

**RANGEVIEW LIBRARY DISTRICT  
BOARD MEETING  
DECEMBER 17, 2008**

**1. Call to Order:** A meeting of the Library District Trustees was called to order at 5:07 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.

**Library Staff Attending:** Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Steve Hansen, Communications Director; Mindy Kittay, Finance Director; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Susan Dobbs, Human Resources Director; Stacie Ledden, Content Editor; Rachel Fewell, Collection Development Manager; Sandra Sebbas, Northglenn Library; Annette Martinez, Perl Mack Library; Kathy Totten, Thornton/Outreach; Deborah Hogue, Commerce City Library; Frances Swallows, Bennett Library; Alex Villagran, Brighton Library; Chandra Jones, Brighton Library.

**Guests:** Jacqueline Murphy, Legal Counsel; Justin Sager, Wember Inc.

**2. Additions or Changes to the Agenda:** none.

**3. Public Comment:** none.

**4. Consent Agenda Items:** Approval of the Minutes of November 19, 2008 Regular Board Meeting.

**Motion to approve the November 19, 2008 Minutes was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.**

**5. Construction Update – Justin Sager:** Justin presented a slide show of the progress at the Bennett and Brighton job sites, which shows masonry walls starting to go up at the Brighton location and framing almost complete at the Bennett branch.

**6. Director’s Report – Pam Sandlian-Smith:** The Rangeview Library District was awarded a \$300,000 grant from the State of Colorado’s Department of Local Affairs for a solar photovoltaic system at the Brighton branch. A short update on the Foundation work; John Kivimaki with Stonehill Consulting Group, who is helping with the Foundation met with Kim Seter’s office to finalize our application for the IRS 501(c)3. John has been meeting with potential applicants for the Foundation Board.

**7. Director of Finance Report – Mindy Kittay:** Mindy handed out additional financial statements. She reports all funds are 100% available at CSAFE.

**8. Director of HR Report – Susan Dobbs:** The HR Dept. recently held open enrollment meetings. Susan thanked the Board for approval of the revisions at the November meeting; she has received a lot of great comments back from staff. A great turnout for the Annual Staff appreciation Breakfast held last week at Cinzzettis.

**9. Director of Communications – Steve Hansen:** Steve reports at this time we now have over 650 inches of press coverage mainly due to the expertise of new staff member Stacie Ledden. Look to see more coverage of Rangeview and what were doing at all the branches. In each of the community papers we will be highlighting the top 10 materials according to a different theme each month. The staff appreciation breakfast was a great event where everyone went away with a souvenir; t-shirts that were designed by graphic artist Mary Thelen. The t-shirt sleeves had words on them that were used in the GASP project. Steve handed out a flyer with the new hours for 2009, and the food for fines art/flyer.

**10. Director of Family Services Report – Lynda Freas:** A new Outreach Coordinator has been hired, Sara Francis she will start in January. Lynda apologized for not getting the Collection Development Policy in this month's Board Packet; it will be included in the January Board Packet for your review. Lynda shared few poignant quotes from families who participated in the Read-toberfest. The Youth Services staff has been working on and completed Early Literacy training. The Six Key Skills are; Love Books, Hear Sounds, Tell Stories, Know Letters, and See Print. Starting in January we will be focusing on one skill per month. Mary Thelen has developed the materials for the Early Literacy Storytimes, which include bookmarks with tips for parents.

**11. Director of Public Services Report – Ronnie Storey:** The Customer Service Task group proposes a recommendation for a Policy Revision of Late Fees/Fines to be effective February 16, 2009 where Rangeview Library District will not charge fines for RLD materials returned late. Patrons will receive notification of overdue items and will be billed for replacement and processing. Patrons will have borrowing privileges suspended until materials are returned or the district is compensated for lost materials.

**Motion to accept the recommendation of the Policy Revision of Late Fees/Fines was made by Debra Neiswonger and seconded by Dorothy Lindsey. Motion passed unanimously.**

Sandra Sebbas, Northglenn manager presented a slide show of Northglenn's Gifts from the Heart program featuring staff reading books.

**12. Legal Counsel Report – Jacqueline Murphy:** A report was submitted in the Board Packet. There are no updates to report.

**13. For the Good of the Order:** none

**14. Adjournment:** There being no further business to come before the meeting, upon motion made by Trustee Coffey and seconded by Trustee Lindsey the meeting adjourned at 6:03 p.m.

Respectfully Submitted

Dolores Sandoval  
Administrative Assistant/Recorder

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Acting Secretary of the Board of Trustees  
Rangeview Library District