

**RANGEVIEW LIBRARY DISTRICT
BOARD MEETING
APRIL 20, 2011**

1. Call to Order: A meeting of the Rangeview Library District Trustees was called to order at 5:04 pm. at Anythink Washington Street library, 8992 Washington Street, Thornton, Colorado. A quorum was recognized.

Board Trustees Attending: Kay Riddle, Ray Coffey, Dorothy Lindsey, Linda Wisniewski and Mizraim Cordero.

Library Staff Attending: Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Lynda Freas, Family Services Director; Ronnie Storey, Public Services Director; Susan Dobbs, HR Director; Mindy Kittay, Finance Director; Stacie Ledden, Communications Manager; Mary Thelen, Visual Arts Manager; Rachel Fewell, Collection Development Manager; Laci Henning, Washington Street library; Kathy Totten, Washington Street library; Dara Schmidt, Brighton library; Sandra Sebbas, Huron library; Chandra Jones, Wright Farms library.

Guests: Jacqueline Murphy, Legal Counsel; Justin Sager, Wember Inc.; Leslie Carrico, Northglenn Councilmember; Steve Lebsock, Thornton Councilmember; Jim Lynch, Northglenn resident.

2. Additions or Changes to Agenda: None.

3. Public Comment: Northglenn resident, Jim Lynch inquired about the Districts plans for the old Northglenn library.

4. Consent Agenda Items: Approval of the Minutes of: March 16, 2011, Regular Board Meeting and April 7, 2011 Special Board Meeting.

Motion to approve the minutes of the March 16, 2011, Regular Board Meeting and April 7, 2011, Special Board Meeting was made by Ray Coffey and seconded by Linda Wisniewski. Motion passed unanimously.

5. Construction Update – Justin Sager: This being the last construction update from Justin, his presentation included before and after photos of all the capital projects; Washington street, Wright Farms, Brighton, Bennett, Commerce City, Huron street, and Perl Mack. Justin thanked the board, and staff for everything.

6. Branch Manager Report – Kathy Totten: Kathy also manages the Outreach Services department, she talked about programming they participated in over the past year which included; Gifts from the Heart, literacy nights at schools, they handed out mini bookmobiles on National Bookmobile day, and participated in MySummer. Youth Services guide, Laci Henning talked about programs offered at the newly remodeled Washington Street library. She shared some of the crafts created at the programs. Laci's goal is to empower the kids and incorporate some form of literacy in the activity.

7. Director's Report – Pam Sandlian Smith: There has been an arrest in the Brighton vandalism case. Bennett manger, Frances Swallows said she received an email from a former colleague in Raleigh NC; they had a speaker who said RLD was one of the top 10 libraries in the country. The Crossroads church in Northglenn would like to lease space at the old Northglenn library. Currently the bottom level is used for storage and the bookmobile is parked there at night. They would like to pay \$1000. per month to lease the upstairs. After discussion the Board gave direction to pursue the inquiry and access needs/costs to have property ready for lease. Over the past two weeks we have been interviewing candidates for several positions. We received over three hundred applicants for the Writer position and pending reference checks we are prepared to make an offer for the Development Manager position. The two technology guide positions should be filled soon. A letter has been drafted to the BOCC in reply to a citizen's comment at their March 30 meeting. The Board discussed ways in which they can continue to develop a relationship with the BOCC and ensure they understand what the library is doing.

8. Finance Report – Mindy Kittay: Mindy passed out statistics; she will email March financials. The auditors are almost done and will present their findings at the May board meeting. We are doing our first ever system wide webinar, this training is to familiarize staff with our new collection agency, Unique Management.

9. HR Report – Susan Dobbs: At the beginning of April we held our first wellness fair with more than forty staff participating. This event was held by Kaiser and our medical broker for staff that are on the Kaiser plan. Staff were able to have a biometric screening done, and get blood pressure taken, and then the results were forwarded to Kaiser for follow up. We held a trivia night on Friday at Fox and the Hound with at least sixty staff and family in attendance. Stacie Ledden and Scott Lupo are working on the Intranet; we will be rolling it out in May. Susan notes the applicant pool for every position we've posted has been tremendous giving us a wonderful pool to hire from.

10. Family Services Report – Lynda Freas: Lynda passed out a sample of the summer reading lanyards that will be given to school children, 30,000 were assembled. Lynda showed an artists rendering of the Brighton nature explore garden. The collection development department just finished training with an online software program called HQ. The software is designed to help maintain our collection. Rachel Fewell will be demonstrating at the June board meeting.

11. Public Services Report – Ronnie Storey: Community garden workdays are scheduled; Friday, April 29, 9am-12 at the Perl Mack branch and Saturday, May 14, 9am-12 at the Commerce City branch. The Huron Street library received delivery/installation of their book sorter; it has been very effective; the time that Wranglers previously spent checking in materials is now spent shelving materials. Dara Schmidt is the new Brighton branch manager. Ronnie shared a letter from a patron thanking the Bennett staff for all they offer and do. He was unemployed and spent nearly three weeks at the library working on finding employment, utilizing services such as WiFi, and print capabilities along with the always pleasant and eager staff he was able to find a job. As of April 11,

he has been working for a security company in Aurora and is very thankful to the staff at Anythink Bennett.

12. Communications Report – Stacie Ledden: Stacie thanked Mary Thelen for all her work on the visual artwork for MySummer. The communications department has been working on the Anythink Grows campaign, putting together posters and flyers to promote the community gardens. The Perl Mack Anythink style garden party is Friday May 6, 3-7 pm. with a bluegrass band, picnic style food and crafts for kids. StoryCorps will be visiting us for 3 days, this visit is part of the National Medal we were awarded. Sparkopolis tickets will be available for purchase on our website soon; the party is September 24, 6-10 pm. Our website continues to grow, last month we had over a 100,000 visits in one month. The top three pages that were accessed were the homepage, catalog, and 24/7 library page.

13. Legal Counsel Report – Jacqueline Murphy: Legal counsel will wait for direction regarding the Northglenn lease; the Board will need a resolution.

Pam - Over the past six to nine months the District has been doing some preliminary investigation of the pension plan. We are not in the place of any decision making yet, and any decision we would make in the future would include any staff who wants to participate.

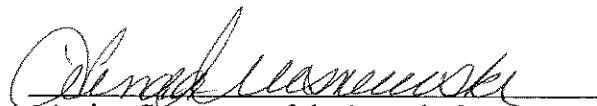
14. For the Good of the Order: The city of Northglenn will be holding a Fourth of July race and Leslie Carrico asked if they could place some information in the libraries. Steve Lebsock reports that School District 12 and City of Thornton have partnered in building a new consolidated service center that will serve the fleets for both the school and the City of Thornton. Steve noted that while at a meeting with the Mapleton School District they mentioned how excited they were about their joint project with RLD. The Margaret Carpenter Recreation Center received LEED certification earlier this year; Steve thanked the revolution at RLD for leading the way in this regard. Steve is co-hosting a Ward I community meeting tomorrow night at the Huron Street library at 7:00-8:00 pm. everyone is invited.

We are recommending closures for three Sundays at the Wright Farms library; Memorial Day, July 4, and Labor Day.

15. 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 6:23 p.m.

Respectfully Submitted

Dolores Sandoval
Administrative Assistant/Recorder


Acting Secretary of the Board of Trustees
Rangeview Library District