

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
July 17, 2024**

a) Call to Order

A meeting of the Rangeview Library District (d.b.a. "Anythink Libraries") Board of Trustees was called to order at Anythink Brighton at 5:05 p.m. A quorum was present.

Trustees Attending

Lynne Fox, Gretchen Lapham, Trisha Kramer, Suzie Brundage

Trustees Absent

None

Staff Attending

Mark Fink, Executive Director; Suzanne McGowan, Director of Customer Experience; Logan Macdonald, Director of Products and Technology; Nan Fisher, Finance Manager; Justin Sager, Construction Project Manager

Guests

Elizabeth Dauer, Legal Counsel

b) Additions or Changes to Agenda

Added the Review and Approve Guaranteed Maximum Price (GMP) Amendment to the GH Phipps Contract for Construction for the Nature Library under New Business

A motion to approve the July 17, 2024 agenda as presented was made by Trustee Fox and seconded by Trustee Brundage. Motion carried.

c) Public Comment

None

d) Approval of the Special Board Meeting Minutes, May 2024

A motion to approve the Minutes of the May 2024 Special Board Meeting was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

e) **Finance Manager's Report - Nan Fisher**

Presentation and Acceptance of the April, May and June 2024 Financials

Fisher reviewed the April, May and June 2024 Financials.

A motion to accept the April, May and June 2024 Financials was made by Trustee Lapham and seconded by Trustee Fox. Motion carried.

Fisher also provided five-year revenue projections - one optimistic estimate factoring in 5.5% annual revenue increases through 2030 as well as one pessimistic estimate factoring in 3% annual revenue decreases through 2030. Fisher noted there will be further information about budget projections discussed at upcoming Board Meetings.

f) **Old Business:** None

g) **New Business**

- i. Introduce Robbie Wroblewski, Communications Manager
Mark Fink introduced Robbie Wroblewski and he said that Robbie was welcomed by his team. *Robbie said that he is beyond thrilled to join the team as the Communications Manager. Robbie shared that he is originally from Peoria, Illinois, and enjoys talking about music, film, gaming and books. He said that he looks forward to getting to know his team and learning something new.*
- ii. Introduce Ashley Garst, Library Program and Event Coordinator
Suzanne McGowan introduced Ashley Garst and she was welcomed by her team. *Ashley said that she is a Colorado native. She has worked as an Event Specialist for City of Northglenn and enjoys putting together events that bring businesses, artists and people together.*
- iii. **Anythink Brighton Branch Manager Report,** Rebecca Bowman
Anythink Brighton Branch Manager, Rebecca Bowman, presented a branch update. She said that Brighton has grown substantially; in fact, Brighton has doubled in size since 2000, and now has over 40,000 residents, many of whom use the library. Rebecca shared personnel updates, information on staff development and training, and community outreach priorities for the Brighton team. She noted that staff engagement is high, and staff gather for frequent potlucks at work. Rebecca also recognized the sidekicks, and how they provide tremendous support for the branch.
- iv. **Capital Projects Update,** Justin Sager, Owner's Representative

Sager said that the Thornton Community Center is coming along nicely and that Anythink will be able to start moving in to the building in October. Sager reported that the joint Grand Opening is scheduled for October 26, 2024.

Regarding the Nature Library, Sager said that the project is still in the permit processing stage. He said that the team has received and reviewed and responded to many comments with the City of Thornton. Sager also said that the migratory bird situation may result in scheduling delays. Otherwise, construction will begin once the City of Thornton approves the permits. Sager also reported that Anythink has issued a Request for Proposal (RFP) for solar energy panels to be installed on the new building.

Trustee Lapham asked how the re-permit process works. Sager said that the permit approval process involves the submittal of plans, which are reviewed, and comments are provided that need to be addressed by the applicant. The time it takes to receive approval from the City depends on the number of comments that need to be addressed by the architects and general contractor.

Sager also invited the Board to the Ground Blessing Ceremony for the Nature Library on Monday, August 5th at 9 a.m.

v. **Receive Anythink's Diversity, Equity, Inclusion (DEI) Strategic Plan**
Dr. LB Hannahs, Tangible Development

Dr. LB presented the DEI Strategic Plan, and shared that Anythink's employee level of participation on the drafting of the plan was high compared with other clients.

Fink noted that the Strategic Planning Team wrote the first draft while relying on Tangible Development to facilitating the planning and writing process. Additionally, Tangible held an all-staff Town Hall to share a draft of the plan and approximately 100 employees participated and contributed feedback about the plan.

Fink thanked Dr. LB Hannahs for their work with the Anythink team over the last six months, and there was excitement about moving forward with the work in 2025.

Fink noted that the next steps will be the distribution of the Strategic Plan to all staff and then working with the Leadership Team in August to select the first year DEI priorities, which will be integrated into Anythink's 2025 Operating Plan.

Fink noted that the Admin. Team will be providing quarterly updates as the DEI work progresses and that staff will have opportunities to get involved with the implementation of the plan.

Fink reported that Anythink will be recruiting a Director of Diversity, Equity, Inclusion, Belonging and Community Engagement this quarter. He noted that we have received guidance from Tangible Development in the crafting of the job description and websites and organizations to promote and bring awareness to the recruitment.

Fink noted that all staff have been completing a four-hour/four-month DEIB Learning Path on LinkedIn Learning and they are about half way through the online coursework. In addition, Anythink staff have almost completed the in person Microaggression Training across the district with the final sessions scheduled in August.

Trustee Lapham asked if there is a plan in place to support the work of the Diversity, Equity, Inclusion, Belonging and Community Engagement Director.

Fink said that we are creating an entire department for Diversity, Equity, Inclusion, Belonging and Community Engagement and the first hire will be the Director for that department. We anticipate that the Director will have two support staff; an analyst that will help with the policy and procedures review (to be hired in late 2025) and a Community Engagement Manager who will focus on outreach and community-oriented services and programs (to be filled in the first quarter of 2025).

Trustee Fox said it sounds like an incredible plan.

- vi. **Action Item** - Review and Approve the Second Amendment to the Intergovernmental Agreement (IGA) Between the City of Thornton and Rangeview Library District Concerning Construction and Operations of a Community Center Library

Sager explained that the original IGA did not identify the items that our organization is responsible for and the Second Amendment is needed for that purpose.

A motion to approve the Second Amendment to the Intergovernmental Agreement Between the City of Thornton and Rangeview Library District Concerning Construction and Operations of a Community Center Library was made by Trustee Fox and seconded by Trustee Lapham, Motion carried.

Legal Counsel stipulated that consideration and approval of Legal Counsel will be needed in order to accept this Amendment as well.

- vii. **Action Item** - Review and Approve Lease Agreement by and Between the City of Thornton and Rangeview Library District for “Anythink Space and Anythink Shared Space” Including the Library in the Thornton Community Center

Sager said that similar to the IGA, this lease agreement assigns responsibility to the parties for maintaining and paying for the utilities and services at the Thornton Community Center.

A motion to approve the Lease Agreement by and Between the City of Thornton and Rangeview Library District for “Anythink Space and Anythink Shared Space” Including the Library in the Thornton Community Center was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

Legal Counsel stipulated that consideration and approval of Legal Counsel will be needed in order to accept this Amendment as well.

- viii. **Action Item** - Review and Approve Guaranteed Maximum Price (GMP) Amendment to the GH Phipps Contract for Construction for the Nature Library

Sager explained that approximately four months ago an Amendment was presented and passed for the GMP allowing us to onboard certain subcontractors, and that number has now been updated and replaced with accurate information. The GWP includes the final dollar amount and the final value of the project.

A motion to Approve the GMP Amendment to the GH Phipps Contract for Construction for the Nature Library was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

- ix. **Action Item** - Approve Updated Request for Reconsideration Policy to Conform with Section 24-90-122 to Title 24, Article 90 of the Colorado Revised Statutes

Alvarez summarized the updates made to the policy to be in compliance with the new statute.

A motion to Approve the Updated Request for Reconsideration Policy to conform with Section 24-90-122 to Title 24, Article 90 of the Colorado Revised Statutes was made by Trustee Kramer and seconded by Trustee Fox. Motion carried.

Legal Counsel advised the Board of Trustees to enter a statement at this point to be made as public record stating that the Updated Request for Reconsideration Policy has been updated, this 17th day of July, 2024 and

amends any and all prior statements. Trustee Fox made the motion and it was seconded by Trustee Brundage. Motion carried.

- x. **Action Item** - Approve the Updated Collection Development Policy to Conform with Section 24-90-122 to Title 24, Article 90 of the Colorado Revised Statutes

Alvarez summarized the updates made to the policy to be in compliance with the new statute.

A motion to Approve the Updated Collection Development Policy to Conform with Section 24-90-122 to Title 24, Article 90 of the Colorado Revised Statutes was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

- xi. **Action Item** - Approve Updated Library Program and Event Policy to Conform with Section 24-90-122 to Title 24, Article 90 of the Colorado Revised Statutes

Alvarez summarized the updates made to the policy to be in compliance with the new statute.

A motion to Approve the Updated Library Program and Event Policy to conform with Section 24-90-122 to Title 24, Article 90 of the Colorado Revised Statutes was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

- xii. **Action Item** - Approve Resolution to Amend Anythink 2023 Budget

Fisher presented a Resolution to Amend the 2023 Anythink Budget to transfer funds from Anythink's general fund increase the capital projects fund.

Legal Counsel advised the Board of Trustees that Public Notice was placed in the local newspaper stating that anyone could attend the Board meeting to discuss this issue. Therefore, at this time Public Record to conduct this meeting was made. Trustee Brundage, President, opened the hearing on the 2023 Budget Amendment and asked if anyone would like to speak; there being no acknowledgement, thereby closing the hearing.

A motion to Approve Resolution to Amend Anythink 2023 Budget was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

- xiii. **Action Item** - Approve FAMLI Policy Updates

This item was tabled for a future Board meeting.

xiv. **Action Item** - Approve Updates to Paid Time Off (PTO) Policy

This item was tabled for a future Board meeting.

h) **Executive Director Report, Mark Fink**

Fink provided an update about the work performed by Slover Linett.

- Phase One work (interviews with stakeholders) conducted by Slover Linett has been completed.
- Phase Two which involved conducting surveys with the community has also been completed.
- Next Steps - Work with Slover Linett will include conducting two surveys for library customers and non-visitors in August. Planning details have begun and we will continue working on this probably into November. Information to be incorporated into the 2025-2026 Operating Plan.

In-Person Microaggressions Trainings for May and June have been completed. Feedback from staff has been very positive. Training for the remainder of the branches (our larger branches) will occur in August.

LinkedIn Learning Training involves four hours over four months and the first two modules have been completed. Staff has shared their feedback from observations of the content and to see how it really applies to Anythink. Also, the Leadership Team is doing this same thing as well as how to prepare staff who are about a month behind. There will be two more sessions in August and September.

The Ground Blessing Ceremony for the Opening of the Nature Library will be Monday, August 5th from 9-10 am; invitations will be sent out.

A combined Grand Opening for our Library and the Thornton Community Center is scheduled for Saturday, October 26th; 10-11 a.m. for dignitaries and 11 a.m. - 6 p.m., for the general public. There will be more details to follow.

Trustee Fox mentioned at this time that there may not be a full quorum for the September Board Meeting. Trustee Brundage asked to tentatively set the September Board meeting to be on the 25th. Fink and the remainder of the Board agreed. They will revisit this date at the August Board meeting.

i) **Legal Counsel Report**

Elizabeth Dauer said that the SB24-216, Standards for Decisions Regarding Library Resources, and the implications for policy updates for Anythink has been discussed at this Board meeting at length. Also, discussions regarding updates to Anythink's website to make it more accessible will result in the development of a new policy for the Board to review and approve in the next

few months to comply with new legislation effective that is effective July 1, 2025.

j) **For the Good of the Order**

Trustee Fox distributed the Performance in Excellence (PIE) Director Competencies to be used for evaluation of the executive director. She is requesting an Executive Session in October be held to discuss this information as part of his evaluation.

Trustee Brundage asked for information about Marsha's Retirement Party.

k) **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 6:55 pm.

A motion to adjourn was made by Trustee Lapham and second by Trustee Kramer. Motion carried.

Respectfully submitted,

Shelly Boyer
Assistant Director/Recorder

A handwritten signature in black ink, appearing to be 'M. Kramer', is written over a horizontal line.

Acting Secretary of the Board
Rangeview Library District