

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
November 16, 2022**

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:05 pm. A quorum was recognized.

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

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; Dennis Humphris-Ratio; Justin Sager—Owner's Representative (via Zoom)

2. **Additions or Changes to Agenda:** Mark requested to add the Brighton Branch Manager Report before the Financial Report. A motion was made to accept the agenda as changed. **Motion made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.**
3. **Public Comment:** None
4. **Motion to approve the Minutes of the October 19, 2022 Regular Meeting was made by Trustee Southard and seconded by Trustee Brundage. Motion carried.**
5. **Brighton Branch Manager Report - Rebecca Bowman:** Rebecca reviewed the changing Brighton demographics since 2000. The Brighton team set goals for 2022 to increase services to Spanish speaking customers, including a successful partnership with the Colorado Symphony who visited 3 times and attracted over 100 people each time, as well as hired 4 new staff that are bilingual. Brighton experienced a significant jump in door count during mySummer, served over 550 meals to children over the summer (over 1,000 for the whole year) as part of the partnership with Food Bank of the Rockies. For 2023 the branch will work to continue partnerships with local stakeholders.
6. **Finance Manager Report - Nan Fisher:** Nan reviewed the October 2022 Financials. **Motion to accept the October 2022 Financials was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.**

Finance Manager reviewed highlights of 2023 budget.

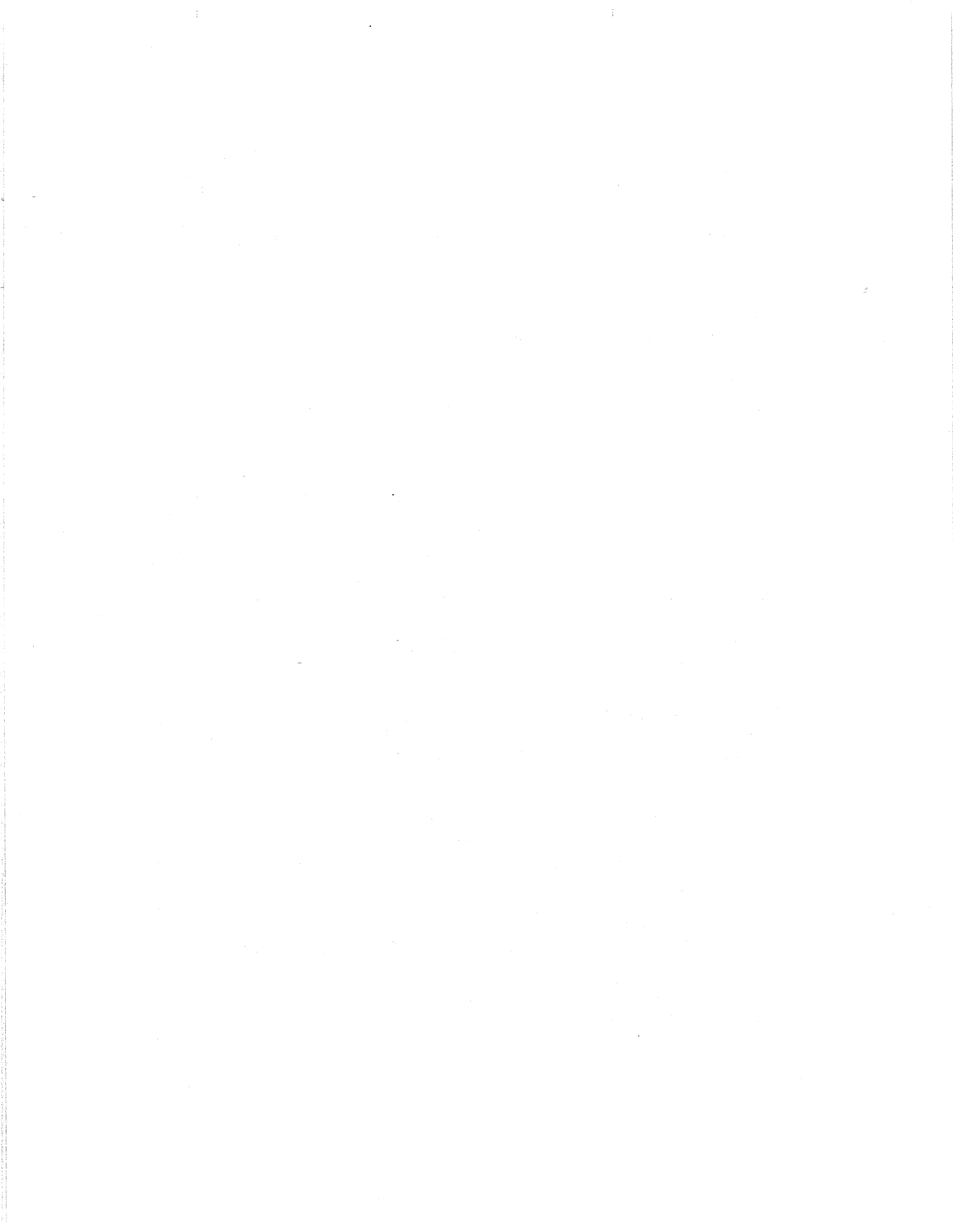
Motion to open the public hearing on the 2023 Budget was made at 5:30 pm. Hearing no public comment on the 2023 Budget, Motion to close the Public hearing was made at 5:31 pm.

Motion to approve the Resolution Adopting the Budget, Appropriating Funds and Certifying the Mill Levy was made by Trustee Southard and seconded by Trustee Brundage. Motion carried.

Motion to adopt the Resolution Granting Signing Authority For TBK Bank Accounts To The District's Executive Director was made by Trustee Brundage and seconded by Trustee Lapham.

Engagement Letter for Rubin Brown, Auditors - The Board discussed and reviewed the contract for 2023.

7. **Resolution for Declining Participation In The Colorado Paid Family And Medical Leave Insurance Program:** Susan reminded the Board of previous discussions around the CO FAMLI Program. Trustee Brundage asked about the districts Short-Term Disability policy.
Motion to open the public hearing on the proposed resolution on the Family and Medical Leave Insurance Program was opened at 5:50pm. Hearing no public comment, motion to close the public hearing was made at 5:51 pm. Motion to adopt the Resolution for Declining Participation In The Colorado Paid Family and Medical Leave Insurance Program was made by Trustee Lapham and seconded by Trustee Southard.
8. **Update on Capital Projects - Dennis Humphries, Justin Sager:** Justin reviewed the design status of the Nature Library; the team is onboarding a museum consultant regarding the design process. Mark is also working on establishing a Native American Advisory Council to influence the design process. The project schedule has been delayed; breaking ground will likely be pushed. The contract with the GC still needs to be completed, as well as the contract with the museum consultant. Dennis added the team has had robust conversations regarding the unique experience of this library and the invention of a one-of-a-kind library. Costs are currently over on the project, so the team will be working with the architects and GC to adjust costs. The team has created an immersive experience at the Wright Farms location to engage more perspectives and lenses from the community. Trustee Southard asked how the Advisory Council will influence the design process. Mark explained how the Council will involve individuals with deep roots to the area and have experience in history, education, culture, and the arts.
Justin updated regarding the Community Center which is roughly 70% designed. The budget was recast according to the IGA and came in at originally anticipated numbers, although scope may increase that. Breaking ground late first quarter



2023, with construction finishing up third quarter 2024, opening to public fourth quarter 2024.

9. **Executive Director's Report - Mark Fink:** This is Mark's fourth week, he could not have received a more welcome from staff and the Board and he thanked the team. Plans for 2023 include reviewing the current Strategic Plan, reviewing the values and how they apply to library services, working with EDI and making that the focus of the February staff training day. Mark discussed the unique experiences of the museum consultant Alissa and how well she fit in with the team and gave a new perspective. Staff Training Day was a great experience. Trustee Fox read aloud the Resolution to recognize Susan Dobbs. **Motion to approve this resolution was made by Trustee Brundage and seconded by Trustee Lapham.**

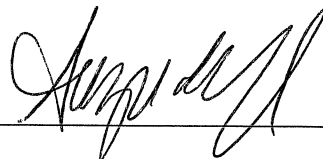
10. **Legal Council Report - Kim Seter:**
Motion to Ratify the Memorandum of Agreement - Special District Appointee To Urban Renewal Authority of the Commerce City, Colorado by Trustee Brundage and seconded by Trustee Southard.
Kim updated the Board regarding the Denver Public Library mill levy passing, which will take 2 years to complete pulling the library from the county. Boulder Public Library is likely to pass as well.

11. **For the Good of the Order:** Stacie Ledden took a moment to thank Trustee Southard as this may be his last official Board meeting. Trustee Southard also wanted to acknowledge previous Trustee Caraveo for her victory on being elected to Colorado House of Representatives. Trustee Fox discussed attending the Anythink Bowling Night and being able to judge the team costumes along with Mark who had not even officially started yet. Trustee Fox also attended the staff training day and shared the experience with the board.

12. **Adjournment:** There being no further business to come before the Board, the meeting was adjourned at approximately 6:35 pm. **Motion to adjourn was made by Trustee Lapham and seconded by Trustee Brundage. Motion carried.**

Respectfully submitted,

Heidi Guyon
HR Generalist/Recorder



Acting Secretary of the Board
Rangeview Library District

