Smoky Hill and for the addition of a single-stall restroom next to the conference rooms

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees. Jim Morrato moved and Dorothy Pisel seconded to approve the Financials as presented. The motion passed unanimously.

Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

CASTLEWOOD AND BYERS LIBRARIES REMODEL PRESENTATION:

Linda Speas and Jennifer Mahin presented information about the two large capital projects proposed for the 2019 budget; a complete remodel of the Castlewood Library and a new library in Byers. Linda presented the proposed outcomes of the projects as well as some background information about the timeline and the identified needs related to each project. Linda also presented some different options for the Byers project that would have short-term and long-term implications. Jennifer presented the financial implications and options for how to pay for the projects.

Following the presentation, Oli asked the Board for their direction on moving forward with the projects. The trustees were asked to consider two options that were presented for the Byers Library:

1. Should the new library be 6,000 square feet or 10,000 square feet?
2. Should the Castlewood Library remodel move forward?

Both projects will take place in 2019 through 2020. When the 2019 budget is presented to the board at the October meeting, \$500K will be included for Byers construction in 2019 and \$2,247,527 will be included for the Castlewood remodel in 2019. Both of these will be funded by the project fund or the fund balance. Funding for the Castlewood Remodel and the Byers Library projects for 2020 will be discussed during the 2020 budget process.

Trustees agreed to move forward with the 10,000 square foot plan for the Byers Library at the cost of \$8.2 million and with the Castlewood Library remodel. Trustees were all in agreement that the Castlewood cone should remain in place. The 2019 draft budget will reflect these decisions.

DEER TRAIL CONTRACT REVIEW: Julie Ross provided information to give the board a clear understanding of how Elementary and Secondary students and teachers benefit from our relationship with the Deer Trail School.

POLICIES:

ALA Core Values of Librarianship Policy – second reading:

The directors recommended that the Board adopt the American Library Association Core Values of Librarianship as a policy for the Arapahoe Libraries. The reason for doing so is similar to the Library Bill of Rights, Freedom to Read and Freedom to View policies that previous Boards have adopted. The values should serve as guiding principles for every decision that we make as a public library and adopting the values as a policy will support this decision making moving forward, both internally for staff as well as for the public.

Jim Morrato moved to approve the second reading of the ALA Core Values of Librarianship Policy. Katie Schroeder seconded and the motion passed unanimously. The policy is attached.

Soliciting, Petitioning, Free Speech Policy – second reading:

With a number of recent incidents related to the free speech policy, the directors recommended adding some clarification around what type of free speech zone we offer for the public.

Katie Schroeder moved to approve the second reading of the Soliciting, Petitioning, Free Speech Policy with the suggested revisions by the Directors. Dorothy Pisel seconded and the motion passed unanimously. The policy is attached.

Staff Use of Property Policy – second reading:

The directors changed the Staff Use of Digital Library Property to include physical items, as well. The paragraph from the Employee Handbook was added to the policy.

Jim Morrato moved to approve the second reading of the Staff Use of Property Policy with the suggested revisions by the Directors. Dorothy Pisel seconded and the motion passed unanimously. The policy is attached.

Makerspace Policy – second reading:

The directors further clarified the definition of violating library policies in our Makerspace to include the following phrase: 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 policies, *including creating weapons, obscene materials, or illegal items.*

Jim Morrato moved to approve the second reading of the Makerspace Policy with the suggested revisions by the Directors. Dorothy Pisel seconded and the motion passed unanimously. The policy is attached.

Call Recording and Security Camera Policy – second reading:

Arapahoe Libraries will soon enable call recording software in order to better evaluate incident reports that involve phone calls with patrons who violate the patron code of conduct and to provide employee coaching. This new policy includes the new call recording software as well as our current security camera surveillance.

Katie Schroeder moved to approve the second reading of the Call Recording and Security Camera Policy with the suggested revisions by the Directors. Dorothy Pisel seconded and the motion passed unanimously. The policy is attached.

REPORTS:

Legal Report:

Legal counsel reviewed the legal report including an update on the Byers project and introduced the proposed policy regarding the Disposal of Data Containing Personal Identifying Information and answered questions from the trustees. Second reading for the policy will be in October.

Trustee Reports:

- Steve Oliver attended the book sale at the Koelbel Library and purchased books for his daughter's classroom who teaches in Denver Public Schools.
- Katie Schroeder attended the Koelbel Book Sale. She also encouraged the trustees to join the Friends. She attended the Colorado Association of Libraries Award Ceremony where Arapahoe Libraries was awarded the Intellectual Freedom Award.
- Dorothy Pisel reported that she is monitoring the English classes at the Deer Trail School. They are doing their lessons online because they don't have a classroom teacher. Dorothy requires each of the students to read a book when they are done with their lessons. She was happy to get the *Box Car Children* books for the students to read and enjoy!

Challenges:

No comments

Director Reports:

- Oli Sanidas recently met with Glendale city officials to learn more about the original intent of the Infinity Park partnership and to determine if it was

meeting the expectations of Glendale residents. It was decided to promote the service in the Glendale Newsletter and fix the non-functioning self-check. Glendale was asked to write up a simple IGA to document the service.

- Oli invited trustees to serve as volunteer judges for the upcoming Geek Out Contest. Trustees should expect to spend one to three hours judging the format of their choice.
- Jessica Sidener reported the Summer Reading statistics and highlighted the retention rate of 34% which is exciting because the goal was 35%. She also highlighted the PBS commercial for summer reading stating that we are always looking critically at ways to advertise. We also promoted summer reading on the movie screen at the theater in Southglenn.
- Jill Corrente reported on the Southglenn Library makeover where digital signage has been installed. Construction has taken place at the Southglenn Studio to create a new "Exhibition Space."
- Linda Speas reported on the early literacy program featuring Dr Navsaria who shared current brain research along with practical ways to provide the best start for young children. Attendance was high at both programs and his recommendations were received very well.

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

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

No comments

UPCOMING MEETINGS: The October Board Meeting will be held at the Smoky Hill Library on Tuesday, October 16, 2018 at 5:30 p.m. and will include a presentation from Hays Insurance.

There being no further business Dorothy Pisel moved to adjourn the meeting. Steve Oliver seconded that motion and Katie Schroeder adjourned the meeting at 7:50p.m.

10/16/18

Date Approved

Katie Schroeder

Dorothy Pisel, Secretary



CORE VALUES OF LIBRARIANSHIP

The Arapahoe Library District affirms our commitment to the core values of librarianship as defined by the American Library Association and adopted by the ALA Council on June 29, 2004. Arapahoe Library District will utilize these values to evaluate the services we provide and to help guide future strategy, in order to continue to provide the best possible library services to every patron in our community:

The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are: access, confidentiality/privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, the public good, professionalism, service, and social responsibility.

ACCESS

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. [ALA Policy Manual B.2.1.14 Economic Barriers to Information Access](#)

CONFIDENTIALITY/PRIVACY

Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. [ALA Policy Manual B.2.1.17 Privacy](#)

DEMOCRACY

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves. [Interpretations of the Library Bill of Rights, Economic Barriers to Information Access](#)

DIVERSITY

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve. [ALA Policy Manual B.3 Diversity, Libraries: An American Value](#)

EDUCATION AND LIFELONG LEARNING

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. [ALA Policy Manual A.1.1 Introduction](#)

INTELLECTUAL FREEDOM

We uphold the principles of intellectual freedom and resist all efforts to censor library resources. [ALA Policy Manual B.2 Intellectual Freedom, ALA Code of Ethics, Article II](#)

THE PUBLIC GOOD

ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies. [1998-99 CD#24.1, Motion #1](#)

PRESERVATION

The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship. [ALA Policy Manual B.8.3. Preservation, Preservation Policy](#)

PROFESSIONALISM

The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services. [ALA Policy Manual B.7.1 Graduate Programs in Library and Information Studies](#)

SERVICE

We provide the highest level of service to all library users. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession. [ALA Code of Ethics](#)

SOCIAL RESPONSIBILITY

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate people on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement. [ALA Policy Manual A.1.1 Mission Priority Areas, Goals](#)

Adopted June 29, 2004, by the ALA Council.

Adapted from "Core Values of Librarianship", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/corevalues>

ADOPTED by Arapahoe Library District Board of Trustees on 09/18/2018.



SOLICITING, FUNDRAISING, PETITIONING CAMPAIGNING AND OTHER FREE SPEECH ACTIVITIES ON LIBRARY PROPERTY

SOLICITORS, PEDDLERS AND OTHERS WHO SEEK TO SELL GOODS OR SERVICES OR ENTREAT LIBRARY PATRONS OR STAFF

Solicitation, advertising, promotion, vending, peddling or product sampling is not allowed. The Library District prohibits all such activities in the library, as it may interfere with the use or enjoyment of the library by library patrons. The Arapahoe Library District does not endorse, sponsor or support products, services, persons or groups unless related to library service or management.

The Library occasionally receives requests from patrons or staff to conduct or endorse fundraising events or to provide public space for donation collection boxes. Arapahoe Library District does not sponsor nor endorse the fundraising activities of other organizations, although periodically branch libraries may cooperate with local community charitable groups or service clubs to support community endeavors. Staff fund raising activities directed solely at staff may be conducted in staff offices or lunch areas.

All ALD fundraising will be conducted under the auspices/permission of the Library Foundation. Ideas and suggestions should be sent to the Executive Director.

PETITIONING AND OTHER FREE SPEECH ACTIVITIES ON LIBRARY PROPERTY

Arapahoe Library District offers a limited public forum for free speech activities. In order to ensure normal operations of the library, we enforce the below guidelines related to free speech activities on our property:

Free speech activities are allowed on Arapahoe Library District property in designated areas at a time, place and in a manner approved by the Executive Director or designee.

Free speech activities include, but are not limited to petitioning, leafleting, campaign activities, and the sale or distribution of newspapers. Library walkways and grounds outside library buildings provide appropriate public places for the exercise of the right of free speech, provided the activity does not create a dangerous condition, interfere with access and use of the library,

damage property or create unnecessary maintenance expense for the library.

Those exercising their free speech rights may not engage in the following activities or actions. Violations may result in the revocation of the right to utilize library property:

- Hindering, impeding or blocking the passage of library patrons, employees or visitors;
- Continuing to impose upon, follow, shout at or against, mark for approach by others or otherwise press an issue after having been advised of the patron's, employee's or visitor's lack of interest or opposing viewpoint and desire to be left alone;
- Surrounding or making serial approaches to a patron, employee or visitor;
- Inciting or promoting arguments with or among library patrons, employees or visitors;
- Inciting or promoting imminent acts of violence;
- Presenting, imposing or otherwise impressing upon patrons, employees or visitors obscene materials or materials, photographs or demonstrative exhibits generally offensive in the community; or
- Failure to abide by the time, place and manner of restrictions imposed by the Library.
- Public solicitation of funds is not allowed on library property.
- Promotion of for-profit programs, services or goods is not allowed on library property.

Those exercising free speech rights will limit their numbers to two individuals and shall remain on exterior walkways or grounds. As library settings vary, library managers will determine available areas that are appropriate for the exercise of such rights at each location. Diagrams are available for this purpose at each location owned by the Arapahoe Library District.

Davies and Southglenn libraries are in premises not owned by the Library District and as such are subject to the policies of the property owners.

OUTDOOR DISPLAYS BY THE PUBLIC ON LIBRARY PROPERTY

Unmanned campaign posters, banners, yard signs and other outdoor displays (not sponsored by the Library District) shall not be posted, exhibited or left anywhere on Library District property. Such displays will be removed without notice and disposed of by library personnel.

ELECTION TABLES

The Arapahoe Library District will provide limited election table space in each of its public libraries for the display of campaign materials related to candidates or issues in local and national elections. Community Bulletin Boards may not be used for this purpose.

Such information is part of the reference service provided by the Arapahoe Library District. It does not constitute an endorsement by the library district.

The Arapahoe Library District welcomes the opportunity to serve as an election polling place. If an election table is within 100 feet of the room in which the election is held or is adjacent to where electors walk to an interior polling place, it will be moved or removed in compliance with Colorado statute § C.R.S. 1-5-105(1).

POLITICAL PROGRAMS AND DEBATE

The Library District or other organizations/individuals may schedule political programs or debates to help inform voters about issues or candidates in an election. Appropriate campaign material literature may be distributed by the program/debate participants as part of the program or debate.

ADOPTED 9/2002
REVISED 3/2004
REVISED 9/2008
REVISED 9/2010
REVISED 9/2018



Staff Use of Library Property Policy

LIBRARY PROPERTY

Internet and local network systems, including computer equipment, software, storage media, web browsing, instant messaging, email, telephone and voicemail systems are Library District property and are to be used for business purposes. All data stored on Library District computers is also considered Library District property. Because the Library District is a public organization, data stored on Library District computers is subject to public review under the Colorado Open Records Act. The Library District may access any material in your email or on Library District computers at any time. Although you may select individual passwords, you should not assume that any phone records, electronic communication, storage, or access created or stored on Library District equipment are confidential.

You are prohibited from engaging in any activity that is illegal under federal, state, local or international laws. This includes unauthorized copying of copyrighted materials and installation of any copyrighted software. In addition, the following actions are prohibited at the library, including: introducing malicious programs into the network or server, effecting security breaches, circumventing user authentication, revealing your account password, allowing others the use of your account, logging onto any websites that contain pornographic material or sending emails that contain discriminatory language.

LIBRARY CARD PRIVILEGES AND RESPONSIBILITIES

Along with our patrons, you can enjoy the privilege of holding an employee library card without incurring any fines for overdue materials. However, you are expected to be responsive to due dates and notices, following Library District policies and guidelines. Should your library account involve transactions such as lost items, charges and any exchange of money, these transactions must be handled by your supervisor. You may not override the computer system to renew books that are on hold for other patrons, nor override the computer system to extend due dates or manipulate the system in any other way that circumvents the circulation guidelines.

Scope: This policy applies to employees, contractors, volunteers, temporary employees and other workers at the Arapahoe Library District, including all personnel affiliated with third parties. These rules are in place to protect the Arapahoe Library District and its employees. Inappropriate use exposes the Library District to risks including virus attacks, compromise of network systems and services, and legal issues.

Violations of this policy may lead to disciplinary action.

ADOPTED 3/2009
REVISED 1/2018
REVISED 9/2018



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 policies, including creating weapons, obscene materials, or illegal items.

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

ADOPTED 9/2018



CALL RECORDING AND SECURITY CAMERA POLICY

The Arapahoe Library District strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance. Also, the Library has a telephone system capable of recording conversations. Like many other organizations, this is a standard practice that allows the recording of telephone calls for quality monitoring, training, compliance and safety purposes.

PURPOSE OF CALL RECORDING

Incoming and outgoing calls may be recorded to maintain a high standard of service and protect the security of the public and Library staff.

PURPOSE OF SECURITY CAMERAS

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is worthwhile. The library's video surveillance system shall be used only for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.

SIGNAGE IN AREAS UNDER CAMERA SURVEILLANCE

The public will be notified at the library entrance concerning the use of security cameras, so that library visitors have reasonable and adequate warning that surveillance is or may be in operation.

SECURITY CAMERA LOCATIONS

Reasonable efforts shall be made to safeguard the privacy of customers and employees. Cameras may be installed in locations where staff and customers

would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

RETENTION AND STORAGE OF DIGITAL IMAGES AND RECORDINGS

Video and call recordings shall be kept for a limited amount of time and automatically deleted as system storage capacity dictates. Video recordings of incidents may be retained and reviewed for as long as considered necessary by Library staff. The storage media shall be kept in a secure area.

REQUESTING ACCESS TO DIGITAL IMAGES AND RECORDINGS

Pursuant to state law C.R.S. 24-90-119, Arapahoe Library District is required by law to protect the privacy of all library users. Confidentiality and privacy issues prohibit the public from accessing recordings which may contain personally identifying information about library users. Information may only be released to law enforcement with a valid subpoena or court order. All requests for digital images or recordings by law enforcement will be referred to the Law Enforcement Request for Patron Information form and connected with the appropriate staff trained to respond to the request.

ADOPTED 9/2018