

**RANGEVIEW LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING  
August 16, 2023**

**1. Call to Order**

A meeting of the Rangeview Library District Board of Trustees was called to order at Anythink Brighton at 5:33 p.m. There was a quorum present.

**Trustees Attending**

Lynne Fox, Gretchen Lapham, Suzie Brundage, Savannah Vickery

**Trustees Absent**

Trisha Kramer

**Staff Attending**

Mark Fink, Executive Director; Susan Dobbs, Assistant Director; Logan Macdonald, Director of Products and Technology; Suzanne McGowan, Director of Customer Experience; Stacie Ledden, Director of Strategic Partnerships, Nan Fisher, Finance Manager; Heidi Guyon, HR Generalist/Recorder

**Guests**

Justin Sager, Owners Representative; Kim Seter, Legal Counsel

**2. Additions or Changes to Agenda:**

Mark requested 1 change and 1 addition:

Move the Update on Capital Projects from Item 8 to Item 6

Add under New Business - Item d: Bennett Branch Manager update

Motion to approve the agenda as amended was made by Trustee Lapham and seconded by Trustee Vickery.

**3. Public Comment**

None

**4. Approval of the Minutes of the July 19, 2023 Regular Board Meeting**

Motion to approve the Minutes of the July 19, 2023 Regular Meeting was made by Trustee Vickery and seconded by Trustee Lapham. Motion carried.

**5. Presentation and Acceptance of the July 2023 Financials - Nan Fisher**

Nan reviewed the July 2023 Financials.

**A motion to accept the July 2023 Financials was made by Trustee Vickery and seconded by Trustee Bundage. Motion carried.**

**6. Update on Capital Projects - Justin Sager:**

Justin discussed the construction schedule for the Thornton Community Center Library. The final dollar amount is expected to be confirmed in September, locking in the \$9 million budget that was agreed upon in the IGA with the City of Thornton. Even with a weather delay, the project is still on track for a grand opening in September 2024.

Justin shared information about the terms of the contract with GH Phipps, the general contractor for the Nature Library, and recommended that Anythink approve and sign it. Justin noted that the preliminary cost estimates for the project have been high, but the architect and general contractor have been able to bring down that overage and now the project is 5% over budget. Anythink has a meeting planned next week with the architect and general contractor to discuss and agree upon a concept that works and is on budget. Once this is done, we will be able to lock in a project schedule.

Trustee Vickery asked a question about the Warranties, final payment and how change orders are handled in the contract with GH Phipps, to ensure Anythink is in a good financial position and can absorb unexpected expenses. Justin mentioned there is more financial risk for Anythink until the general contractor has agreements in place with its subcontractors. As part of the design process, one way to help limit risk is to complete an early buy out process for items with a long lead time or products that might be at risk due to demand that has not been anticipated. As it relates to change orders, GH Phipps is including a 3% construction contingency line item in the budget, and Anythink has its own additional budget contingency line item that is robust to help offset unexpected expenses.

Trustee Vickery asked about the GMP contract amendment - what happens if subcontractor expenses increase, do these additional costs get passed on to Anythink? In response, Justin mentioned he calls the GMP the Guaranteed Minimum Price. While it does lock in costs across all subtrades for a point in time, there will still be unforeseen conditions that result in cost increases or unexpected expenses. That is why the owner holds a contingency as well.

Trustee Vickery followed up about completion and warranties, specifically warranties built into the contract and what happens at the end of the contract when things are not done or not done satisfactorily, how does the District get those things fixed. Justin replied that the general contractor is responsible for managing these items before the project reaches substantial completion. Items identified have to be resolved within one year of occupancy under the general contractor's warranty. GH Phipps is well known in the Denver market and has a lot of influence with subcontractors to get them to complete their work in a satisfactory and timely manner.

Executive Director Mark Fink asked when Anythink will complete the facility punch list. Justin explained the punch list happens at the tail end of construction, prior to final sign off and final payment. Then a site tour at month 11 will occur to make sure we document all the issues before the warranty expiration period. If the subcontractors don't perform, Anythink would have a claim against general contractor.

**7. Old Business:**

**a. Approval of the GH Phipps Construction Company Agreements - Mark Fink and Justin Sager presenting**

Mark asked the Board if they had any further questions on the final draft of the GH Phipps Construction Company Agreements referenced in the packet.

Justin stated he felt good about the contract and their terms that Phipps agreed to that are favorable to Anythink, including a contract termination clause that extends all the way up to the time of the execution of the GMP amendment.

In addition to the contingencies Justin mentioned, Mark added that Anythink has been firm on the budget number for construction and also has reserves for unexpected bills. Anythink is expecting Phipps and Davis to work together to meet the \$40 million construction budget.

**Motion to approve the GH Phipps Construction Company Agreements Doc A133-2019 and Doc A201-2017 was made by Trustee Brundage and seconded by Trustee Vickery. Motion carried.**

**8. New Business:**

**a. Presentation and Acceptance of the 2022 Audit presented by Rubin Brown by Chris Daues, Engagement Coordinator,**

Trustee Fox reminded the Board that the audit is one of their major responsibilities as a board to ensure the District is acting in a financially prudent manner.

Chris reviewed two documents: The Audit and Financial Statements, and the Viewpoint Report. Chris explained the District received an unmodified opinion, which is the best finding issued. Chris thanked Nan for all her help with the Audit.

A recommendation was made by Rubin Brown to look into moving to using a fixed assets module and/or new financial software since the District has outgrown the functionality of using Quick Books software. Nan mentioned she is actively looking for accounting software with implementation to go live in January 2024.

**A motion to accept the 2022 Audit was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.**

**b. Review and Discuss - Vulnerable Persons Policy - Suzanne McGowan**

Suzanne McGowan presented a draft of the Vulnerable Persons policy. The policy includes clarification about the responsibility of caregivers for unattended/vulnerable persons, when a child might be at risk, as well as now including vulnerable adults.

Mark added this policy is a reflection that staff are dealing with these types of incidents in branches, and it is a tool to have common language and procedures to address these situations.

Trustee Lapham asked how the policy will be communicated to parents and caregivers. Suzanne responded it will be posted on the library website. During situations, staff try to connect with parents or caregivers first, and if police are called, staff will provide a printout of the policy for parents or caregivers.

Mark mentioned staff are doing a great job communicating with an adult and/or child who may be in distress, and the policy supports their efforts, and provides guidelines for when to contact a caregiver or parent.

**A motion to accept the Vulnerable Persons policy was made by Trustee Lapham and seconded by Trustee Bundage. Motion carried.**

**c. mySummer recap - Suzanne McGowan**

Suzanne McGowan shared a summary of staff and customer survey results about mySummer 2023. This year Anythink offered 650 mySummer programs across the District, with 17,000 customers attending, which was one of the highest levels of attendance in recent years.

Based on mySummer survey results, ninety percent of respondents said their experience was positive. The highlights were the programs, the deck of customized cards given to every participant, and the Plinko experience at branch libraries.

Trustee Vickery asked about the Companion piece. Suzanne explain the Companion piece is the booklet listing the programs that has evolved a lot over the years.

**d. Anythink Bennett Manager Update - Whitney Oakley:**

Whitney shared that the Bennett Branch has had a fantastic year since the last time the Board visited. Bennett has a new Concierge team which Whitney praised for being compassionate, hospitable, fun and passionate about their work. The team made it the smoothest mySummer Whitney has experienced since being the Bennett Manager.

Molly, the Bennett Children's Guide completed the Colorado Association of Libraries (CAL) Leadership Institute this year. She is very passionate about the library, and continues to be involved with the CAL Legislative Committee, which brought new knowledge to the branch.

Whitney highlighted the partnerships and initiatives that happened this year, which included:

- The installation of a Free Little Art Box which was funded by the Town of Bennett
- A partnership with Denver Museum of Nature and Science - Laws of Notion podcast which interviewed a representative from the Adams County Health Department and Guide Molly about the health benefits of the Bennett Branch ozone garden
- The Bennett Arts Council funded programming at the Bennett Library, including gel printing, book binding and Ukraine eggs - which were very popular with the community

- The Boulder Museum of Contemporary Art (BMoCA) Fall showcase Date Night program brought couples to the library to work with artist Cherish Marquez to create digital art
- Eric, a Generalist Guide, hosted a series of workshops for teens to create short films. Four teens attended every session. The Bennett Arts Council sponsored a red carpet premiere of the short films created by the teens.

Bennett's outreach efforts included Trunk or Treat, Bennett Days, the High School Career Fair, Strasburg Early Literary Fairs, the Anythink Bookmobile event at Adams County Pride and the Back to School Bash for Adams County.

Whitney also updated the Board on the growth of the Town of Bennett and how that is impacting the library: in the month of May, the library received 5,000 visitors, and the branch exceeded their mySummer registration goals. Whitney encouraged the Board to check out the Video Game Arcade that was set up for the summer in the teen space.

Whitney mentioned that Mark, Suzanne and Town of Bennett are in talks about the library's role in participating and promoting more arts and culture programming in Bennett, outside of the library.

Whitney mentioned that Bennett now has its first traffic light signal - a sure sign of growth in the community.

Trustee Brundage asked how many people live in Bennett. Whitney estimated that there are 3,500 residents living in Bennett proper, and there are more people who live in areas not annexed into Bennett who use the library.

## 9. Executive Director Report - Mark Fink

Mark thanked and recognized Whitney for her leadership in Bennett, and creating a welcoming place. He stated the library is the place to go in town with lots of activities and resources, especially for arts and culture programming.

Mark confirmed the Board's request to have a presentation from Collection Development on the September Board agenda. He clarified information regarding the Nature Library project for context. The project bid cost came in at over \$70 million. Justin and Mark worked with Davis, Phipps, and THK, the landscape architect, to align the budget with expectations. The District is taking the interest earned from the investments of the COPs and applying that to the

construction budget, which increases the construction budget to \$40 million. For next steps, Davis will show the Anythink team 3 design options to select from to meet the budget number.

The Administration Team went to Greeley to tour the new LINC Library, and spent the afternoon discussing how the team can work more cohesively and collaboratively to support the District's mission and values.

The Leadership team will meet on August 24<sup>th</sup>, to continue conversations from June to become a more cohesive team. The group developed nine areas to focus on in June and the upcoming August meeting will focus on defining two of these areas. The Leadership team is holding these sessions to become better equipped to support Anythink staff, especially with the upcoming Diversity, Equity, and Inclusion strategic planning process.

Mark gave an update on Tangible Development's work. All the research has been completed. At the September Board meeting Logan and Mark will give a high-level preview of Tangible Development's findings and recommendations. This information will be shared with the Board before Tangible Development presents the comprehensive findings at the October 9<sup>th</sup> All Staff Training day. Tangible Development will also present the complete findings and recommendations to the Board of Trustees at their October board meeting. Mark invited the Board to attend training day on October 9<sup>th</sup>.

#### **10. Assistant Director Report - Susan Dobbs**

Susan mentioned that Board Members can still register for the CAL Conference in Loveland and asked them to email her if they were interested. She also mentioned business cards and name tags will be reordered for Board Members. Susan invited the Board to attend the Yellow Gecko event "Salsa Salsa" at Anythink Huron.

#### **11. Director of Product and Technology - Logan Macdonald**

Logan presented the Board with an email written by Buyer Matthew that informs and educates staff about Reader's Advisory for different genres. The handout dives into the genre "Thrillers." Logan noted that Collection Development is doing a great job educating staff about these different genres.

On the Technology side, IT is updating security cameras, updating the Point of Sales system, installing new hardware for self-check machines, working on a new version of the Anythink app, and dealing with ongoing Wise items.

Logan noted that the Studio promoted Cela from Studio Host to full-time Specialist. In this role, she is taking Studio pop-up experiences to every branch on a monthly basis.

## **12. Director of Strategic Partnership - Stacie Ledden**

Stacie mentioned it has been a busy ten days for the Innovations Department. Last Tuesday was the grand opening of the Anythink Wright Farms Pollinator garden, with 125 people in attendance. Trustee Fox spoke at the event and had great words to say about former Board member Linda Wisniewski and her role on the Anythink Board from 2009-2019.

The previous Friday was the last Backyard Concert of the summer with King Cardinal performing, as well as Kerrie Joy, the new Adams County Poet Laureate.

Yesterday the Anythink team attended the Adams County Commissioners Meeting where they officially selected and named Kerrie Joy as the inaugural Poet Laureate for Adams County. The Commissioners were thrilled to see so many Anythinkers support the cause. As part of Kerrie Joy's two-year residency, she will be performing at various Anythink and Adams County locations. Trustee Fox talked about how her poetry is so accessible and how her life experiences show through her poems.

Trustee Lapham asked if the idea was for Kerrie to do one program a month in Adams County. Stacie commented that Kerrie will be with us for a 2-year residency that includes performance, workshops with community and also writing original works about her time spent in Adams County. One of the hopes is to self-publish a book with all the works at the end of the two years. The next 4 months will be planning for the next 2 years, with a kick off in April poetry month next year.

Last night Mark and Stacie went to a Rose Community Foundation reception, representing Anythink as a grant recipient. The event was held at the Space Gallery in the Santa Fe Arts District in Denver. It was opportunity for Anythink to connect with regional non-profit partners and potential funders.

Trustee Fox asked about how our Foundation fundraiser was this year. Stacie mentioned we didn't raise as much money as in previous years. In part, because there was no "text-to-donate" option since the Foundation is using a new donor management system. However, with the sponsorship from Amazon the total funds raised from the Backyard Concert Series will be higher than in previous years.

## **13. Legal Counsel Report - Kim Seter**

Nothing to report.

## **14. For the Good of the Order**



Trustee Brundage will not be at the September Board Meeting.

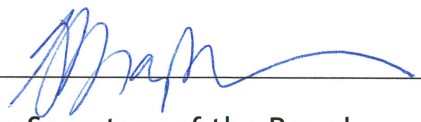
**15. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 7:15 pm.

**Motion to adjourn was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.**

Respectfully submitted,

Susan Dobbs  
Assistant Director/Recorder

  
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Acting Secretary of the Board  
Rangeview Library District

