

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
February 21, 2024**

a) **Call to Order**

A meeting of the Rangeview Library District (d.b.a. "Anythink Libraries") Board of Trustees was called to order at Anythink Wright Farms at 5:15 p.m. A quorum was present.

Trustees Attending

Lynne Fox, Trisha Kramer, Savannah Vickery, Suzie Brundage

Trustees Absent

Gretchen Lapham

Staff Attending

Mark Fink, Executive Director; Susan Dobbs, Assistant Director; Stacie Ledden, Director of Strategic Partnerships; Suzanne McGowan, Director of Customer Experience, Justina Wooten, Wright Farms Concierge, Nan Fisher, Finance Manager; Justin Sager, Construction Project Manager

Guests

Elizabeth Dauer, Legal Counsel

b) **Additions or Changes to Agenda:**

Due to his absence, there was a request to remove item L, the Report from Logan MacDonald, Director of Products and Technology, from the agenda.

Motion to approve the agenda as amended was made by Trustee Kramer and seconded by Trustee Vickery.

c) **Public Comment**

None

d) **Approval of the Minutes of the November 15, 2023 Regular Board Meeting**

Motion to approve the Minutes of the November 15, 2023 Regular Meeting

was made by Trustee Vickery and seconded by Trustee Kramer. Motion carried.

e) Finance Manager's Report - Nan Fisher

a. Presentation and Acceptance of the December 2023 and January 2024 Financials

Fisher presented the December 2023 and January 2024 Financials.

b. Review of the Final 2024 Annual Budget

Fisher presented the Final 2024 Annual Budget.

A motion to accept the December 2023 and January 2024 Financials and the Review of the Final 2024 Annual Budget was made by Trustee Vickery and seconded by Trustee Kramer. Motion carried.

f) Old Business: None

g) New Business:

a. Review Proposed 2024 Operating Plan by Mark Fink, Executive Director

Fink presented this year's Operating Plan process and the priorities identified for 2024. Fink referred to the Operating Plan documents in the agenda packet.

The Admin. Team met much earlier in the year and the plan was created so district-wide priorities could be identified.

Once the draft of the 2024 Operating Plan was complete, it was reviewed by the managers.

Fink noted that when we begin drafting the 2025 Operating Plan, managers will be brought in earlier in the year so their input is included.

A Leadership Meeting was held in November 2023 and managers and directors discussed how staff would be included.

The theme for the 2024 Operating Plan is "Connectivity" - how our staff will connect with each other and how we connect with the community.

Regarding the DEI initiative, Trustee Vickery asked if the DEI work and processes will focus around and include staff and community members?

Fink noted that the current focus of Anythink's DEI work is internal. He said that once we have identified priorities, hired a DEI Director and have provided training for staff, then we can will outward to use a DEI lens to enhance our customer experience.

Regarding the opening of the Thornton Community Center Library, Trustee Kramer asked how will the name of the Thornton facility be selected?

Fink said that the City of Thornton is soliciting community feedback to help select a name for the facility. Fink noted that Anythink will be naming the Library in April so it can move forward with the public awareness campaign to close York Street and to open the new library.

Trustee Vickery asked what names are being considered.

Fink said that we have provided the top three recommendations, including South Thornton Community Center, Thornton Community Center and Thornton 2211.

Trustee Fox stated that we have to be very patient and understanding when working with the City of Thornton, and that her involvement with the City has always been very good. She believes that once the process begins that it will be a good outcome.

Fink noted that the Anythink team has been very intentional with working with the City and have been meeting with their team on a monthly basis. Fink said the City has good intentions but that they are and their service philosophy is a little different from Anythink's, and the first year will be an opportunity to develop an understanding of how we can work together to provide the best customer experience.

b. **Review: Nature Library Public Information Campaign by Stacie Ledden, Director of Strategic Partnerships**

Ledden introduced the two new Anythinkers on her team, Jess and John

Ledden presented the information to be shared at the Anythink Nature Library public meeting at the Trail Winds Recreation Center on Wednesday, February 28th at 6:00 pm.

Trustee Brundage asked if the Admin. Staff from Anythink Wright Farms will be moving to the Nature Library and also asked how long will the trail be? Fink said that the Admin Team will not be moving and that the trail is roughly one mile in length.

h) Capital Projects Update, Justin Sager

Sager noted that the opening of the Community Center Library is still on track for October-November 2024.

Sager noted that the Nature Library infrastructure work has begun and is on track. He said the design development phase of the project has been completed and the general contractor is now doing the next round of pricing for the project.

Sager reported that we will break ground on the Nature Library in August 2024; and construction will last for 20 months, and the grand opening will occur in 2026. In addition, Sager noted that Anythink has brought on a Cultural Resources Specialist to assist with involving local tribal communities with site monitoring during the construction phase.

Trustee Vickery asked about how water and electricity have been factored into the project? Sager said that this has been included in the planning and pricing process.

i) Executive Director Report, Mark Fink

The Operating Plan was mainly the focus of his report.

A Staff Training Day was held on Monday, February 19th and it was a great success. Hospitality was the main focus of the training as well as Self Care. Poet Laureate Kerrie Joy stayed for the entire day and wrote a poem specifically for Anythink.

Fink mentioned it has been several years since we have solicited community input about Anythink's services. Accordingly, Fink said that Anythink is in the process of hiring Slover Linett to do this work. He said that a kick off meeting is scheduled for the end of the month. Also, the community engagement is tentatively scheduled to be done before the end of May.

Trustee Fox said that the last time Anythink had work like this done, it relied heavily on staff, and she believes that engaging a consulting firm to do the majority of the work is a great idea.

j) Assistant Director Report, Susan Dobbs

Dobbs introduced our new Administrative Assistant, Shelly Boyer.

Dobbs also said that it is "PIE" time (Pride In Excellence) and that the evaluations are due in March.

Dobbs noted that the carpet installation for Wright Farms has been completed and offered congratulations to the staff for their participation in getting this done.

Dobbs also announced that the kick off for the “Spring in to Motion” competition will begin on March 4th. It is a walking competition and the Board and the Directors, and all staff have been invited to participate.

k) Director of Customer Experience, Suzanne McGowan

McGowan talked about the Staff Training Day that was held on Monday, February 19th and that It was a wonderful success.

Justina Wooten, a Concierge at Wright Farms, read the poem that Karrie Joy wrote for Anythink.

McGowan noted that one of the areas of focus during training day was to have the employees write down words and thoughts of what hospitality means to them. Books were created and some of the stories were presented to the Board.

l) Legal Counsel Report

Dauer reported that the construction contracts related to the ground lease for the Aylor site is on track.

Dauer provided a legislative update on SB 24-049, which is a Ban on Book Bans.

m) For the Good of the Order

Trustee Kramer reported that she attended the Unstudied event with Poet Laureate Kerrie Joy at Anythink Huron Street and enjoyed it very much.

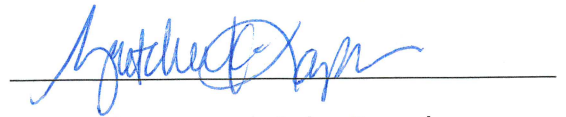
n) Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 6:50 pm.

Motion to adjourn was made by Trustee Brundage and seconded by Trustee Kramer. Motion carried.

Respectfully submitted,

Shelly Boyer
Recorder

A handwritten signature in blue ink, appearing to read "Shelly Boyer", is written above a horizontal line.

Acting Secretary of the Board
Rangeview Library District