

**Rangeview Library District
Board Meeting
May 19, 2010**

1. Call to Order: A meeting of the Rangeview Library District Trustees was called to order at 5:10 p.m. at the Support Services Bldg., 11658 Huron Street, Northglenn, Colorado. A quorum was recognized.

Board Trustees Attending: Kay Riddle, Ray Coffey, Dorothy Lindsey, Debra Neiswonger, Linda Wisniewski.

Library Staff Attending: Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Susan Dobbs, HR Director; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Steve Hansen, Communications Director; Mindy Kittay, Finance Director; Stacie Ledden, Content Developer; Rachel Fewell, Collection Development; Rebecca Martin, Accountant; Chandra Jones, Wright Farms Library; Todd Cordrey, Brighton Library; Mary Thelen, Graphics Design Manager.

Guests: Kim Seter, Legal Counsel; Justin Sager, Wember Inc.; Karissa Childs, Bondi & Co. LLC; Steve Lebsock, Thornton Councilmember; Leslie Carrico, Northglenn Councilmember.

2. Additions or Changes to the Agenda: None.

3. Public Comment: None.

4. Consent Agenda Items: Approval of the Minutes of the April 22, 2010 Regular Board Meeting.

Motion to approve the Minutes of the April 22, 2010 Regular Board Meeting was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

5. Presentation of Audit Findings – Bondi & Co. LLC – Karissa Childs: Karissa Childs reported on the RLD 2009 Annual Financial Report. She reported there were no disagreements with management. Karissa reviewed the Report to Governance. The report is broken down into three sections: Financial Analysis, Positive Observation, and Advisory Comments and Suggestions. The Financial Analysis graphically displays some financial trends; trend of construction in progress, trend in accrued payroll, trend of total revenues and expenditures. The Positive Observation commended the District for being proactive and taking steps to enhance control systems at the branches, for implementing payroll controls, and improving controls over cash. The Advisory Comments and Suggestions section noted items with suggestions. The District's finance director reports all of the issues under the suggestions have been updated or addressed.

6. Construction Update – Justin Sager: Some minor issues with the Wright Farms project are being addressed, which will not affect the opening day schedule. The café and the tree house elements will be started shortly after opening day. Commerce City has been demoed and reassembly has begun with all the foundation walls already in place. The underground wells for the geothermal field are in place, the sub-walls are largely in place with the electrical and plumbing roughens going in. The Perl Mack project has some last minute details being worked on by Humphries Poli and their consultants. An opportunity to start on the Thornton remodel project sooner than planned has been presented. Justin handed out a draft of a timeline and a sheet on the advantages and disadvantages of the fast track approach to the project for discussion. Pricing on the project is expected back by next week which will tell us if we are able to go forward with the project. Additional information will be available at the financial retreat for evaluation. Some minor modifications to the drive up window at the Huron branch are in the works.

7. Director’s Report – Pam Sandlian-Smith: Wright Farms guide, Bobby Erskine has requested special PTO for a trip to London end of July into August. While he is there he will do a three day internship at the Idea Stores in London and report back to us. The Brighton library has been awarded the CRES building award in the commercial building category from the Colorado Renewable Energy Society. The location for the financial retreat has been changed to the support services building. Our architect, Dennis Humphries suggested we take a different approach to our signage. Pam showed proposed sketches of the signage for the Huron and Brighton libraries.

8. Finance Director’s Report – Mindy Kittay: Mindy handed out highlights from the finance department, April financial statements and statistics, and updates from CSAFE. Mindy has been attending the Adams County Retirement Board monthly meetings as a guest. She asked what the ramifications of changing our payroll to bi-weekly would be. The finance department has been looking at the possibility of changing to a bi-weekly pay schedule. This is so employees would get paid more often, and get paid actual hours worked. This would also make it easier for managers and the payroll department when they run into anomalies such as FMLA, etc. Mindy presented it to the retirement board. They asked for a letter from the board of trustees with the request, and then they will do more research.

9. Public Services Director’s Report – Ronnie Storey: Ronnie highlighted a couple of items from her report; Chandra Jones and a task group updated the processes and procedures for volunteer recruitment, training and recognition. Libraries continue to ask for tours of our facilities and talk about what we’re doing to revolutionize libraries, our programming and scheduling. Anythink Huron hosted a group of public service managers from Denver Public Library. The general manager from the Tattered Cover requested a tour to see what were doing in our libraries with merchandising and customer service.

10. Family Services Director’s Report – Lynda Freas: My Summer starts June 7. Lynda asked Mary Thelen, RLD’s graphics artist to show the board an array of items she has created for the program; lanyards, bookmarks, stickers and the scrapbook which every participant will receive. Lynda reports the lanyards are a big hit with the kids.

11. Human Resource Director's Report – Susan Dobbs: HR has been busy hiring wranglers for the new Wright Farms branch. Administration will be moving to Wright Farms on June 7. A public auction will be held in July for surplus property. The Yellow Geckos' kicked off the Anythink Spring Fitness Program 2010 the first week in May and will celebrate accomplishments at Croke Drive Park on June 6, 1 p.m.

12. Communications Director's Report – Steve Hansen: Steve reports this has been the busiest time for the communications department. Planning the opening for the largest Anythink branch, moving administration the new branch, working on summer reading, closure of the Perl Mack and Commerce City branches, updates on construction projects, September Sparkopolis fundraiser. The theme for the grand opening of the Wright Farms library is *Freedom to Dream*, honoring ideas sparked in libraries since 1776. An array of enjoyable activities will be presented throughout the day. A preview party will be held for the board, staff, and community leaders on June 18.

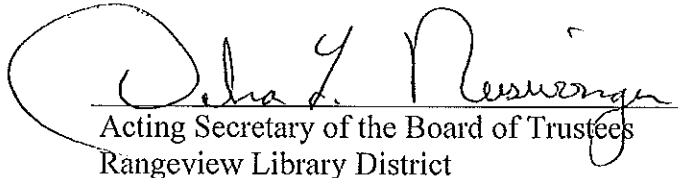
13. Legal Counsel Report – Kim Seter: Legal Counsel's report was submitted in the board packet. Kim will work with Mindy on a resolution for the surplus property.

14. For the Good of the Order: Kay will not be able to attend June's board meeting. The new Bennett library is approaching its one year anniversary. The board would like to see the video from PLA. Steve Hansen invited everyone to the Author's Next Door presentation on Tuesday at the Huron branch at 7:30 p.m. Thornton City councilmember Steve Lebsack asked for summer reading materials to share at the next city council meeting and share with staff to help promote the program.

15. Adjournment: There being no further business to come before the Board, upon motion made by Trustee Ray Coffey the meeting adjourned at 6:49 p.m.

Respectfully Submitted

Dolores Sandoval
Administrative Assistant/Recorder


Acting Secretary of the Board of Trustees
Rangeview Library District