

RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
October 16, 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 Commerce City at 5:10 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; Justin Sager, Construction Project Manager; Robbie Wroblewski, Communications Manager; Ricardo Cardenas, Anythink Commerce City Manager

Guests

Elizabeth Dauer, Legal Counsel

b) Additions or Changes to Agenda

There was a request to remove agenda item n) Executive Session, and to have it added to November agenda.

- c) A motion to approve the agenda as amended for October 16, 2024 was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

d) Public Comment

None

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

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

f) Finance Manager's Report - Nan Fisher

Presentation and Acceptance of the August and September 2024 Financials

Fisher reviewed August and September 2024 Financials.

A motion to accept the August and September 2024 Financials was made by Trustee Fox and seconded by Trustee Kramer. Motion carried.

g) Old Business: None

h) New Business

h.1 Action Item: Review and Accept the Second Amendment to the IGA between the City of Thornton and Rangeview Library District for the Aylor Open Space Library Project, presented by Mark Fink, Executive Director.

Fink explained that after several revisions of the IGA, the final version has been accepted and it is now ready for Board approval. Trustee Brundage asked what the City had changes with. Sager said that the changes were the maintenance of clearing the sidewalks for fire truck access and also the cost of adding a pedestrian bridge. It was agreed that the costs associated with these two items will be split between the City and Rangeview Library District.

A motion to accept the Second Amendment to the IGA between the City of Thornton and Rangeview Library District for the Aylor Open Space Library Project was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

h.2 Action Item: Review and Approve Ground Lease Agreement, presented by Mark Fink, Executive Director.

Fink said that this is the finalized version of the ground lease agreement for the Nature Library property. It is now ready for Board approval.

A motion to approve the Ground Lease Agreement was made by Trustee Fox and seconded by Trustee Lapham. Motion carried.

h.3 Action Item: Review the Preliminary Budget for 2025, presented by Nan Fisher, Finance Manager

Fisher explained that this is the Preliminary Budget for 2025 and is being shared for feedback or questions from the Board. Fink said that budget meetings were held with all branch managers to get their input for the 2025 Budget. Fink noted the final version of the 2025 Budget will be reviewed and voted on by the Board at the November Board meeting.

No action taken on the 2025 budget at this time. Approval of the budget will occur at the November Board meeting.

h.4 Action Item: Review RFP Results and Award Contract to Vendor for Nature Library Solar Panel Installation, presented by Justin Sager, Owner's Representative.

Sager said that based on the summary of the RFP it is recommended that the contract for solar panel installation be awarded to Namaste Solar Systems.

Trustee Fox mentioned that she had heard negative comments regarding the grid hookup as far as Xcel Energy was concerned and wondered if that was going to be an issue with Namaste Solar. Sager said that fortunately we are under the United Power service area and there should not be issues with the grid hookup process.

A motion to Award Contract to Namaste Solar Systems for the Nature Library Solar Panel Installation was made by Trustee Fox and seconded by Trustee Kramer. Motion carried.

h.5 Seek Feedback from Board on Items to be Included in the Brand Strategy Report, presented by Robbie Wroblewski, Communications Manager

Wroblewski began by explaining that the Brand Strategy team has been working hard to come up with innovative and creative ways to develop good marketing material. He asked the Board to provide feedback as to what they would like to see included in the monthly Brand Strategy report.

Trustee Fox asked for more specificity about customers engaging with Anythink's online promotional efforts. Wroblewski said that we are trying to focus alternative promotional methods, such as using shopping carts and shopping receipts for advertising purposes so that when the QR code is scanned we have the data to process where the code was scanned from and for what reason.

He also said that the team is working on ways of using customer email to obtain feedback and capture data as to what customers want to see offered by the library.

Trustee Kramer said that she was not aware that the tracking of information and that data could be collected. She suggested that an outline be created by Brand Strategy for the Board to review of the types of data and details of what marketing strategies are utilized.

Trustee Lapham mentioned that the current Circulation Report, etc. does not always give precise information and that that the report is somewhat difficult to decipher.

Trustee Fox said that she would like some context about the circulation data from the people who utilize the library. Also, when there are differences or changes in circulation data, it should be noted as well, and perhaps the cost associated should be identified and included in the report. A cost/item circulated would also be useful information.

Wroblewski said that he will put together some information to present to the Board so that they can review the initiatives.

- i) **Anythink Commerce City Branch Manager Report**, Ricardo Cardenas
Anythink Commerce City Branch Manager, Ricardo Cardenas, highlighted the following items that involved the Anythink Commerce City team over the last twelve months:

- Continued Art Partnerships with the Denver Art Museum, Museo de las Americas and Arturo Garcia. Cardenas noted, “we have several programs focused around visual arts which makes beautiful art accessible to our community. We had a group of middle schoolers from the Boys and Girls Club participate and learn about art in relation to these programs.”
- Jacob Pacheco, Adult Services Guide, coordinated one of the biggest events at the branch last year, Winterfest. It was an incredible event and a huge success; featuring reindeer, ice sculptures, carolers, etc. with over 350 people in attendance and the program was featured on Denver 7 News.
- Vanessa Rodriguez, Children’s Guide, initiated the interactive, early literacy art display with the Denver Art Museum; featuring the “Art Lives Here” display at the branch. Vanessa continues to serve on the planning committee for a special early literacy version of the project geared to preschoolers.
- Isaias Melendez, Lead Concierge, assisted several customers who are entrepreneurs who consistently visit the branch to utilize computers, copiers, etc. for their small business needs.
- Cardenas added that “the branch offered over 30 programs per month which were well-attended; we had over 1,100 registrations for mySummer; we partnered with Parks and Rec, Adams 14 Schools, Boys and Girls Club, Rocky Mountain Arsenal, Denver Art Museum, Denver Nature and Science Museum and so many others. In addition, we partnered with Food Bank of the Rockies and served over 2,000 meals to kids with our after-school and lunch programs.”
- Lastly, Cardenas said that he “is delighted with all accomplishments of his Branch and his team. However, there are always difficult adult situations occurring at the Branch and that the biggest highlight for him was that on several occasions his team came together to handle these situations calmly, responsibly and safely and that he is extremely proud of how they stepped up.”

Trustee Kramer asked how often are the meals served. Cardenas said that they are served after school and sometimes during lunch by The Food Bank of the Rockies. Trustee Kramer said that the Food Bank is a wonderful group to work with.

Trustee Brundage said that she appreciated the comments from Cardenas mentioning how his team handled the more difficult situations and how the team worked together to handle it.

Trustee Fox thanked Cardenas for supporting “Tasty Donuts” as this is a family owned generational business in Commerce City.

- j) **Capital Projects Update**, Justin Sager, Owner’s Representative
Sager reported that the grand opening of Anythink TCC is on track for Saturday, October 26, 2024. Sager said that there will undoubtedly be a few minor issues to address after the opening but nothing to be too concerned with.

Fink commended all the individuals who contributed so much time and effort into making sure everything ran smoothly and to make sure the TCC Grand Opening will be a success.

Sager reported that the biggest issue for the Nature Library Project is that we are still waiting for permits to be issued. However, he said that the timeframe is still on track.

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

Fink said that a draft of the 2025 Operating Plan is complete. He noted the leadership team met in August to outline big projects for 2025 and also to establish District-wide priorities. Fink said that the leadership team will meet again in November to finalize the plan; which would be presented to the Board at the January meeting.

Fink said that we plan on focusing on using data from Placer AI to inform new hyperlocal marketing campaigns for each branch in 2025.

Trustee Lapham asked if there are bi-lingual employees in each branch. Fink said that there are Spanish speaking staff at every branch.

Fink said that many of our Branches already offer bilingual programs as well as programs conducted in Spanish.

Fink mentioned that we partnered with Slover-Linett and that they spent many days interviewing the community over the summer. Their findings and recommendations were shared in the Board packet.

Fink also noted that we are getting ready to launch the third phase of Slover-Linett contract, which will be launching surveys for library customers and for non-users in English and Spanish. Fink said that surveys will also be done around the Metro Area during the month of November and all of the reporting to be completed by year end.

Fink said that the recruitment for the Director of Diversity, Equity and Inclusion, Belonging and Community Engagement was in its final stage and three highly qualified candidates have been invited to Thornton for in person interviews. He said that the Admin Team will be interviewing these three candidates in person on Friday, November 1st and hope to have the Director hired by the start of 2025.

Trustee Fox said that looking at the Slover-Linett findings and recommendations, that it was definitely worth the investment to have an outside group do this work.

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

Dauer introduced Courtney Intara who is new to their firm.

Dauer said that there was a special session in August, and the Legislature passed HB24-1001, and that two other property tax initiatives were pulled from the November ballot as a result. Dauer noted that property taxes beginning in 2026 will result in less revenue for the District based on the new legislation.

Trustee Brundage asked if there is any projection as to what this will do to our budget. Dauer said that there is in effect to this 2025 budget but they will be working carefully

with Nan Fisher, Finance Manager, to come up with a meaningful plan for the 2026 budget year.

Fink noted that for the 2025 Budget, we have budgeted assuming the most conservative revenue forecasts.

m) For the Good of the Order

Trustee Fox said that she will provide the Board with the documents regarding the Executive Director Review Process for their review at the November Board meeting. She said that discussions and finalization of this process will be determined in an Executive Session at the November Board meeting.

n) Executive Session

Executive Session to discuss the Executive Director Review Process was removed from the October agenda and will be added to the November Board meeting.


o) Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 6:34 pm.

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

Respectfully submitted,

Shelly Boyer
Assistant Director/Recorder



Acting Secretary of the Board
Rangeview Library District