

**RANGEVIEW LIBRARY DISTRICT
BOARD MEETING
May 20, 2009**

1. Call to Order: A meeting of the Library District was called to order at 5:04 p.m. at the Support Services Building, 11658 N Huron Street, Northglenn, Colorado. A quorum was recognized.

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

Apologies: Linda Wisniewski.

Library Staff Attending: Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Steve Hansen, Communications Director; Stacie Ledden, Content Developer; Mindy Kittay, Finance Director; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Rachel Fewell, Collection Development Manager; Sandra Sebbas, Northglenn Library; Susan Dobbs, HR Director.

Guests: Justin Sager, Wember Inc.; Kim Seter, Legal Counsel.

2. Additions or Changes to the Agenda: none

3. Public Comments: none

4. Consent Agenda Items: Approval of the Minutes of April 15, 2009 Regular Board Meeting.

Motion to approve the Minutes of the April 15, 2009 Regular Board Meeting was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

5. Construction Update – Justin Sager: The slide presentation shows **Brighton's** exterior in vibrant colors. Work continues on the parking lot, light posts are in, the skylights are complete, and drywall is being hung. **Bennett's** landscaping is in place, the building is complete with the final walk through today. **Huron's** structure is largely in place. **Wright Farms'** site is a large hole. We're waiting for building permits from the City of Thornton.

6. Discussion of Exterior Signage: The Board reviewed the proposed exterior signage prepared by the Barnhart team. After discussion the board directed Pam to take suggestions back to the Barnhart team to draft more selections for presentation at the June meeting.

7. Director's Report – Pam Sandlian-Smith: Our program proposal for the 2010 PLA National Conference to be held in Portland, Oregon, March 23-27, 2010 has been approved. The Colorado State Library has invited RLD to participate in a pre-conference

panel at CAL to discuss our work towards the OCLC study, transforming lives. The Board of Directors for the library foundation held their first meeting on April 22, 2009. The officers are: John Lefebvre, Chair; Chris Blackwood, Vice Chair; Georgia Way, Treasurer; Brian Hall, Secretary. The next meeting is July 22, 2009. Pam presented collection development manager, Rachel Fewell, with a badge of courage for taking on the BISAC project.

8. HR Director's Report – Susan Dobbs: Susan gave a presentation of the Competencies Document. Core competencies are knowledge, skills, and abilities (KSA) that are required by individuals in an organization to become successful. The document includes competencies, skills, behaviors, and training for each role at Rangeview.

9. Finance Director's Report – Mindy Kittay: Financial statements in the board packet are not the final statements for the month, there are a few minor changes and next months' statements will be cumulative. Mindy will be meeting with Mr. Reyes from the assessor's office next week and will report back at the next board meeting. We received the ruling back from USAC regarding our E-Rate audit for the year 2005; they found E-Rate filings were not followed and we will have to return money received. USAC requires that the RLD report back on how we are now complying. The Technology Task Force have been working on a Technology Equipment Purchase Plan for employees and AnyGeek, which are weekly tips to keep you on top of the technology curve, these will be emailed to all employees.

10. Public Services Director's Report – Ronnie Storey: Three policies were presented for the Boards approval; Library Behavior Policy, Vulnerable Child Policy, and Access to Collections and Services Policy. After discussion the Library Behavior Policy was tabled for revisions and the Vulnerable Child Policy and Access to Collections policy passed. Ronnie showed the Board RFID tags and explained how they will work. The phone notification system has been sent back to SirsiDynix for updating.

Motion to approve the Vulnerable Child Policy and the Access to Collections and Services Policy was made by Dorothy Lindsey and seconded by Debra Neiswonger. Motion passed unanimously.

11. Family Services Director's Report – Lynda Freas: BISAC conversion is now complete at the Bennett and Perl Mack libraries. Linda showed the Board samples of materials that have been converted to the BISAC system.

12. Communications Director's Report – Steve Hansen: The communications department are busy creating print collateral projects, 37 currently in production, promoting all the upcoming events including; the Bennett branch grand opening, and summer reading programs. A new website has been designed which launches Tuesday after Memorial Day.

13. Legal Counsel Report – Kim Seter: Legal counsel submitted his report in the board packet.

14. Executive Session: To confer with the District's attorney and receive legal advice concerning a disagreement with the County Assessor and City of Aurora regarding the District's boundaries and removal of annexed properties from the District as allowed by Section 24-4-401(4)(b)C.R.S.

Motion to move into Executive Session at 7:02 p.m. was made by Dorothy Lindsey and seconded by Ray Coffey. Motion passed unanimously.

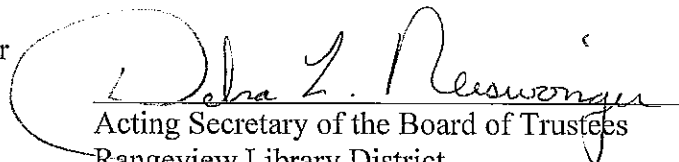
Motion to reconvene from Executive Session to the regular meeting was made by Trustee Coffey and seconded by Trustee Lindsey at 7:20 p.m. Motion passed unanimously.

15. For the Good of the Order: none

16. Adjournment: There being no further business to come before the meeting, upon motion made by Trustee Lindsey and seconded by Trustee Coffey the meeting adjourned at 7:24 p.m.

Respectfully Submitted

Dolores Sandoval
Administrative Assistant/Recorder


Acting Secretary of the Board of Trustees
Rangeview Library District

**RANGEVIEW LIBRARY DISTRICT
BOARD MEETING
APRIL 15, 2009**

1. Call to Order: A meeting of the Library District was called to order at 5:09 p.m. at the Support Services Building, 11658 N Huron Street, Northglenn, Colorado. A quorum was recognized.

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

Library Staff Attending: Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Steve Hansen, Communications Director; Stacie Ledden, Content Developer; Mindy Kittay, Finance Director; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Rachel Fewell, Collection Development Manager; Sandra Sebbas, Northglenn Library; Chandra Jones, Brighton Library.

Guests: Justin Sager, Wember Inc.; Kim Seter, Legal Counsel; Mary Gulash, Group3Planners.

2. Additions or Changes to the Agenda: none

3. Public Comments: none

4. Consent Agenda Items: Approval of the Minutes of March 18, 2009 Regular Board Meeting.

Motion to approve the Minutes of March 18, 2009 Regular Board Meeting was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

5. Construction Update – Justin Sager: There are four projects in progress. Brighton's access floor is 95% complete, the roof is done, masonry work along Bridge Street is complete, and windows are going in. The Bennett project passed final inspections. The doors are in place, carpet is down, and fixtures are in. The Huron project is moving along with foundation walls complete. Looking at an early to mid October completion. The Wright Farms project shows grading and excavation in progress.

6. Presentation of Interiors for Bennett and Brighton Libraries – Mary Gulash: Mary Gulash with Group3Planners gave a presentation of interior furnishings for the new Bennett and Brighton branches. With image boards displaying samples of fabrics, colors and furniture that will go in the different areas of each library. The furniture used is all commercial grade furniture. The **Bennett** branch is a smaller library so furniture and fabrics were chosen to give the branch a cozy feeling. A residential approach was taken to the entrance area with a wood étagère selected for displays. There are three groupings

of soft seating, each with a different look. In the Teen area there will be a credenza for gaming equipment, mobile computer tables. The children's area will be a little more playful with lots of color. There is a loveseat where a parent could read to their child; nesting tables that nook into each other that could be used for crafts or group gatherings, felted wool rocks for soft seating. The **Brighton** library's architecture is more contemporary. Several benches will be placed throughout the library for immediate seating. Around the fireplace area there will be a grouping of chairs and ottomans. There are several different seating areas with their own distinct feel. There is a café area with stools, café tables and small scale club chairs. In the Teen area there are study tables, free standing ottomans, barrel chairs and a gaming area. In the Children's area there will be a variety of tables including a puzzle table, seating will include a loveseat where a parent can read to their child.

Steve Hansen - Presentation of proposed signage systems: Steve presented to the Board some design concepts of interior and exterior signage. The Board gave feedback with recommendations.

Steve handed out his communications report. The Bennett grand opening will be held on Saturday, May 30, 1-6 p.m. and will include a BBQ, square dancing, theater performers, ice cream social, trick roping and a jam session. The Board is invited to a sneak peak preview of the new Bennett library on May 8th at 1:00 p.m. You may have seen the mod dog chairs in some of the children's areas of the library. The RLD along with Advanced Collision Centers of Northglenn recently submitted an entry into the Mod Livin' "Best in Show" contest. These dogs have been converted into pieces of art. The dogs will be auctioned off with proceeds to go to the Downtown Animal Care Foundation providing free veterinary services to pets in low-income families.

7. Discussion of Meeting with Northglenn City Officials – Kay Riddle: A meeting with the Mayor and City Manager of Northglenn. They are hearing from upset residents in regard to the closing of the Northglenn library. Mayor Novak expressed that Northglenn residents feel they are losing their library. An option the RLD will explore with the Outreach Services would be to provide a bookmobile stop at the Northglenn Recreational Center and the Northglenn Marketplace.

8. Director's Report – Pam Sandlian-Smith: Pam handed out a 2009 Calendar Overview, which includes dates for an all staff meeting and dates for the grand/soft openings of the new branches. Ed Stevens, Outreach Literacy Coordinator is retiring on April 22. A luncheon will be held at the Thornton library from 11:30-1:30.

- **Discussion of older Bookmobile after the opening of the Bennett Library.** A decision on what to do with the old bookmobile, currently being used as the transition space for Bennett, needs to be decided. A recommendation from staff is to donate it to a library. The Board directed Pam to explore what steps are needed to take to make the donation.

9. Election of Officers:

Motion to keep same slate of officers was made by Ray Coffey and seconded by Linda Wisniewski. Motion passed unanimously.

**Kay Riddle – President
Dorothy Lindsey – Vice President
Ray Coffey – Treasurer
Debra Neiswonger – Secretary
Linda Wisniewski – Member at Large**

10. Legal Counsel Report – Kim Seter: A discussion was held on the Fair and Accurate Credit Reporting Act which comes into effect in May. Legal Counsel will determine whether the FACT Act applies to RLD.

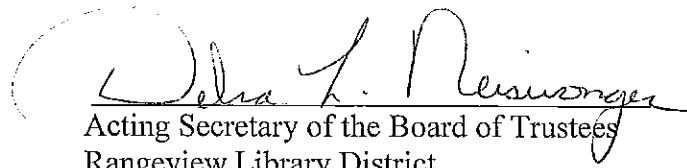
Execution of the Wright Farms IGA – Receipt of funds from the Wright Farms Metropolitan District. The Wright Farms IGA draft was approved at the March Board meeting.

11. For the Good of the Order: Trustee Neiswonger requested an update on the new job descriptions that were presented at the March Board meeting. Pam said there would be a pay range attached to job descriptions. The new job titles will have three descriptors/sub-titles to help explain what the job is.

12. Adjournment: There being no further business to come before the meeting, upon motion made by Trustee Neiswonger and seconded by Trustee Wisniewski the meeting adjourned at 6:56 p.m.

Respectfully Submitted

Dolores Sandoval
Administrative Assistant/Recorder


Acting Secretary of the Board of Trustees
Rangeview Library District