

**RANGEVIEW LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING  
January 15, 2025**

**1) Call to Order**

The meeting of the Rangeview Library District (d.b.a. "Anythink Libraries") Board of Trustees was called to order at Anythink Wright Farms at 5:01 pm. A quorum was present.

**Trustees Attending**

Lynne Fox, Suzie Brundage, Gretchen Lapham

**Trustees Absent**

Trisha Kramer

**Staff Attending**

Mark Fink, Executive Director; Susan Dobbs; Assistant Director, Suzanne McGowan, Director of Customer Experience; Logan Macdonald, Director of Products and Technology; Paola Vilaxa, Director of DEIB and Community Engagement; Nan Fisher, Finance Manager; Justin Sager, Construction Project Manager

**Guests**

Elizabeth Dauer, Legal Counsel

Cory Garfin and Camila Guerrero, Slover Linett (virtual attendance)

**2) Additions or Changes to the Agenda:**

- a) Legal Counsel, Elizabeth Dauer asked the Board to add "Adopt the 2025 Budget and Appropriate Funds and Certify the Mill Levy" to the agenda

1) **Addition** - Motion to Adopt the 2025 Budget and Appropriate Funds

2) **Addition** - Motion to Accept the Mill Levy Certification

- b) A motion to approve the amended agenda for January 15, 2025 Board Meeting was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.

**3) Public Comment: None**

4) Approval of the Minutes of the November 20, 2024, Regular Board Meeting

A motion to approve the Minutes of the November 20, 2024 Regular Board Meeting was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.

5) Finance Manager's Report, Nan Fisher

6) Presentation and Acceptance of the November and December 2024 Financials

- a) Fisher presented the November and December 2024 Financials.
- b) A motion to accept the November and December 2024 Financials was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.

7) Old Business: None

8) New Business:

- a) Receive Community Check-in Survey Results, presented by Cory Garfin and Camila Guerrero, Slover Linett

Fink introduced Cory Garfin and Camila Guerrero and briefly explained the reason for their visit today, via Zoom, is to review the findings from the surveys that were conducted in the fall/winter of 2024.

Cory Garfin explained that there were two phases involved with their work. Phase 1 consisted of their visit to Adams County and that they visited several locations, including Anythink Libraries, parks, and retail establishments to interview individuals about their perceptions about, and expectations for, library services.

Camila Guerrero further explained that Phase 2 consisted of offering two surveys, for library customers, and for non-users living in the Denver metro region. Approximately 1250 surveys were received by Slover Linett and included in the findings and recommendations.

Cory and Camila provided an overview of the survey findings, which were included in the Board packet.

Trustee Fox inquired if the survey asked parents if they had children, and if they attended library programs. Cory said that adults were asked if they had children living at home, and this statistic was included in the survey findings, and at an individual branch level.

Fink said that all Branch Managers were given a copy of the survey results and that a meeting with the managers is being held on Thursday, January 16<sup>th</sup> to review the findings in depth, and to discuss how the data will inform future library programs and services.

Fink noted that the survey findings will be used to increase hours at all locations in 2026, and that Suzanne McGowan will be leading a task force in 2025 to develop an implementation plan in early 2026.

Trustee Lapham asked if the hours will be increased per day or be open on Sunday. Fink said that Anythink will expand hours at Commerce City, Perl Mack and Bennett to include Mondays. Fink also said that Anythink will be examining expanding evening hours and having limited Sunday hours.

Trustee Fox asked Wroblewski how Brand Strategy would assist in differentiating the District to have similar values as other civic institutions. Wroblewski said that this is a top priority and that a lot of discussion will need to be done. Fink said that some work in Brand Strategy has already begun to increase brand awareness, and that this will be a focus area in 2025.

Trustee Fox said that even her family members are not aware of what this District offers and she hopes that the work being done can entice them to frequent Anythink Libraries. She noted that there are so many people who would rather use Google than to use the local library for their informational needs.

Trustee Lapham asked if we have explored creating video testimonials from patrons who are involved with creating things in the Studio or perhaps utilizing "Reviews" somehow.

Wroblewski noted that some live streaming+ has been done for some library programs, and also said that we are planning to experiment with different advertising strategies in 2025.

b) **Receive Anythink World Update and Tutorial**, presented by Alex Thao, Anythink World

Thao began by distributing swag for Anythink World to the Board members.

Thao said Anythink World is being launched on January 23, 2025, and will include a custom virtual experience and is available to all Anythink Library cardholders.

In addition to the launch, there are several events that will be hosted in the World in the coming months.

Trustee Lapham asked how often people are online utilizing these platforms. Thao said approximately 74% of individuals are online. Trustee Lapham thought it should be more.

Thao stated that some adjustments were made to accommodate the online users for this virtual interaction; namely switching to a different server to maintain control of the program.

Trustee Fox said that she likes “shelf browsing” when she comes to the library. She believes that perhaps looking online might be an option for her in the future. She also asked about hosting book clubs in Anythink World and if the group has to be Anythink library card holders. Thao said that as long as they have the link to the program, they should be able to attend.

Trustee Lapham asked how many people are expected to attend the Launch. Thao said he expects approximately 75 to 100 people online, as well each customers attending at each Anythink branch.

At the conclusion of his presentation, the Board noted their excitement about the new platform.

c) **Introduction of Paola Vilaxa**, Director of DEIB and Community Engagement

Vilaxa explained that she previously worked for Jefferson County Public Library where she was the Manager of Diversity, Equity and Inclusion and manager of the Edgewater Library. She said that she has worked for over seven years in DEI for libraries, developing innovative solutions to expand library services to diverse communities and to build libraries that are welcoming to all.

She said that she looks forward to advancing the Diversity, Equity, Inclusion and Belonging goals that Anythinkers have set for themselves and the communities they serve.

Trustee Fox said that she is very excited to have her on the Anythink team.

**9) Capital Projects Update, Justin Sager, Owner's Representative**

Sager said that the Thornton Community Center is totally functional.

Sager said that The Nature Library has begun the foundation work and that next week begins the construction of the vertical structures. Sager said that the project is right on track and is on target for opening as scheduled.

Sager said that at the next Board meeting there will be a link to a camera to access the actual building and see where things are with the development of the library. Fink also said that there are Drone pictures available that he will send out.

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

Fink said that he is grateful for the work that Alex, Logan and Suzanne have contributed to launching Anythink World. He commended them for their detailed work and dedication.

Fink noted the excitement for the onboarding of Paola and for what she will bring to Anythink. He said that the staff is excited to work with her as well.

Fink said that regarding the vacancies of the two Board of Trustees that there were six candidates and he provided recommendations to the County Commissioners, who will be conducting the interviews and making the Board appointments. He said that he was confident that the new Board members will be valued assets once they are appointed.

Fink stated that the date of the February Board meeting has been changed to Wednesday, February 5, 2025 in order to have Trustee Fox participate in the Annual Evaluation of the Executive Director's performance.

Trustee Fox said that she is definitely going to miss being on the Board of Trustees but was extremely glad to have the opportunity to do so.

Fink said that we are intending on bringing in a new vendor for the Wright Farms Café and that the RFP was created and will be posted Friday, January 17<sup>th</sup>. He said that the new vendor will be handling the Nature Library Café as well. He said that the timeline for having the Wright Farms Café running will be April 2025.

Fink said that a RFQ for Public Relations has also been released to support the work that Wroblewski and his Brand Strategy team are doing.

Fink said that the Bennett Branch will be closed from February 1<sup>st</sup> to February 25<sup>th</sup> to do painting, have carpet installed and have minor upgrades done. He said that while the branch is closed that the staff will be offering curbside service. He commended the staff for being receptive to putting these changes in place.

Fink mentioned that in 2024 it was the year for "Connection" and for the 2025 year the theme will be "Renewal" and is intended to give staff opportunities to renew and reflect with the community and with one another with ideas for the upcoming year for this amazing organization.

Trustee Fox said that we are grateful as a Board that we are allowed to participate and have fun with the Anythink World before it is released as well as all of the wonderful things that we are part of during these Board meetings. She said that legally there are only a handful of things that the Board is required to do and presented Legal Counsel to do their report.

#### **11) Legal Counsel Report, Elizabeth Dauer**

Dauer said that the Annual Administrative Resolution is brought to the Board at the first meeting of the year.

##### **a) Review and Approve Annual Administrative Resolution**

**A motion to accept the Annual Administrative Resolution was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.**

##### **b) Receive and Review the Certification of Mill Levy Rate**

Dauer said that this item is for informational purposes only, it has already been approved during the Budget submittal and has been filed.

**12) For the Good of the Order**

Trustee Lapham said that she has a conflict with the March Board meeting. Fink suggested discussing the conflict off line.

Trustee Brundage thanked the Board for allowing her to participate virtually online.

Trustee Lapham celebrated the launch of Anythink World, and all of the new and exciting projects to come in 2025 and commended Fink for a job well-done.

Trustee Fox stated that after she terms out on the Board, she will be having information withdrawal and said that she appreciates being involved with what's going on in the District and said that she is going to miss all of this.

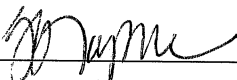
**13) Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 7:20 pm.

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

Respectfully submitted,

Shelly Boyer  
Recorder

  
Secretary of the Board  
Rangeview Library District