

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
April 20, 2022**

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:06 pm. The meeting was virtual. A quorum was recognized.

Trustees Attending: Andrew Southard, Lynne Fox, Gretchen Lapham, Suzie Brundage

Staff Attending: Pam Sandlian-Smith, Executive Director; Susan Dobbs, Assistant Director; Logan Macdonald, Director of Products and Technology; Suzanne McGowan, Director of Customer Experience; Nan Fisher, Finance Manager

Guests: Kim Seter, Legal Counsel; Justin Sager; Dennis Humphries; Katherine Goff; Joel Miller

2. **Additions or Changes to Agenda:** Moving the Legal Counsel Report - IGA conversation was recommended to move directly after the update on Capital Projects. Motion to approve the changes was moved by Trustee Southard and seconded by Trustee Lapham. Motion carried.
3. **Public Comment:** None
4. **Motion to approve the Minutes of the March 16, 2022 Regular Meeting was made by Trustee Lapham and seconded by Trustee Southard. Motion carried.**
5. **Presentation & Acceptance of the March 2022 Financials - Nan Fisher:** Nan reviewed the March 2022 Financials. Motion to accept the March 2022 Financials was made by Trustee Southard and seconded by Trustee Lapham. Motion carried. Trustee Fox also noted that the district's auditors have begun the audit process and she received a standard procedure call from the auditor.
6. **Update on Capital Projects - Dennis Humphries, Justin Sager:** Justin discussed how the property boundaries have shifted to accommodate environmental concerns. The survey was updated to new recommended boundaries. A cash flow projection was completed with City of Thornton to confirm that the terms (complete 85% of spending within 3 years of initial financing) of the COP agreements could be met. Dennis discussed that the architect contract would be provided to Justin and Legal Counsel. He reviewed the new site plan, and how the building size has been reconsidered. The recommendation is for the library to be 1 story, with

one portion of the building having ceilings of 2 stories. Dennis reviewed the 4 project goals: boundless, well-being, environmental stewardship, and heritage, as well as a new one: create beauty. These 5 goals will guide the design process. Due to accelerating construction costs, the building may be reduced to 35,000 sf, down from 50,000 sf. Outdoor rooms are expected to provide an additional 15,000 square feet. Spaces within the building may be influenced by Anythink's Experience Matrix. Next steps are to engage more staff in the design process and to build out the design more fully. Trustee Southard asked if the option would be available to expand the library down the road if needed.

7. **Legal Counsel Report - Kim Setter:** Kim reviewed the Intergovernmental Agreement (IGA) with the City of Thornton, which will provide a fifty-year lease of \$1.00 per year, automatically renewing for an additional 50-years from the City to the District. The completion of the IGA is an essential document that will allow the district to obtain the COPs to fund the building project. The key elements of the IGA lists key responsibilities and the financial responsibility of each partner. **Motion to approve entering into the IGA between the City of Thornton and Rangeview Library District for the Aylor Open Space Library Project, substantially in the form presented or as modified and amended to the satisfaction of the President of the Board, Library Director, Legal Counsel and the Owner's Representative and authorize the President and Secretary to sign the final agreement** was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.

8. **Update on Equity/Anti-racism work - Pam Smith & Logan Macdonald:** Pam explained how the district has had numerous conversations with leadership, and branch staff to discuss equity/anti-racism concerns. At least two Directors attended every meeting to listen and take notes. Over 100 responses were collected, in which 23 main topics were identified. A survey has been sent to staff to help identify the top 4-5 priorities to work on in 2022. Logan explained how the district has been working with the Urban Library Council to conduct a benchmarking survey regarding equity. The results of this benchmark were just received which ranks Anythink at midpoint with our peer libraries. Anythink scored slightly higher than other libraries on two issues: visibility of library leadership and creating community and programming. Anythink's lowest score was connected to the lack of a strategic vision relating to anti-racism and equity work. The goal is to incorporate this work into the 2022 Operating Plan.

9. **Executive Director's Report - Pam Sandlian-Smith:** Pam noted that we are moving forward with hiring a Nature Library Manager, final interviews will be conducted this upcoming Friday. A community center update: the IGA is in process on that project as we come close to finalizing the schematic design phase. The Café opened this week at Anythink Wright Farms. Significant progress is being made to complete the details for the restructuring of the library districts COP's. At this time, it is planned to provide this

documentation at the May board meeting. Pam heard from the county regarding the vacant board member. The county only interviews twice a year, so the next interviews will be June/July, and one person has applied to date. Trustee Southard asked for clarification on the community center timeline. Pam explained that completion of construction is planned for winter of 2024.

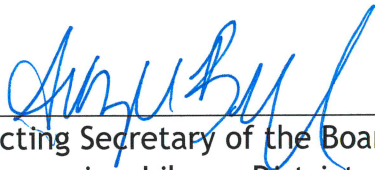
10. **Assistant Director's Report - Susan Dobbs:** Susan walked through the updates to the employee handbook to bring the district into compliance with recent legal regulations. Motion to approve the updates to the Rangeview Library District Employee Handbook was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.
11. **Director of Products and Technology Report - Logan Macdonald:** Logan explained that April has been the biggest book release month in the past two-years. He announced that Anythink has signed up to be a partner with the Library Speakers Consortium, a collection of libraries that have joined together to bring in high-profile author virtual events. Trustee Lapham asked if author events have had good turnout at Anythink. Logan explained the option has been limited in the past due to cost, and he is excited for this new opportunity. Trustee Southard asked how the library determines how many hard-copies, eBooks and audiobooks to purchase for each title. Logan explained the holds ratio guideline the Collection Development uses to determine quantities to purchase.
12. **Director of Customer Experience Report - Suzanne McGowan:** Suzanne is proud of the branch teams who tracked and distributed over 60,000 masks, and 5,000 COVID rapid tests to customers. Anythink Brighton had a fabulous program with the Colorado Symphony that was bilingual and had over 200 in attendance. Anythink Bennett participated in the Bennett High School career fair. Anythink staff attended the flea market. The Anythink Wright Farms team continues to collaborate as they create a welcoming space for teens/tweens.
13. **Legal Council Report - Kim Setter:** No additional information to provide beyond IGA discussed earlier.
14. **For the Good of the Order:** Trustee Lapham mentioned that the North Metro is having an election of Directors in May. One of the candidates is running on a platform that he will bring an Anythink Library to Reunion that will not cost taxpayers any money. Trustee Fox asked Legal Counsel what month the Board normally elects officers. Kim will verify timing and add to the agenda next month. Trustee Fox briefly discussed her trip to PLA in Portland.
15. **Executive Session:** Pursuant to C.R.S. 24-6-402 (e) and (f) to determine positions in relation to matters that may be subject to negotiation and review personnel matters related to the Executive Director's performance. Motion to

enter into Executive Session at 6:26 pm was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.
Motion to reconvene into regular meeting was made at 6:32 pm. The board did not take formal action nor did it adopt policy, position, rule or regulation.

16. **Adjournment:** There being no further business to come before the Board, the motion to adjourn was made by Trustee Brundage and seconded by Trustee Lapham. Meeting was adjourned at 6:34 pm.

Respectfully submitted,

Heidi Guyon
HR Generalist/Recorder



Acting Secretary of the Board
Rangeview Library District