

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
May 17, 2023**

1. Call to Order

A meeting of the Rangeview Library District Board of Trustees was called to order at 5:19 p.m. There was a quorum present.

Trustees Attending

Suzie Brundage (attending virtually), Trisha Kramer, Savannah Vickery

Trustees Absent

Lynne Fox, Gretchen Lapham

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 (attending virtually); Marissa Peck, Legal Counsel (attending virtually)

- 2. Additions or Changes to Agenda: None. Motion to approve the agenda was made by Trustee Vickery and seconded by Trustee Kramer**

3. Public Comment

None

4. Approval of the April 2023 Meeting Minutes

Motion to approve the Minutes of the April 19, 2023 Annual Meeting was made by Trustee Vickery and seconded by Trustee Kramer. Motion carried.

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

Nan reviewed the April 2023 Financials.

Motion to accept the April 2023 Financials was made by Trustee Vickery and seconded by Trustee Kramer. Motion carried.

6. Executive Director's Report - Mark Fink

Mark explained that the team has had regular meetings with the architects for the Nature Library, Davis Partners and that they have a design concept. During the 8th meeting of the Advisory Council, they discussed the concept. The Council will take a break and reconvene in August. The Council feels the partnerships between themselves, Anythink, the architect, and landscape architect have been positive. The project is now moving from conceptual design to schematic work.

Regarding the DEI work with Tangible Development: the leadership assessment has been completed, along with 9 hours of training for managers. Next steps are an all-staff survey, along with 15 focus groups divided by roles with Anythink and personal identity factors. Two all-staff town halls were hosted for staff to ask questions and meet the Tangible team. The information gathering phase will last until early July, with the draft of the results being available in September, and the Tangible team traveling to Denver to attend the Staff Training Day in October to discuss the Findings and Recommendations with all staff, and to provide some foundational DEI training as well. The results will inform and develop the DEI strategic plan, which will include what trainings need to be provided, any policy changes, and adjustments to Anythink's service model. The partnership with Tangible will likely last 2 years.

Trustee Vickery asked if staff were given the option to voluntarily attend the focus groups or complete the survey. Mark explained that both are optional, and that focus groups were scheduled in such a way to ensure that staff who are interested can attend. The survey is done through a third party outside of Tangible that will be completely anonymous. Anythink will not see the raw data, Tangible will distill the results before sharing with Anythink.

Trustee Kramer asked about seeing the design concept for the Nature Library. Mark explained that the general contractor must first go through the design to ensure it can be executed and on budget, but it will likely be presented to the Board in July. Trustee Vickery asked about the project timeline and whether Anythink could run against deadline constraints. Mark explained the timeline of opening in first or second quarter 2026.

7. Capital Project Update - Justin Sager:

Justin discussed the Thornton Community Center Library project, and reported that construction had begun and that the grand opening is tentatively scheduled for September 2024.

Justin followed up Mark's update by explaining that the design of the Nature Library now allows them to start identifying subconsultants that will fit the project. The infrastructure component budget that is combined between City of Thornton and Anythink is potentially coming in lower than expected, so even with higher-than-expected sub-consultant costs, the total project cost should remain comparable to original projections. The contract with the general contractor has been sent to Legal for final review.

8. Collection Development Policy - Director of Products and Technology - Logan Macdonald

Logan reviewed the new Collection Development Policy draft for the Board. There are 2 components: the Collection Development Policy and an updated Request for Reconsideration form. Logan reviewed the individual sections of the policy and the form.

The biggest change to the policy was the Request for Reconsideration process, with changes being only Library District residents or property owners can submit a request, the structure for staff review has changed to include a committee of 2 staff members, the Director of Products & Technology, and a community member. The results of the request will be addressed within 30 days. Mark added that the form can also be used for services, displays, and policy reconsiderations. The Board asked how often these requests are being submitted, Logan shared that Anythink has not received a request since 2020.

Trustee Vickery asked how community members would be selected for the reconsideration committee. Logan explained that the Director of Products and Technology would seek out a community member, and it would depend on the nature of the Request for Reconsideration. For example, this selection process could focus on selecting a community member who is an expert on the topic, and/or who lives in the community where the request originated.

Mark shared feedback he received from Trustee Fox via email on her thoughts regarding the new policy. Logan thanked the Collection Development team for their work and thoughtfulness in creating this new draft.

Mark asked Suzanne to briefly share an update on mySummer. Suzanne reviewed the mySummer theme and incentive. Mark shared that poster-sized

prints of the incentive cards will be sold, with half of the net proceeds going to the artist and half to the Anythink Foundation.

9. Legal Council Report - Marissa Peck

Marissa shared there are no current updates outside of the legal team currently reviewing the contract for the general contractor.

10. For the Good of the Order

None

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 6:12 pm.

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

Respectfully submitted,

Heidi Guyon
HR Generalist/Recorder



Acting Secretary of the Board
Rangeview Library District