

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
August 21, 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 Bennett at 5:05 pm. A quorum was present.

Trustees Attending

Lynne Fox, Gretchen Lapham, Trisha Kramer, Suzie Brundage

Trustees Absent

None

Staff Attending

Mark Fink, Executive Director; Susan Dobbs, Assistant Director, Suzanne McGowan, Director of Customer Experience; Logan Macdonald, Director of Products and Technology; Nan Fisher, Finance Manager; and Justin Sager, Construction Project Manager; Whitney Oakley, Anythink Bennett Manager

Guests

Elizabeth Dauer, Legal Counsel
Chris Daues, Rubin Brown Auditors
Kelly Witte, Rubin Brown Auditors

b) Additions or Changes to Agenda

There was a request to add the following motion under New Business, h.4: Review and Approve the New Policy for Local Governments That Have Voted to Opt Out of FAMLI, which will be presented by Susan Dobbs, Assistant Director.

- c) **Action Item - A motion to approve the amended agenda for August 21, 2024 with this addition was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.**

d) Public Comment

None

e) Approval of the Meeting Minutes from the July 21, 2024 Regular Board Meeting

A motion to approve the Minutes of the July 21, 2024 Regular Board Meeting was made by Trustee Kramer and seconded by Trustee Lapham. Motion carried.

f) Finance Manager's Report - Nan Fisher

Presentation and Acceptance of the July 2024 Financials

Fisher reviewed July 2024 Financials.

Fisher also reported that a payment was received from the Adams County Treasurer's Office for backfill revenue from property taxes relating to SB-238.

A motion to accept the July 2024 Financials was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

g) Old Business: None

h) New Business

h.1 Action Item: Review and Accept the 2023 Audit, presented by Rubin Brown Auditors.

Kelly Witte, Rubin Brown Auditors, highlighted and summarized the audit findings and said that everything looks to be in great order. Witte noted that there was an increase in property tax revenue, and in the fund balance, both of which are reflected in the report.

Chris Daues, Rubin Brown Auditors, explained the audit process that has occurred over the past 12 months. He explained what the Rangeview Library District's expectations were and what Rubin Brown auditors was responsible for completing. He discussed the Viewpoint Report and mentioned the implementation of Sage, the new accounts payable software program that will more effectively handle the District's complex accounting needs. Daues discussed the "net pension calculation feature" in Sage, as well as the "capital asset transactions function" of the program.

Daues noted that a journal entry was made to "true up" property tax figures in the audit report.

Trustee Fox asked if our retirement fund liability is in line as to what is expected. Daues said that if the pension liability continues to rise then we might consider changing the funding structure, but at this point it is not

necessary. Dobbs said that, based on the market predictions available, we are on the right path to reach the projected funded percentage.

A motion to accept the 2023 Audit was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

h.2 Action Item: Review and Approve Anythink's Computer and Internet Use Policy, presented by Logan Macdonald, Director of Products and Technology.

Macdonald explained that this policy has not been updated since 2008 and that the purpose of the update is to define what is meant by offering public use computers and internet and what the responsibilities are for the District as well as for customers, parents and/or guardians. Macdonald noted that we also want to ensure that customers accessing the internet at the library are aware that Anythink filters access to internet resources.

A motion to approve Anythink's Computer and Internet Use Policy was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

h.3 Action Item: Review and Approve the Resolution Prohibiting the Open Carry of Firearms, presented by Elizabeth Dauer, Legal Counsel

Dauer noted that Anythink does not currently have a policy that outlines the prohibition of open carry firearms in its facilities, and that approval of this resolution would close this gap. Fink said that by having this policy approved and on file gives the District leverage for enforcement.

Trustee Brundage asked if Anythink has a concealed firearms policy. Dauer said that concealed firearms cannot be restricted by library districts. Fink said we want customers and staff to feel safe, and that we are going to work with the CAL Legislative Committee to get the current law amended so it includes library districts.

A motion to approve the Resolution Prohibiting the Open Carry of Firearms was made by Trustee Lapham and seconded by Trustee Fox. Motion carried.

h.4 Action Item: Review and Approve the New Policy for Local Governments That Have Voted to Opt Out of FAMLI, presented by Susan Dobbs, Assistant Director

Dobbs explained that generally policies are brought to the Board in January for review and approval. However, this new policy needed approval before the typical review process in January. Even though Anythink elected to opt out of FAMLI, this policy provides Anythink employees the option to enroll on an individual basis.

A motion to approve the New Policy for Local Governments that have Voted to Opt Out of FAMI was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

i) Anythink Bennett Branch Manager Report, Whitney Oakley

Anythink Bennett Branch Manager, Whitney Oakley, highlighted the following items that involved the Anythink Bennett team:

- Held the First Annual Mystery Dinner Theater Production done in partnership with the Town of Bennett Arts Council,
- Hosted CCAL workshops held at the library
- Met with the middle school principal
- Coordinated the middle school's first library
- Offered business-related library services for customers
- Worked with the Seniors of Strasburg group to provide workshops to help seniors better understand library services
- Hosted the first series of Hispanic Heritage Month events
- Participated in NaNoWriMo
- Reorganized and updated the Teen Space
- Brought in a security staff person from Code 4, which has led to a decline in severe incident
- Hired a Lead Concierge
- Spent time reorganizing the library's collections
- Created an extra-large area for Try-Its
- Hosted "story time" featuring local authors and the Town Manager
- Hosted a science party
- Hosted an eclipse watch party
- Started a Tarot Club
- Started of our first Teen Advisory Board to work on teen engagement and development
- Offered more and earlier "Littles" programming in the fall

Trustee Fox expressed how pleased she is to have Whitney here and recognized her for her commitment to the Bennett community. Also, she said that she has seen the growth in this area and can see the potential for young families moving into this area.

j) Capital Projects Update, Justin Sager, Owner's Representative

Sager reported that TCC is coming along nicely. He said that we have reached the final stages of the project and are preparing for the Grand Opening at the end of October.

Sager reported that the construction timeline for the Nature Library is delayed, but this should not impact the project's overall timeline. Sager said that tentatively, we should start construction in the second week of September.

Sager also explained that the RFP for solar panels for the Nature Library has not yet been finalized.

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

Fink said that our work with Slover Linett continues as we plan on conducting surveys with both library customers and non-users in September and October.

Fink noted that the contract with Slover Linett should be complete by the end of 2024, which will include "community check-in" findings and recommendations for Anythink regarding library user needs and overall satisfaction. Fink said that these results will inform future service priorities.

Fink said that we will have our final in-person microaggressions staff training on Monday, August 26th and this will conclude the specific training for all staff. He said that there has been favorable feedback about the instructors and the curriculum and that it has been worth the investment.

Fink stated that the job description for the Director of Diversity, Equity and Inclusion, Belonging and Community Engagement has been finalized by Human Resources, and the writing of the description included staff input. Fink said that Anythink will conduct a nationwide recruitment starting August 30th. He also noted that on October 18th we will be hosting a breakfast for the finalists to meet staff and the Board before their final round of interviews.

Fink complimented the Catamounts production and the Anythink Huron staff working to support it. Trustee Fox said that she and a few friends are planning on attending and are excited to be going. Trustee Kramer said that she got tickets for family members to attend while she was on vacation. Fink said that there will be a closing ceremony on September 14th and invited the Board to attend.

Fink announced that he will be hosting the final (optional) Zoom conversation for Module 4 of the LinkedIn Learning Path in September. He reiterated the goal for all staff to complete the four modules by December 31, 2024.

Fink thanked those that attended the Nature Library Ground Blessing Ceremony on Monday, August 5th. It was a great turn out and the attending City Council members from the City of Thornton were impressed with the event and the project.

Regarding CALCON 2024, Fink announced that it will be held September 4 - 6 and several staff members will be attending this conference.

Fink noted that the conversations regarding the 2025 Budget and Operating Plan were scheduled to start in September and involve the entire Leadership Team. He said the first Leadership Team meeting will be held on Thursday, August 29th to establish Operating Plan priorities.

Lastly, Branch Manager budget meetings are scheduled for August and September, and this information will inform the 2025 Budget.

Trustee Fox asked about the funding of special events for 2024 because we did not have any of the backyard concerts. Fink said that the backyard concerts will start again in 2025, although they may take place at different locations throughout Adams County.

l) Assistant Director Report, Susan Dobbs

Regarding a move from monthly to bi-weekly payroll, Dobbs explained that we have received our contract from Adams County and that they can update their pension software to accommodate this shift. Dobbs said also that a survey was submitted to employees asking their feedback, and 80% of employees preferred moving to receiving bi-weekly pay checks. Therefore, beginning January 2025 we will convert to a bi-weekly pay calendar.

Dobbs announced that Yellow Geckos have several events scheduled and that a flyer with information is forthcoming. She said that many people attended "Wicked", and there is a Chili Cookoff planned for Friday, September 27th. Dobbs then rallied the Board to put together a bowling team for the annual bowling night on Friday, October 18th. She also mentioned that the Grand Opening of the Thornton Community Center is October 26th.

m) Director of Customer Experience Report, Suzanne McGowan

McGowan said that we are partnering with Adams County this year to host election locations at four branches. She mentioned that Wright Farms hosted a "Choose Your Own Adventure" Scavenger Hunt, which was well attended by all ages.

McGowan highlighted that Anythink Bennett organized a "Hamster Ball" obstacle course and it was a great success. They also hosted a "Creative Cooking Class," again a huge success.

McGowan mentioned the projects that Ashley Garst, our new Projects and Events Coordinator, has been working on and that she is doing a wonderful job.

n) **Director of Products and Technology Report**, Logan Macdonald

Macdonald commended Frank Haskett for his participation in assisting with creating the Computer and Internet Use Policy. Macdonald mentioned that The Studio has put together a list of "Acceptable Use Guidelines" to share with customers as well as to have on file.

Macdonald noted that Alex Thao, Anythink World Manager, will be visiting all branches to get feedback from customers about Anythink World.

He also reported that the company that created the Anythink App were on-site a few weeks ago to discuss the pros and cons of this App. Trustee Fox said that she attended this discussion and was very enlightened to the technology involved. Macdonald said it was nice to have the representatives visit.

Trustee Lapham asked if there was a possibility for having a "follow up" question to a customer who checking out an item and giving them suggestions of other items to borrow? Macdonald said that this is a good idea and he will explore the idea.

o) **Communication Manager's Report**, Robbie Wroblewski

This report was included in the Board Packet (entitled "July 2024 Statistics").

p) **Legal Counsel Report**, Beth Dauer

Dauer said that Legislation HB24-1302 regarding documents pertaining to property taxes will be forthcoming. She said that she will present to the Board when that time is near. Dauer said the governor is calling a special legislative session to discuss lowering property taxes, and that this will impact library districts.

q) **For the Good of the Order**

Trustee Fox said that she distributed documents to the Board regarding the revision of the Executive Director Review Process for their review. She said that an Executive Session possibly in October or November is recommended to discuss and finalize. Trustee Fox explained that this new review process will better align with the current review process for all Anythink staff.

r) **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 7:33 pm.

A motion to adjourn was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

Respectfully submitted,

Shelly Boyer
Assistant Director/Recorder

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

Acting Secretary of the Board
Rangeview Library District