

**RANGEVIEW LIBRARY DISTRICT  
BOARD OF TRUSTEES  
ANNUAL MEETING  
April 19, 2023**

**1. Call to Order**

A meeting of the Rangeview Library District Board of Trustees was called to order at 5:01 p.m. There was a quorum present.

**Trustees Attending**

Lynne Fox, Gretchen Lapham, Suzie Brundage, Trisha Kramer.

**Trustees Absent**

Savannah Vickery

**Staff Attending**

Mark Fink, Executive Director; Susan Dobbs, Assistant Director; Logan Macdonald, Director of Products and Technology, Stacie Ledden, Director of Strategic Partnerships; Suzanne McGowan, Director of Customer Experience; Nan Fisher, Finance Manager; Heidi Guyon, HR Generalist/Recorder

**Guests**

Elizabeth Dauer, Legal Counsel

**2. Additions or Changes to Agenda**

Elections will be added to the Legal Counsel report. Justin Sager was not presenting in person and submitted a written report.

**3. Public Comment**

None

**4. Library Board of Trustees Training from the Colorado State Library - Sharon Morris via Zoom**

Sharon presented on the roles and responsibilities of a Library Board of Trustees in Colorado, the legal responsibilities of the Board, and provided information about online Trustee resources.

Mark provided copies of the Rangeview Library District Bylaws to the Trustees.

**5. Approval of the March 2023 Meeting Minutes**

**Motion to approve the Minutes of the March 23, 2023 Regular Meeting was made by Trustee Brundage and seconded by Trustee Kramer. Motion carried.**

**6. Anythink Perl Mack Manger Update - Annette Martinez**

Annette shared successes of the branch since the Board's last visit to Perl Mack, including a partnership with the Children's Museum. Other partnerships included Art Garage, story times with Adams County Fire and Rescue, Art Student League of Denver, and Sticky Fingers Cooking.

Spanish story time has been offered at Perl Mack since January 2022 and is becoming more popular. The branch reported an increase in the number of Spanish items being circulated. Annette reviewed the fun programs scheduled for mySummer 2023. In May 2023, Perl Mack is going to host their first Boulder Museum of Contemporary Art artist. The community garden will get a new fence this year, and the branch will be installing some Nature Explorer features around the property.

**7. Presentation and Acceptance of the March 2023 Financials - Nan Fisher**

Nan reviewed the March 2023 Financials.

**Motion to accept the March 2023 Financials was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.**

**8. Capital Project Update**

Mark shared that since Justin could not be present, there were 2 items to highlight from Justin's report: both the Nature Library and the Thornton Community Center Library (TCCL) project are on budget. Anythink increased their portion of the TCCL project from \$8.5 million to \$9 million, which is reflected in the amended Intergovernmental Agreement (IGA).

**Motion to approve the First Amendment of the Intergovernmental Agreement Between the City of Thornton and Rangeview Library District Concerning Construction and Operations of a Community Center Library was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.**

**9. Executive Director's Report - Mark Fink**

Mark discussed Anythink's diversity, equity and inclusion work with Tangible Development, starting with the Leadership Readiness Assessment survey being distributed to managers and directors last week. The results of that assessment will inform 9 hours of training with managers and directors in April and May. An all-staff climate survey will be sent out on May 29th, with 16 focus groups to be hosted virtually by Tangible scheduled from mid-May to early July. Tangible Development will share the results with staff at the October 2023 training day.

Trustee Lapham asked what the focus groups will be like. Mark shared that they will be open-ended questions and geared toward anyone that identifies with that specific group, such as BIPOC.

Mark also mentioned the ongoing work with the Nature Library and the architect, Davis Partners. The team is working on two final design concepts that they will take to the Advisory Council for final feedback. The final design concept should be ready to present to the Board of Trustees in May.

**10. Assistant Director Report - Susan Dobbs**

Susan shared that once the Colorado Association of Libraries (CAL) annual conference has opened registration, she will reach out to the Board of Trustees to see if they would like to attend. There will be a track of workshops specifically for Trustees at the conference. Susan discussed the recent celebration of library volunteers, Sidekicks, at the annual Sidekick Brunch on April 15<sup>th</sup>. The program included recognizing 25 Sidekicks for their service, and attendees made terrariums.

**11. Director of Customer Experience Report - Suzanne McGowan**

Suzanne reported that the new Library Use Policy had been implemented, and to track incidents at branches, Anythink is now working with a local company, Quipu, to set up an online incident tracking report system.

Upcoming training opportunities for staff include first aid response, CPR, and Creating a Trauma Informed Library.

**12. Director of Products and Technology Report - Logan Macdonald**

Logan shared that Daniel, Managing Buyer, has been working with Dream Books, a local non-profit that takes discarded Anythink items and resells them at a local bookstore. The partnership has been off to a great start.

Logan conducted a show-and-tell to highlight Trylts, including inflatable costumes. Trustee Fox asked when the new WISE installation will occur. Logan shared it will be on Monday, April 24th.

**13. Director of Strategic Partnerships Report - Stacie Ledden**

Stacie highlighted how her team has been helping pull the materials together for mySummer. Stacie recognized Sarah Braverman for her work supporting Library Giving Day.

The team has been doing a lot of work with Anythink World, which is being uploaded to the Odyssey platform, with hopes Anythink World will be accessible in late April, with a tentative public launch scheduled in October 2023. Trustee Kramer asked if any other similar metaverses exist and how did the idea start. Stacie shared that Anythink World will be the first of its kind among public libraries in the United States and the idea started during the pandemic when the community did not have opportunities to gather.

Stacie shared that she presented to librarians in Illinois on “Joy as an Essential Service” for libraries to provide their communities.

**14. Legal Council Report - Elizabeth Dauer**

Elizabeth guided the Board through the process of nominating and electing a slate of officers.

Trustees were nominated for President, Vice President, Secretary/Treasurer and accepted the following positions:

- President - Lynne Fox
- Vice President - Suzie Brundage
- Secretary/Treasurer - Gretchen Lapham

**Motion to approve the above slate of officers was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.**

**15. For the Good of the Order**

None

**16. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 6:53 pm.

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

Respectfully submitted,

Heidi Guyon  
HR Generalist/Recorder



---

Acting Secretary of the Board  
Rangeview Library District