

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
July 19, 2023**

1. Call to Order

A meeting of the Rangeview Library District Board of Trustees was called to order at Anythink Brighton at 5:05 p.m. There was a quorum present.

Trustees Attending

Lynne Fox, Gretchen Lapham, Suzie Brundage, Savannah Vickery, Trisha Kramer

Trustees Absent

None

Staff Attending

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

Guests

Justin Sager, Owners Representative; Elizabeth Dauer, Legal Counsel

2. Additions or Changes to Agenda:

Mark requested one addition under new business:

A motion to approve the full contract for construction of the Nature Library, including preconstruction services, which will be Item D under New Business.

A motion to approve the agenda with changes was made by Trustee Vickery and seconded by Trustee Kramer. Motion carried.

3. Public Comment

None

4. Approval of the Minutes of the June 21, 2023 Regular Board Meeting

A motion to approve the Minutes of the June 21, 2023 Regular Meeting was

made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.

5. **Presentation and Acceptance of the June 2023 Financials - Nan Fisher**

Nan reviewed the June 2023 Financials.

A motion to accept the June 2023 Financials was made by Trustee Vickery and seconded by Trustee Lapham. Motion carried.

6. **Old Business:**
Approval of the Collection Development Policy - Logan Macdonald

Logan Macdonald presented the final draft of the Collection Development Policy, highlighting three changes since the last Board meeting: (1) adding clarification language regarding non-book materials, (2) adding language under collection responsibilities such as identifying gaps in the collection, and (3) updating the language for Request for Reconsideration to align with the language of the Library Program and Event Policy.

Trustee Fox asked if the panel convened to conduct a Request for Reconsideration would be considered a public meeting. Legal Counsel advised it only constitute a public meeting if three or more Board members attended and participated.

Motion to approve the Collection Development Policy was made by Trustee Kramer and seconded by Trustee Brundage. Motion carried.

7. **New Business:**
a. **Approval of the First Amendment to the Intergovernmental Agreement (IGA) to the Agreement Between the City of Thornton and Rangeview Library District for the Aylor Open Space Library Project**

Mark shared the amendment is to clarify who is responsible for different expenses and the cost-sharing plan between the City of Thornton and Anythink regarding the different components of the infrastructure of the project.

A motion to approve the First Amendment to the Intergovernmental Agreement to the Agreement Between the City of Thornton and Rangeview Library District for the Aylor Open Space Library Project was made by Trustee Lapham and seconded by Trustee Vickery. Motion carried.

b. Review and Discuss - Library Program and Event Policy - Suzanne McGowan

Suzanne McGowan shared that when a group of staff began working on drafting the Request for Reconsideration procedure, it became evident that Anythink needed to adopt a Library Program and Event Policy, since library programs, events, and displays could also be challenged by customers. The Library Program and Event Policy is consistent with the Collection Development Policies, and provides more transparency to the public about how programs, events and displays are selected.

Mark added that the policy defines what a program is, includes an interpretation from the American Library Association's Library Bill of Rights that makes it applicable to programs and events, and it provides a framework for staff when selecting programs to offer to the public.

Trustee Vickery commented that establishing the Library Program and Event Policy, along with the Request for Reconsideration Policy, were great additions since programming can be controversial.

Since the Board did not have any changes or additions to the draft policy, the Board waived a second reading in favor of voting for approval at the July Board meeting.

Motion to approve the Library Program and Event Policy was made by Trustee Kramer and seconded by Trustee Lapham. Motion carried.

c. Review and Discuss - Request for Reconsideration Policy - Logan Macdonald

Logan Macdonald explained that the Request for Reconsideration language was previously embedded in the Collection Development Policy and it was recommended that this language would be more appropriate as a stand-alone policy to accommodate reconsideration requests that could include programs, events and displays in addition to items in the collection. Logan explained the Request for Reconsideration process as outlined in the policy.

Trustee Vickery expressed appreciation for including the definition for professional level staff. Trustee Vickery asked if the selection criteria would be available during the reconsideration process for the panel to use during their consideration. Logan confirmed that is part of the Collection Development Policy, but the decision around a specific item is

not tracked. Trustee Fox explained that book reviews are also typically relied on during these discussions.

Mark added that while the policy is high-level, the procedure is detailed, down to the proposed agenda of the meeting.

Trustee Fox asked if it would be helpful for the Board to have the Collection Development team present to the Board on their process and selection criteria. The Board responded in the affirmative and a presentation is scheduled for the September 2023 Board meeting.

Since the Board had no recommended changes or additions to the draft policy, the Board waived a second reading in favor of voting for approval at the July Board meeting.

Motion to approve the Request for Reconsideration policy was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

d. Review and Discuss - Full contract for construction of the Nature Library, including preconstruction services - Justin Sager

Justin reviewed the contract for the pre-construction process with the general contractor G.H. Phipps. The modifications relate to insurance coverage.

Trustee Fox asked if the approval could be delayed until the August Board meeting so the Board has time to review the document. Justin confirmed and will have a copy of the contract included in the August Board packet.

8. Update on Capital Projects - Justin Sager

Regarding the Thornton Community Center Library project, Justin reminded the Board that the contractor had estimated construction costs on the high side, which required Anythink to allocate an additional \$1 million for the project. After reassessing construction costs, it was determined the \$1 million was no longer needed, so Anythink reallocated that \$1 million to the Nature Library construction budget.

Trustee Fox asked about the total allocations for the projects. Justin shared it is now \$51 million for the Nature Library and \$10 million for the Thornton Community Center Library.

The grand opening for the Thornton Community Center Library is tentatively scheduled for September 1, 2024, pending potential weather delays.

Nature Library: Anythink is waiting for the City of Thornton to bid out the infrastructure scope. The building design construction estimate by the general contractor came in over budget by \$15 million. Trustee Lapham asked for clarification on what the total budget includes, just building and/or building and infrastructure. Justin confirmed the cost estimates strictly relates to the 15 acres and the structures built on this parcel. Justin shared the team is aiming to have a revised design and on-budget construction estimate by the end of August.

Trustee Kramer asked how the estimated construction cost could be so high. Justin explained that the design was very ambitious and involved non-traditional construction costs.

Trustee Vickery asked if the Advisory Council would be consulted if major design changes occur. Mark confirmed that the Council would be reconvened for their input on the revised design concept.

9. Executive Director Report - Mark Fink

Mark commented on the Nature Library, and the amazing working relationships, specifically with the architect, landscape architect and general contractor, and how all parties are working together to find a solution to develop an inspiring design that is also on budget.

Mark discussed Anythink's work with Tangible Development: the staff survey was completed in June and focus groups are finishing in July. Feedback from Tangible Development resulted in revising the language in one of Anythink's Performance In Excellence (PIE) goals related to DEI to better align with Anythink's intentions. The goal was rewritten to clearly state what elements of the goal are optional and that the October 2023 Training Day is not optional. Tangible Development has said the involvement of staff has been encouraging. When focus groups are completed, Tangible Development will take approximately three months to review the data and share findings and recommendations on Training Day in October and the Board of Trustees meeting later that month.

Mark highlighted the success of the mySummer program this year, with the overall goal of 10,000 participants being surpassed. Mark wanted to acknowledge the amazing work of all the staff to create such a welcoming a fun program for everyone.

The grand opening of the pollinator garden will be 9:00am, Tuesday, August 8th at Anythink Wright Farms.

Trustee Vickery congratulated staff on the huge success of the mySummer event. Trustee Fox also congratulated Anythink regarding the participation level of staff with the DEI program.

Trustee Fox asked if the start time of the Board meeting in August could be moved to 5:30pm to allow for travel time to Bennett. Mark confirmed it can be.

10. Legal Counsel Report - Elizabeth Dauer

Elizabeth informed the Board that Kim Setter and herself will be arguing in front of the Colorado Court of Appeals next week regarding a relevant case involving the Colorado Open Records Act and the Library User Privacy Statute. The Colorado Court of Appeals live-streams their hearings and Elizabeth invited the Board and staff to attend virtually.

11. For the Good of the Order

Trustee Lapham asked why there was not a branch review. Mark shared the Brighton update was moved to another meeting.

Stacie Ledden shared that the pollinator garden will be dedicated to previous Board member, Linda Wisniewski. On August 15th, as part of the Board of County Commissioners public hearing, the Adams County Poet Laureate will be announced.

Trustee Kramer shared that during the summer camp she ran she encouraged kids to sign up for mySummer and had 69 kids out of 120 sign up.

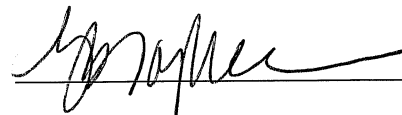
12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 6:15 pm.

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

Respectfully submitted,

Heidi Guyon
HR Generalist/Recorder



Acting Secretary of the Board
Rangeview Library District