

**RANGEVIEW LIBRARY DISTRICT
BOARD MEETING
NOVEMBER 19, 2008**

1. Call to Order: A meeting of the Library District Trustees was called to order at 5:05 p.m. at the Commerce City Branch Library, 7185 Monaco Street, Commerce City, Colorado. A quorum was recognized.

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

Library Staff Attending: Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Steven Hansen, Communications Director; Mindy Kittay, Finance Director; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Susan Dobbs, Human Resources Director; Mary Thelen, Graphics Design Manager; Stacie Ledden, Content Editor; Alex Villagran, Brighton Library; Annette Martinez, Perl Mack Library; Sandra Sebbas, Northglenn Library; Deborah Hogue, Commerce City Library; Jody Sanchez, Brighton Library; Chandra Jones, Brighton Library; Tracy Canada, Commerce City Library; JB Hall, Northglenn Library.

Guests: Kim Seter, Legal Counsel.

2. Additions or Changes to the Agenda **Motion to amend the agenda and move item #11 on the agenda before item #5 was made by Ray Coffey and seconded by Debra Neiswonger. Motion passed unanimously.**

3. Public Comment : none

4. Consent Agenda Items: Approval of the Minutes of the October 15, 2008 Regular Board Meeting.

Motion to approve the October 15, 2008 Minutes was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

5. Director of Communications Report – Steve Hansen

Steve Hansen introduced two new staff members to the Communications Department. Stacie Ledden, Content Editor: Stacie is the editor for RLD's staff newsletter *The Open Door* she welcomes any ideas for stories. Stacie has contributed stories to YourHub and has also submitted news releases for the many RLD events. Mary Thelen, Graphics Design Manager: She welcomes any requests for design work. Already she has been hard at work; Mary designed the annual report, coupons for branch Evolution projects, the new Bookmobile Schedule along with numerous other projects. She is currently working on the Foundation Board packet design. The communications team has created a customer comment card encouraging patrons to let us know how we are doing. They have been walking through branches with staff and conducting cleanups of visual clutter. New

design coordinated range-end signs will soon be installed in all the renovated branches. The brand development team from Barnhart USA recently assessed the exterior signage needs and have provided us with a plan and estimate. They will also be making a logo concept presentation soon and we should have something to show the Board next month. A communications policy and guidelines for staff has been issued.

6. Presentation and discussion of Customer Service Team recommendation to eliminate library fines: RLD Customer Service committee consists of Deborah Hogue, Jody Sanchez, Tracy Canada, JB Hall, Ronnie Storey. The team presented a proposal to eliminate library fines beginning February 15, 2009. The policy would apply to late fees only. They feel this would encourage people to come into the library and not be embarrassed for owing money.

The Board thought this is a good idea and requests the committee write a policy for approval at the next board meeting.

7. Director's Report – Pam Sandlian-Smith: Pam pointed out in the Operating Plan under Strategic Initiative V. Goal 1, responsibilities of the Board have been included. The Leadership Team is recommending that a shift in hours by a half-hour later. The shift of hours would give branch staff enough time in the morning to hold regular meetings and/or attend/schedule training before opening to the public.

a. Approval of Recommended Change in Hours for Rangeview Library District.

Motion to approve the change in open hours was made by Dorothy Lindsey and seconded by Debra Neiswonger. Motion passed unanimously.

8. Construction Update – Justin Sager: Justin presented a slide show of the Brighton and Bennett projects. Brighton has been under construction for three months and is on schedule. Justin reports they are ahead of schedule with the Bennett branch.

9. Director of Finance Report – Mindy Kittay: Mindy thanked the Administration Team and Trustee Ray Coffey for all their help and input into the budget document. Mindy gave a brief description of the changes between this document and the one handed out at the last board meeting. While there are some changes to the numbers, the major changes are the addition of the following sections: 2009 Operating plan, Overview of each Capital Construction Project, Overview of each Department of the District and a synopsis of the Financial policies. Mindy expanded the narrative which describes the Revenue and Expenditures in both the General and Capital Projects Funds. When preparing this document Mindy followed the guidelines of the Government Finance Officers Association for an outstanding budget. By making RLD's budget document as complete as possible Mindy hopes to assist not only the public in understanding how our finances work but to have a reference guide for our employees. This document also can and will be used as a tool in securing grants, and will be used by the foundation in its efforts to obtain donations. It will also be provided to Standard & Poor's and Moody's and to investors in the COPs who request it.

President Riddle having heard the presentation by the Finance Director opened the Public Hearing on the Budget at 6:20 p.m.

Hearing no public comments on the Budget, President Riddle moved to close the Public Hearing on the 2009 Budget at 6:22 p.m.

a. Approval of RLD 2009 Budget and Operating Plan

Motion to approve resolution No.08-11-01: A resolution summarizing expenditures and revenues for each fund and adopting a budget, levying property taxes for collection in the year 2009 to help defray the costs of government, and appropriating sums of money to each fund in the amounts and for the purposes set forth herein for the Rangeview Library District, Adams County, Colorado, for the calendar year beginning on the first day of January, 2009 and ending on the last day of December, 2009 was made by Debra Neiswonger and seconded by Ray Coffey. Motion passed unanimously.

10. Director of HR Report – Susan Dobbs: Open enrollment for benefits is in December. All renewals came back flat except with a 15% increase in medical, which RLD will absorb, which means premiums will remain the same with an addition of a premium tier for the part-time employees. Susan would like approval to add a short-term disability program to the benefits package.

Motion to add a Short-Term Disability plan for employees and allow that it could have the adjustment to also include part time employees was made by Debra Neiswonger and seconded by Dorothy Lindsey. Motion passed unanimously.

Susan handed out two revisions and one addition to the Employee Manual. She would like to recommend that part time employees receive four hours of holiday pay. Right now they get the day off without pay. The addition of five personal days to employees' PTO bank. These personal days would be added to their bank January 1st of each year and would be available immediately to new hires. Also to add the option to take a cash distribution from their PTO bank when they have reached their cap. With the minimum pay out to be at least 100 PTO hours and up to half of their CAP hours.

Motion to follow Susan's recommendations to the Employee Manual was made by Dorothy Lindsey and seconded by Debra Neiswonger. Motion passed unanimously.

11. Branch Manager's Report – Deborah Hogue

The Commerce City branch has recently had a mini makeover. Staff has received many compliments, the public loves the new look. Weeding of the collection has made it much easier to find all the new materials arriving daily. A Game Day was held on Saturday with 30 in attendance playing a variety of games from Candy Land to Wii. The Youth Services librarian visits area schools a couple times per month. Deborah has recently become active in the Derby Business Association, which the area surrounding the Library

is called. Computer use is up with the 7 new MAC computers and 6 dedicated computers for adults. Commerce City has started Lapsit storytimes which have become popular, with mothers coming in from the Reunion area. The Gifts from the Heart program will be December 20.

12. Legal Counsel Report – Kim Seter: Legal Counsel report is included in the Board Packet. One update on the development agreement for Wright Farms and Huron. We have been negotiating for some time to eliminate the bonding requirements for the infrastructure improvements. Today Kim received an email saying they are willing to accept a letter from the COP Financing Trustee instead of a bond which would result in a huge savings.

13. Executive Session: Request for an executive session pursuant to Section 24-6-402 (4) and contract negotiations as allowed by subparagraph (e) and personnel matters as allowed by subparagraph (f). The purpose of this executive session is to discuss the renewal of the Director’s contract which expires at the end of the year. The Board may want to come out of executive session and take action on this matter. In addition, the Director is entitled to require that the discussion occur in public session.

Motion to enter into Executive Session at 7:02 p.m. was made by Debra Neiswonger and seconded by Ray Coffey.

**Motion to amend the Library Director’s contract based on the discussion during the Executive Session was made by Ray Coffey and seconded by Dorothy Lindsey.
Motion passed unanimously.**

14. For the Good of the Order: none

15. Adjournment: There being no further business to come before the meeting, upon motion made by Trustee Coffey and seconded by Trustee Neiswonger the meeting adjourned at 7:34 p.m.

Respectfully submitted

Dolores Sandoval
Administrative Assistant/Recorder

Acting Secretary of the Board of Trustees
Rangeview Library District