

RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 19, 2014

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:00 pm. at Anythink Wright Farms, 5877 E 120th Avenue, Thornton Colorado. A quorum was recognized.

Trustees Attending: Dorothy Lindsey, Ray Coffey, Kerry Glenn and Mizraim Cordero.

Apologies: Linda Wisniewski.

Staff Attending: Pam Sandlian Smith, Director; Lynda Freas, Special Projects Director; Susan Dobbs, HR Director; Stacie Ledden, Communications Director; Logan Macdonald, Collection Development Director; Ronnie Storey, Public Services Director; Doug Squires, Facilities Manager; Nan Fisher, Finance Manager; Heidi Van Ness, Payables Pro; Erica Grossman, Writer/Editor; Sandra Sebbas, Anythink Huron Street; Suzanne McGowan, Anythink Wright Farms; Kathy Totten, Anythink York Street; Deborah Hogue, Anythink Commerce City; Annette Martinez, Anythink Perl Mack; Sharon Hall, Anythink Bennett; Jackie Kuusinen, Anythink Brighton.

Guests: Elizabeth Dauer, Legal Counsel; Marc Futterman, CivicTechnologies.

2. **Additions or Changes to the Agenda:** None.
3. **Public Comment:** None.
4. **Consent Agenda Items:** Motion to approve the Minutes of the July 16, 2014 Regular Meeting was made by Trustee Coffey and seconded by Trustee Cordero. Motion carried.
5. **Report of Data Analysis from CivicTechnologies Community Connect regarding the Anythink Library and Community - Marc Futterman, CEO:** Marc Futterman gave a presentation of demographic information from our community. Using Community Connect, a web-software solution that integrates data from our library with market segmentation, demographic, and other data to help us better understand our community and predict what people are interested in and deliver relevant services to them.
6. **Finance Manager's Report - Nan Fisher:** Nan reviewed the July financials which were included in the board packet. She has been working with department heads to work on the 2015 budget. She states as we work on the 2015 budget, we are planning another flat year of revenue growth. **Motion to accept the July 2014 financials was made by Trustee Coffey and seconded by Trustee Glenn. Motion carried.**

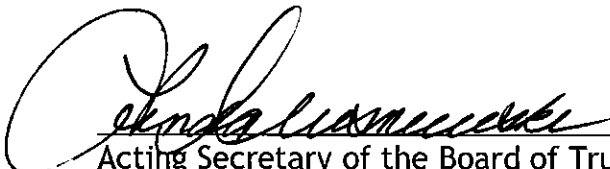
- 7. Library Director's Report - Pam Sandlian Smith:** Pam notes we have been working on the five key strategies for the last three years; she proposes we stick with these strategies thru 2015. She would like us to use this next year to gather information and to invite folks from RTD, the planning department from the City of Thornton to come share their plans/strategies with the Board. The September board meeting falls on the day the North Metro Chamber of Commerce will be holding their Membership Madness, they have offered us a booth at this event. A decision to cancel the regular September board meeting and for the Library to host a booth at the Chamber event was in agreement. Update of the Washington Street property - the auto dealership next door is interested in buying a portion of the property. After discussion, no decision was made to sell. Direction was given to explore the price of rezoning the property.

Ronnie welcomes/introduces Brighton branch manager, Jaclyn Kuusinen.

- 8. Communications Director's Report - Stacie Ledden:** Stacie reports there are 125 organizations throughout the U.S. and Canada signed up to participate in Outside the Lines (OTL). She says because the message of OTL was getting lost in translation, a decision was made to shift gears in the approach to OTL. We will kick off OTL by celebrating Anythink's 5th birthday with a party on Friday, September 12, activities are scheduled throughout the community the following week.
- 9. Legal Counsel Report - Elizabeth Dauer:** Elizabeth states effective in July there was a bit of a change to the Colorado Open Records Act. Legal Counsel recommends the District adopt a policy regarding requests for public records. **Motion to adopt the Resolution in regards to Colorado Open Records Act Rules and Policy and Regarding Request for Public Records was made by Trustee Cordero and seconded by Trustee Glenn. Motion carried.**
- 10. For the Good of the Order:** Trustee Cordero thanked the board for moving tonight's meeting so he could attend. Trustee Coffey showed the book bag he received from the Lawrence Public library's grand opening celebration. He was visiting friends in Kansas.
- 11. Adjournment:** There being no further business to come before the Board, motion to adjourn at 7:01 pm was made by Trustee Coffey and seconded by Trustee Cordero. Motion carried.

Respectfully submitted,
Heidi Van Ness

Prepared by,
Dolores Sandoval
Administrative Assistant


Acting Secretary of the Board of Trustees
Rangeview Library District

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
RANGEVIEW LIBRARY DISTRICT**

Colorado Open Records Act Rules and Policy

WHEREAS, the Rangeview Library District (the "District") was organized as a library district pursuant to §24-90-101 *et seq.*, C.R.S.; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. ("CORA"); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS; to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Trustees of the Rangeview Library District as follows:

1. The Board adopts the "Policy Regarding Requests for Public Records – Research and Retrieval" attached as Exhibit A to this resolution.

Adopted this 19th day of August, 2014.

RANGEVIEW LIBRARY DISTRICT


President, Board of Trustees

Attest:


Secretary

Exhibit A

**POLICY REGARDING REQUESTS
FOR PUBLIC RECORDS – Research and Retrieval**

Requesting Public Records

To request public records, please contact Pam Sandlian-Smith at (303) 288-2001 who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District [or inquiries on the District’s website or social media sites] will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1 st Hour	-	No Charge
More than 1 Hour	-	\$30/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.