

RANGEVIEW LIBRARY DISTRICT  
Board of Trustees Meeting  
July 18, 2012

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:10 pm. at Anythink Wright Farms, 5877 E 120<sup>th</sup> Ave, Thornton, Colorado. A quorum was recognized.

**Trustees Attending:** Ray Coffey, Dorothy Lindsey, Mizraim Cordero, Linda Wisniewski.

**Apologies:** Kay Riddle.

**Staff Attending:** Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Mindy Kittay, Finance Director; Susan Dobbs, HR Director; Ronnie Storey, Public Services Director; Matt Hamilton, IT Manager; Stacie Ledden, Communications Manager; Logan Macdonald, Collection Development Manager; Doug Squires, Facilities Manager; Rebecca Martin, Accountant; Ken Devine, Writer/Editor; Suzanne McGowan, Wright Farms Library; Sandra Sebbas, Huron Street Library;

**Guests:** Marci Whitman, Northglenn Councilmember; Lynne Fox, Thornton Councilmember; Nicole Davies, Arapahoe Library District.

2. **Additions or Changes to Agenda:** Remove item #12, Legal Counsel Report from the Agenda.
3. **Public Comment:** None.
4. **Consent Agenda Items:** Motion to approve the Minutes of the June 20, 2012 Regular Board Meeting was made by Trustee Coffey and seconded by Trustee Wisniewski. Motion carried. Trustee Cordero and Trustee Lindsey abstained from the vote.
5. **Anythink Wright Farms Manager's Report - Suzanne McGowan:** While at this year's ALA conference in Anaheim California, Suzanne and Ronnie attended the Disney Institute. They are official graduates of the institute where they learned some Disney secrets bringing back that Disney customer service is iconic; they create magic with their customers, which keep them coming back. Suzanne reports that the Thomas Locker exhibit directed a lot of the experience zones over the past weeks (magical moments), such as plein air painting which was well received.
6. **Director's Report - Pam Sandlian Smith:** Pam thanked Suzanne and her team for doing an amazing job.
  - Pam introduced Nicole Davies who is the new Executive Director of the Arapahoe Library District she is visiting our library/meeting to see how we conduct business.
  - On July 4<sup>th</sup> the Wright Farms library was burglarized, the Thornton police have a positive finger print match and are following through with contacting the individual.
  - The Bagel Bakery will not be renewing their contract to run the café; they have given their 90 days' notice. We are looking for a replacement for the café; we will be meeting with a company called Bean Sprouts as a possible option.
  - Pam handed out and reviewed year to date 2012 circulation & collection statistics, noting/explaining reasons why 2012 is flat after consistently going up in the past years.

- The Nature Explore Gardens at Wright Farms is fully funded and work has started on the project today. Pam handed out a diagram of the water feature which includes a hand water pump. An official opening of the garden will be held in September.
- Pam asked for and received board's approval to begin work on a community garden at the Wright Farms branch. Saying it would be ideal to do this in conjunction with the Nature Explore garden so that additional soil needed for the Nature Explore garden could come from the leveling off of the area where the community gardens will go.
- Group3 Planners have been hired to assist with the Washington transition to Mapleton.
- Library Video Network produced a video "Changing Times, Changing Libraries" where they highlighted three innovative, change leading libraries in the county, including Anythink libraries. They captured the District's history and the evolution of Anythink. It will be available soon on the Anythink Youtube page.
- Anythink Brighton branch was visited on Wednesday as part of the NTIA review of the Colorado Public Computing Center project, Dara Schmidt and Aaron Bock did an amazing job with a tour and talk about public computing.

7. **Finance Director's Report – Mindy Kittay:** Mindy emailed financials to the board, saying they will see a budget amendment sometime in August or September to include \$20,000 for the garden. She will begin work on the 2013 budget, and is expecting revenue to be flat. The issue regarding the audit of our 2005/2006 e-rate funding has been resolved. Reducing the debt from \$32,000 to \$591. Mindy has a new volunteer, number 5 for the finance dept. The department has an opening for a part time accounts payable position.
  
8. **HR Director's Report - Susan Dobbs:** Susan handed out the Fruits and Veggie log to the board, pointing out the wellness pot lock on Sunday July 29. There were 13 teams (96 staff) participating in the wellness program averaging 42 minutes of exercise per day. Scott and Susan are working on the culture track of the R2 conference.
  
9. **Public Service Director's Report - Ronnie Storey:** Ronnie pointed out that our Facilities manager, Doug Squires work is sometimes transparent, and since he was attending the meeting she wanted to thank him for all he does. She reports the Pete the Cat programs were well received and well attended. The Bennett branch recognized one of their volunteers who has been volunteering for two years and is at 400 hours. Ronnie talked about her time at the Disney Institute and said her take away from the experience is that their philosophy to exceed people's expectations and customer service are similar to Anythink's model. Ronnie, Suzanne and Sandra will work on launching a new hospitality program which is one of the items on the strategic plan.
  
10. **Communications Manager's Report - Stacie Ledden:** Stacie said recently she was invited to participate in a Gale-Cengage webinar on marketing where there were 250 people participating. The subject was about innovative branding/marketing practices. She shared the development and launch of the Anythink brand. She reports the R2 conference is moving along with registrations rolling in also noting the majority of registrants are from out of state and are a diverse group.

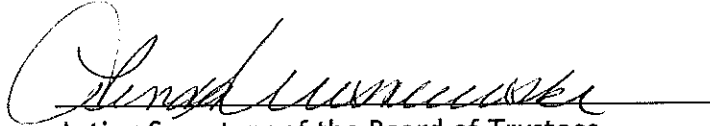
11. IT Manager's Report - Matt Hamilton: A YouMedia design camp will be held on Friday where the team will work on what they will be doing next and the implementation plan for the Wright Farms lab. Content training will be held in September for guides. The installation of the self-checks is nearly complete, waiting on delivery of more units. A new DVD dispenser has been installed at Commerce City; which is faster to load and holds 2000 DVDS the old one held 500. New software has been installed on the PAC's at the Washington Street library. Matt reports they have run into some hiccups with the VuFind project that has delayed the official launch date.

12. For the Good of the Order: Congratulations to Pam, she has a new granddaughter. Trustee Lindsey thanked the staff for their reports and all they do on a daily basis.

13. Adjournment: There being no further business to come before the board, upon motion made by Trustee Wisniewski and seconded by Trustee Coffey the meeting adjourned at 6:34 pm.

Respectfully submitted

Dolores Sandoval  
Administrative Assistant/Recorder

  
Acting Secretary of the Board of Trustees  
Rangeview Library District