

RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 16, 2013

1. **Call to Order:** A meeting of the Rangeview Library District's Board of Trustees was called to order at 5:05 pm at Anythink Commerce City, 7185 Monaco Street, Commerce City, Colorado. A quorum was recognized.

Trustees Attending: Ray Coffey, Mizraim Cordero, Linda Wisniewski and Kerry Glenn.

Apologies: Dorothy Lindsey.

Staff Attending: Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Ronnie Storey, Public Services Director; Lynda Freas, Special Projects Director; Susan Dobbs, HR Director; Matt Hamilton, IT Director; Logan Macdonald, Collection Development Director; Stacie Ledden, Communications Director; Doug Squires, Facilities Director; Erica Grossman, Writer/Editor; Rebecca Martin, Finance Manager; Deborah Hogue, Commerce City Library; Sandra Sebbas, Huron Street Library; Suzanne McGowan, Wright Farms Library; Colleen Watson, Commerce City Library.

Guests: Marci Whitman, Northglenn Councilmember; Kim Seter, Legal Counsel; Elizabeth Dauer, Seter & Vander Wall; Kevin Mitchell, Adrian Zim, Zack Bollier, Shantelle Truilkill, Dawn Timber, Commerce City community members.

2. **Additions or Changes to the Agenda:** None.
3. **Public Comment:** Shanae Dix and Hunter Hartman, CAM Services - Cam services have been providing facilities maintenance services for the District to include; snow removal, power sweeping/washing for the past two years. They were recently given two weeks' notice by one of their employees. They stated they are upset that the District hired their former employee and ended the contract with CAM Services.
4. **Consent Agenda Item:** Motion to approve the Minutes of the September 18, 2013 Regular Board Meeting was made by Trustee Coffey and seconded by Trustee Glenn. Motion Carried.
5. **Branch Manager Report - Deborah Hogue:** Deborah welcomed everyone stating this has been a busy year. From December 2012 through September 2013 they have issued 1700 library cards. Deborah reports MySummer programs were a success and included adults in attendance for the first time.
6. **Partnership with Food Bank of the Rockies - Lynda Freas, Deborah Hogue and Sandra Sebbas:** About a year a half ago Lynda was approached by a customer who volunteers for Food Bank of the Rockies, she asked if the library would be interested in a program to provide after school lunches for kids. We started last school year with a pilot program at Brighton, Commerce City and

Huron Street serving after school snacks. Over the summer lunches were served at Huron Street and Commerce City. Now five of the libraries will be serving after school snacks. Deborah and Sandra talked about their communities and who they serve; they also showed the contents of a typical lunch served. Community members talked about how important this program is for their families/children.

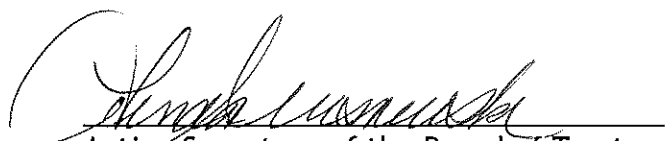
7. **Presentation of proposed 2014 RLD Budget - Administrative Team:** So that the Board could have a little more understanding of how budget decisions are made, the administrative team each gave a small presentation. Finance manager, Rebecca Martin did an overview of the proposed 2014 budget. She reviewed the revenues, and fund reserves. Library Director, Pam Smith gave an overview of the Personnel section stating we are staying flat by not filling a vacancy. The increase shown is based on a 3% allocation for merit increases. Information received from our insurance broker shows a less than 1% increase for our insurance premiums. Special Projects Director, Lynda Freas report included Civic Technologies and Grant Revenue intentions. We will be working with Civic Technologies who will help us determine who our users and non-users are. This information will help us tailor our programming, communications and collection development. With several grants in the works we are hoping for a banner year; a grant from American Honda to fund our mySummer program with a STEAM/STEM focus and also to help fund the AIRS program, Brighton Shares the Harvest submitted a grant to fund edible gardens at Brighton just to name two of many in the works. If anyone hears of any funding opportunities Lynda asks to send them her way. The trustees would like a presentation from the Civic Technologies group and their findings. Facilities Manager Doug Squires reminds us we do maintenance on 9 buildings on a daily basis, this includes the Washington and Northglenn buildings. The facilities budget is down by twenty thousand. Stating even with a staff of three his department does as much as they can in-house. Communications Director Stacie Ledden reports on advertising and marketing stating their main goal for 2013 was to help the community understand Anythink as a participatory library. Stacie states they have a lot of momentum from 2013 and want to capitalize on that for 2014 and continue to help staff and community members understand what a participatory library is all about. Major projects for 2014 include making sure the staff and community understand the concept of the Studio, moving forward with the collaborative art projects, plans underway for a more comprehensive e-book campaign out in the community. They have been asked to re-create the Happiness experience zone at PLA 2014. They will be working with other regional libraries to do a statewide R-Squared initiative dubbed disruption week in September. They will be working on a marketing push for the Café. A lot of outreach in 2014 to promote Anythink overall. HR Director Susan Dobbs states the line item for travel, education and training did go up a bit due to 2014 being a PLA year. Stating PLA is more relevant for our staff to

attend because it is for public libraries. Our all staff training days come out of that line item as well. Collection Development Director Logan Macdonald states the increase in the materials budget comes from the approved 2014 budget increase by the board, and also includes \$65,000 from the State Grants to Libraries Act for early literacy materials. The increased budget will also be used to purchase more copies of most popular titles as well as replenish and refresh some of the nonfiction areas. His department is also exploring ways to reach other target audiences as far as downloadable materials, such as streaming movies, and downloading music in a sustainable model. Logan also reports the product we chose when we upgraded our catalog a couple years back, VuFind. They lost their developer and we are now exploring other options one which is BiblioCommons. IT Director Matt Hamilton reviewed his budget items which are technology equipment and maintenance fees, telecommunication and website development. He reports the biggest change in the technology budget will be more of an emphasis on studio programming and funding the AIR's program. He is looking at scheduling/checkout software for staff. Public Services Director Ronnie Storey reports on library services and capital expenses. Ronnie talked about programs, mySummer, and experience zones saying this is what we offer our community. Looking at the capital expenditures for 2013 there were significant expenses with the opening of Mapleton and repurposing the Northglenn building. In 2014 we are budgeting for a courier van, new DVD disc cleaner, and to refurbish/replace some furniture.

8. **Director's Report - Pam Sandlian Smith:** Pam stated we have always been happy with CAM Services and they have always done a good job. We had a longtime employee retire which created a vacancy. A CAM employee applied for the position, and was hired. We had no obligation to inform CAM their employee had applied. We gave CAM 30 days' notice per their contract. Today we hosted two librarians from Denmark who talked about their model for library services. There were more than 60 in attendance. We have a number of people attending and presenting at CAL which starts tomorrow. Pam has been invited to be a presenter at TEDx MileHigh on November 16.
9. **Legal Counsel Report - Kim Seter:** Legal counsel's report was included in the board packet.
10. **For the Good of the Order:** Northglenn councilmember, Marci Whitman was thankful for the opportunity to attend the presentation given by the Denmark librarians.
11. **Adjournment:** There being no further business to come before the Board, upon motion made by Trustee Glenn and seconded by Trustee Wisniewski the meeting adjourned at 6:47 pm.

Respectfully submitted,

Dolores Sandoval
Administrative Assistant/Recorder



Acting Secretary of the Board of Trustees
Rangeview Library District