

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 16, 2013**

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:04 pm. at Anythink Wright Farms, 5877 E 120th Avenue, Thornton, Colorado. A quorum was recognized.

Trustees Attending: Dorothy Lindsey, Ray Coffey, Linda Wisniewski.

Apologies: Kay Riddle, Mizraim Cordero.

Staff Attending: Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Susan Dobbs, HR Director; Lynda Freas, Family Services Director; Ronnie Storey, Public Services Director; Stacie Ledden, Communications Director; Matt Hamilton, IT Director; Rebecca Martin, Finance Manager; Doug Squires, Facilities Manager; Heidi Van Ness, Finance Dept.; Erica Grossman, Writer/Editor; Dara Schmidt, Brighton Library; Kathy Totten, Washington Street Library; Suzanne McGowan, Wright Farms Library; Sharon Hall, Bennett Library.

Guests: Jeff Erb, Legal Counsel; Lynne Fox, Thornton Councilmember; Marci Whitman, Northglenn Councilmember.

2. **Additions or Changes to the Agenda:** None.
3. **Public Comment:** None.
4. **Consent Agenda Items:** Motion to approve the Minutes of the November 14, 2012 Regular Board Meeting and 2013 Board of Trustee Meeting Schedule was made by Trustee Coffey and seconded by Trustee Wisniewski. Motion carried.
5. **Director's Report – Pam Sandlian Smith:** Pam handed out and reviewed the RLD 2012 Balance Sheet noting we are high/over what we projected for total revenue, and we are in good shape as far as expenditures.
The Financial Policy document presented is a cleanup of language - Director to Manager. The final document with recommended edits will be ready sometime in February or March for approval.
Tonight should have been board trustee Kay Riddle's last meeting, Pam and staff would like to propose the Huron Street library be the next collaborative art project and that we commission an artist in residence to work with the community to provide a piece of public art in Kay's name. We will invite Kay to the February meeting and have a proper good bye. Pam knows of at least one person that has applied for the board vacancy.
The Mapleton library is finished and staff will get a preview tomorrow. The IGA has been sent to the Mapleton lawyers and we anticipate to have it at the February board meeting for signing. Planning for a June 1st opening.
Fransen Pittman are the contractors for the Northglenn project, with work to begin

February 1st.

Pam introduced Erica Grossman, a new addition to the Communications department. Today Pam and Stacie gave a tour/presentation to folks from the Museum of Nature and Science. They are going to begin a \$56 million dollar expansion project, they will be touring museums around the world and they started their tour with our library. Their development director was here for a meeting previous and was so impressed with us she brought her team here.

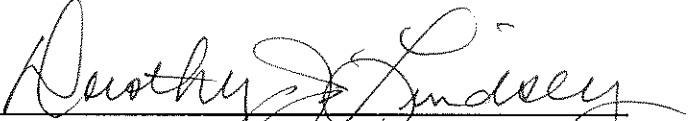
The Gates Global Libraries have invited Pam to participate in the peer library meeting In Cape Town, South Africa in April. They also asked her to be on the planning committee.

6. **Human Resources Director's Report – Susan Dobbs:** Susan asked for board's approval of the changes made to the Personal Days policy – prorating time for new hires. **Motion to approve the Personal Days policy was made by Trustee Wisniewski and seconded by Trustee Coffey. Motion carried.**
7. **IT Director's Report – Matt Hamilton:** Matt gave an overview of the annual Tech Fest training day which will be held on February 18 and start at 10:00 am. Keynote speaker will be Donna Feddern from the Escondido Public Library. Our bandwidth contracts will be expiring soon, Matt will be working on evaluating bids and hopefully have new contracts by mid-February. PCI initiative – we have complied with the requirements and are working on documenting the policies and procedures that our systems are protective of all cardholder information. The Studio at Wright Farms – construction has begun and we are anticipating being able to use the space for TechFest and opening to the public in early March. Guides have been receiving content training and in February will receive training in Adobe Creative Suite, Photoshop, and InDesign.
8. **Family Services Director's Report – Lynda Freas:** Lynda showed a sample of the messenger bag that will be this year's summer reading program inspirational piece. The bag can be decorated with markers, crayons, pins, etc.
9. **Legal Counsel Report – Jeff Erb:** The Northglenn Urban Renewal issue – the Authority has appealed to the Colorado Court of Appeals. The Northglenn and Washington properties- rights of riverter paperwork have been submitted to the County. **Motion to approve the Annual Administrative Resolution was made by Trustee Wisniewski and seconded by Trustee Coffey. Motion carried.**
10. **For the Good of the Order:** Pam attended a public meeting regarding the property at 120th ave. & Holly street, a Kum & Go has shown interest. The idea of a gas station in the neighborhood was not well received. City councilmember Lynne Fox notes there have been a number of proposals on this particular piece of property and said the community has been well organized and very good communicators.

11. **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 5:51 pm.

Respectfully Submitted

Dolores Sandoval
Administrative Assistant/Recorder



Acting Secretary of the Board of Trustees
Rangeview Library District