

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

1. Call to order: A meeting of the Library District Trustees was called to order at 5:16 p.m. at the Brighton Library, 575 S 8th Street, Brighton, Colorado. A quorum was recognized.

Board Trustees Attending: Kay Riddle, Dorothy Lindsey, Ray Coffey. Debra Neiswonger was absent.

Library Staff Attending: Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Alex Villagran, Brighton Manager; Chandra Jones, Brighton library; Susan Dobbs, Human Resources Manager; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Mindy Kittay, Finance Director; Steve Hansen, Communications Director; Rebecca Martin, Finance Dept.

Guests: Kim Seter, Legal Counsel.

2. Additions or Changes to the Agenda

Motion to move item # 10 to #5 was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

3. Public Comment – none

4. Consent Agenda Items – Approval of the Minutes of the August 20, 2008 Regular Board Meeting.

Motion to approve the Minutes of the August 20, 2008 Regular Board Meeting was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

5. Financial Directors Report – Mindy Kittay

The Financial report submitted in the board packet included; Highlights from the finance department, Narrative for the September 2008 Budget Amendment, August 2008 statistics, General Fund balance sheet August 31, 2008, Capital Project Fund balance sheet August 31, 2008, Revenues and Expenditures with comparison to budget for month ending August 31, 2008, and Revenues and Expenditures with comparison to budget Capital Fund for month ending August 31, 2008. Mindy presented the proposed budget amendment to the board.

Board president Kay Riddle opened the public hearing on the proposed budget amendment at 5:25 p.m.

With no public comment the Public hearing closed at 5:30 p.m.

Motion to adopt Resolution No. 08-09-01 Entitled, Second Amendment to the 2008 Budget summarizing expenditures and revenues for each fund and appropriating sums of money to each fund in the amounts and for the purposes set forth herein for the Rangeview Library District, Adams County, Colorado, for the calendar year beginning on the first day of January, 2008, and ending on the last day of December, 2008 was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

6. Director's Report – Pam Sandlian-Smith

The Wright Farms Metropolitan District's board unanimously agreed to contribute \$350,000 for a park at the Wright Farms branch location. The "Mini-G.A.S.P." makeovers for the Commerce City and Perl Mack branches are expected to be completed in October. Similar transformations will take place at Northglenn and Thornton soon after. Pam just came from a meeting at Humphries Poli Architects concerning the Huron Library. The project was substantially over budget; but, with some work to reduce costs it is now very close to budget. The ground breaking of the Wright Farms library has been delayed till February 2009, which means a completion date of spring of 2010. Ground breaking for the Huron branch will take place Saturday November 1. The Board discussed the Strategic Plan and made suggestions which the Administrative team will work on and bring back to the next board meeting. Each member of the Administrative team worked a shift at one branch Monday. This project "Walk a Mile in Their Shoes" was to see what it is like to work from open to close in a branch to and to get a sense of the work flows. This will help in making efficient staffing decisions. Board interviews are set for tomorrow, September 18. A draft of questions for the interviews was handed out to the Board.

7. Brighton Branch Manager Report – Alex Villagran

Alex handed out a Brighton Branch Annual Report for 9/07 to 8/08. Highlights include annual attendance statistics; 301 open days with attendance of 221,285 making the daily average 735, Children's story time programs – 5,281 attendees for the year. The report included Summer Reading, outreach and cultural program statistics as well. The recent hire of two new library generalists will allow expansion of library services offered in the area of teens/young adults. Including the establishment of a Teen Advisory Council. New instructional computer classes will be offered by recent hire Chandra Jones as well as in Spanish by Alex. The Brighton staff will be participating in Ask Colorado, an online information service provided by librarians statewide. They project to contribute an average of three hours weekly.

8. Communications Director Report – Steve Hansen

Steve handed out additional press clippings which covered the Brighton and Bennett ground breaking ceremonies. The ground breaking ceremonies took place on Friday, September 5. Steve reviewed the Positioning and Essence report developed by Barnhart. We are expecting to have a presentation of the logo/brand from Barnhart at the next board meeting. We are interviewing tomorrow for the Content Developer/Editor and Graphic Artist.

9. Director of Family Services Report – Lynda Freas

Kathy Totten, Outreach/Thornton Manager along with Lynda traveled to Moroney builders to receive the new bookmobile. It is scheduled to be here in early October. Family Read-to-berfest kicks off on October 1 through November 1. This is a district wide event to encourage families to read aloud together every day. Families will be eligible for prizes and will receive books to keep. In completing our community analysis project large maps have been placed in each branch. During the week of September 15, patrons can place a dot where they live which will help us identify the geographical range of customers visiting. The children and teen collections are receiving an infusion of new materials.

10. Public Service Director Report – Ronnie Storey

New Collection Development Manager, Rachel Fewell will start October 6. The collection development goal of having 75% of our collection 2004 or newer is currently at 68%, compared to 45% in January. New materials are arriving at a rate of about 1500 items per week. All branch managers and the Leadership Team participated in a two day training session addressing Core Competencies. All RLD branches are now official Voter Registration sites. Rangeview has six staff trained to participate in Ask Colorado, the online information service provided by Colorado librarians. A new DVD jukebox will be installed at the Brighton branch next week.

11. For the Good of the Order

Reminder from Susan, all staff training day is October 13, at Adams 12 conference center and Bowling is this Friday at Splitz Bowling Center in Westminster. Kay Riddle thanked Kim Seter, legal council for his work with the Wright Farms Metropolitan District which resulted in the contribution for upgrades to the park area.

12. 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 6:35 p.m.

Respectfully submitted

Dolores Sandoval
Administrative Assistant/Recorder

Acting Secretary of the Board of Trustees
Rangeview Library District