

RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
February 15, 2023

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 6:02 pm. A quorum was recognized. The meeting was virtual. New Trustees Savannah Vickery and Trisha Kramer introduced themselves.

Trustees Attending: Lynne Fox, Gretchen Lapham, Suzie Brundage, Trisha Kramer, 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: Kim Seter, Legal Counsel; Justin Sager—Owner’s Representative

2. **Additions or Changes to Agenda:** None. Motion to accept the agenda was made by Trustee Lapham and seconded by Trustee Brundage
3. **Public Comment:** None
4. Motion to approve the Minutes of the November 16, 2022 Regular Meeting was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.
5. **Huron Street Branch Manager Report - Shelly Whitelonis:** Shelly discussed her time with Anythink and her nine months at Huron Street, including the new additions to staff, successful community partnerships such as the Healthy Farmers Market and BMOCA, as well as the branch receiving their Spirit Nest from Jason Fann. Shelly highlighted the successful programs hosted by each of the Huron Guide. Looking forward to in 2023: building a fenced area outside of children’s area, hosting more Healthy Farmers Markets, and excited for a mySummer with a full team.
6. **Presentation & Acceptance of the November 2022 Financials; December 2022 Financials; January 2023 Financials - Nan Fisher:** Nan reviewed the November 2022 Financials, December 2022 Financials, and January 2023 Financials. Motion to accept the November 2022, December 2022, and January 2023 Financials was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.
7. **Update on Capital Projects - Justin Sager:** The Community Center Project is in the process of finalizing the interior design, construction has already begun with a projected occupancy towards the end of 4th quarter 2024. The Bookmobile will

park in the Firehouse 1 parking lot leading up to the opening while York Street is closed. Mark updated that the Groundbreaking ceremony has been moved to February 27th at 4 p.m.

For the Nature Library, the team let the previous design team go and went through the process of selecting a new architect firm, Davis Partnership. Mark added that they needed a team that would work with them creatively and collaboratively and found that with Davis. This change was costly, but Justin believes with the discounts Davis provided the budget will remain comparable. Trustee Lapham asked if the initial ideas established with Ratio would remain in the project. Justin explained that the foundational ideas of the project were from Anythink, and while they are keeping certain aspects, they have reset the project to zero. New projection for opening would be end of 2025. In final stages of establishing contracts with Davis Partnership (architect) and the general contractor.

8. **Executive Director's Report - Mark Fink:** Mark discussed the lease with Mapleton School District for the York Street location. The lease expires on May 31, 2023 and has been extended to May 31, 2024. The school has already signed the lease. In relation to the Nature Library project, the Advisory Council is being funded, in part, by a grant from the Rose Community Foundation. Staff Training Day is happening next Monday at the History Colorado Center. The Nature Library is moving forward using the Environmental Kinship Model. The Nature Library Advisory Council has held two meetings and is in the process of establishing relationships. Mark discussed the district's contract with Tangible Development to lead Anythink's DEI Strategic Planning process. Mark also discussed other library systems in Colorado having to close due to meth contamination, and how the State of Colorado Library and other library Directors are discussing how to properly address this issue. Trustee Vickery asked if the very small base level of detecting meth is also potentially harmful to others or just a way to detect. Mark explained that it was not harmful level, but is the conservative amount used for detecting. The March Board Meeting needs to be moved due to the entire Anythink Admin team attending another event. An email poll will be sent to establish a new date.

9. **Assistant Director's Report - Susan Dobbs:** Susan introduced herself and explained her role and the reports she provides each month. Susan reviewed the PTO Policy change to earning PTO by hour to align with the Healthy Family Workplace Act.
Motion to approve the 2.3 Paid Time Off policy was made by Trustee Vickery and seconded by Trustee Lapham
Susan reviewed the HR Dashboard metrics, along with the fun events planned outside of work for staff.

10. **Director of Customer Experience Report - Suzanne McGowan:** Suzanne introduced herself and how she tries to focus on the narratives of what is

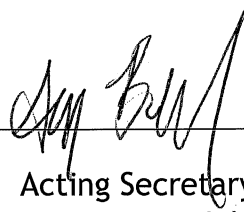
happening in the branches in her reports. Over 100 Anythinkers participated in 15 different book clubs focused on DEI topics. Conversations are occurring between police departments and each branch to discuss common struggles. Tax season does bring in more people to pick up their forms. Each branch is establishing new partnerships for programs in 2023.

11. **Director of Products and Technology Report - Logan Macdonald:** Logan introduced himself and the teams he represents: Collection Development, IT, and the Studio. The Studio has been expanding by providing pop-up experiences at the other branches and seeing outstanding results. Collection Development is working on refreshing and modernizing the WordThink classification of books. The IT department changed all the copiers to allow for free printing, up to \$5 a day, and free faxing. They are also working on updating the self-check stations. The districts emails had an attack on it earlier today that the IT department is working to lock down.

12. **Director of Strategic Partnerships Report - Stacie Ledden:** Stacie introduced herself and discussed the project Anythink World, the virtual world that has been two years in the process. The space is designed to meet people where they are, hosting meetings in there, events, programs, and streaming the backyard concerts series. The Innovations team is working on an extension of the Ready campaign, an external facing advertisement on the light-rails. Anythink will be doing a “take-over” of the light-rail station on 104th, including banners in the parking lot, and decals on the ticketing kiosks. Stacie gave a shout-out to Maria Mayo, the Innovations team, and Mo for creating and managing the immersive Dream and Design space.
13. **Legal Council Report - Kim Seter:** Kim introduced himself and explained how his firm monitors laws and regulations and updates the Board, as well as reviewing contracts the district establishes.
Mark reviewed the current agreement with Mapleton Public Schools to extend the contract for 1 year. **Motion to approve the Amendment 1 To Property Lease Agreement Between Adams County School District No. 1 and Rangeview Library District was made by Trustee Brundage and seconded by Trustee Lapham**
14. **For the Good of the Order:** None
15. **Adjournment:** There being no further business to come before the Board, the meeting was adjourned at approximately 7:37 pm. **Motion to adjourn was made by Trustee Lapham and seconded by Trustee Vickery. Motion carried.**

Respectfully submitted,

Heidi Guyon
HR Generalist/Recorder

A handwritten signature in black ink, appearing to read "Amy Bell", is written over a horizontal line.

Acting Secretary of the Board
Rangeview Library District