

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

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:01 pm. The meeting was virtual. A quorum was recognized.

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

Staff Attending: Pam Sandlian-Smith, Executive Director; Susan Dobbs, Assistant Director; Logan Macdonald, Director of Products and Technology, Stacie Ledden, Director of Strategic Partnerships; Nan Fisher, Finance Manager

Guests: Kim Seter, Legal Counsel; Justin Sager; Dennis Humphries; Katherine Goff; Joel Miller

2. **Additions or Changes to Agenda:** Legal Council Report will move up to after Update on Capital Projects, and Director of Customer Experience will not be presenting. Motion to accept the changes to the Agenda was made by Trustee Southard and seconded by Trustee Lapham. Motion carried.
3. **Public Comment:** None
4. **Motion to approve the Minutes of the February 16, 2022 Regular Meeting** was made by Trustee Lapham and seconded by Trustee Southard. Motion carried.
5. **Presentation & Acceptance of the February 2022 Financials - Nan Fisher:** Nan reviewed the February 2022 Financials. Motion to accept the February 2022 Financials was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.
6. **Update on 2022 COP Financing - David Bell:** David provided a brief update on the COP process. First draft of the operative documents is in process. Document to sell the certificates should be available in a few weeks. A bond issuance company has been identified. May closure is expected. Interest rates have gone up, with the Federal Reserve announcing an increase to stabilize the market. Trustee Fox asked if the interest rates still make sense for refinancing the COPs.
7. **Update on Capital Projects - Dennis Humphries, Justin Sager:** Justin explained the current work being conducted by consultants, including the traffic analysis; environmental engineering; surveyor has started a boundary

survey of the overall site, holding off on the library's specific property. IGA's are coming soon, and selection of a general contractor will begin shortly. Dennis and Joel presented on the design process of the Nature Library. The Admin Conference Room has been turned into an Idea Wall, posting images that are inspiring the design of the library. The four goals: Boundless, a seamless experience on the entire Aylor property as well as the library building itself: Well-Being, the practice of being human; Environmental Stewardship, the building incorporating biophilic, WELL certification, sustainable design, open air and day light; and Heritage, celebrating the history of the land. Areas of the library that design is focusing on include Teen Experience, Family Discovery, Adult Boutiques, and Heritage. Next steps: finalize the site location and dimensions to determine the building size and layout. Andy asked about the environmental engineer finding oil on the property and whether an oil company may want to access it down the road. Justin explained that sampling will be taken in April to determine if contamination has occurred, and that language will be considered in IGA.

8. **Legal Council Report - Kim Seter:** Kim provided an update on an Urban Renewal Authority: a land site that is trying to be developed but requires the library to give up their property tax over the years of the development. Kim explained the library may lose \$10,000 over the 25 years, and will begin collecting over \$100,000 after the 25 years if fully developed. Kim asked if the Board would approve Trustee Fox to sign an IGA. Motion by Trustee Lapham and seconded by Brundage. Motion carried.

The second topic was not in the legal report as it just occurred. The library received their March property tax revenue, and it was significantly short on funds. Kim contacted the Treasury, was directed to the county's attorney, and then the Treasury's attorney. The Treasury's attorney claimed it was a software issue that was not working properly, with a substantial payment coming in April. Kim researched whether the library should join existing lawsuits and determined it was not worth it. It may take some time before the library sees the funds. Revenues may be slowed down while the county works through the lawsuits. Trustee Brundage asked if there was a way the library could go on record as having received a shortage in revenue payments. Kim stated he would write one to the county.

9. **Executive Director's Report - Pam Sandlian-Smith:** Pam explained she is hopeful that the situation Kim Seter described will be sorted out. Pam discussed the progress with the Community Center design team, with a building design potentially being available for the April meeting. The City of Brighton EDC posed the question about a potential partnership to help entrepreneurs in the Brighton area, and a meeting was held to have a preliminary conversation on pilot projects. Finally, the initial draft IGA's from the City of Thornton

should be available by the end of the week, with the potential of a special meeting being held to review the documents before the April board meeting.

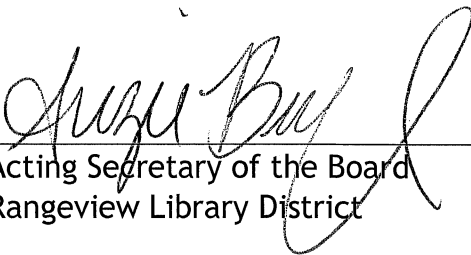
10. **Assistant Director's Report - Susan Dobbs:** Susan expressed gratitude to the managers for completing the PIE, Performance in Excellence review process during March. An initiative in HR is to support the Well-Being of staff and the department provided information on Wellness Coaches that employees can access for free.
11. **Director of Products and Technology Report - Logan Macdonald:** With the reports in the media regarding title challenges, Logan wanted to review the procedure with the Board. Logan explained the steps of the procedure. Trustee Fox expressed concern on the theft or loss libraries experience on materials that are often challenged. Logan explained how loss is monitored and replacements ordered. Trustee Southard asked if other libraries in the area are experiencing an increase in challenges even though Anythink has not seen many.
12. **Direct of Strategic Planning Report - Stacie Ledden:** Stacie shared that her department is going through transition, with graphic designer Leilani Derr leaving the organization. The team is in PLA mode, preparing to head to Portland to share the "Our Wishes" art installation with the PLA attendees. Stacie will be presenting at PLA as well. Stacie briefly recapped the Foundation's plan for the year: pollinator gardens at multiple branches, Library Giving Day on April 6th, internal and external support of growing the membership program, infrastructure/software to support the stewardship of members and refreshing the Magic Wand initiative with the Foundation supporting the funding of these projects. Trustee Fox asked for a list of PLA programs supported by Anythink employees so she could attend their sessions.
13. **For the Good of the Order:** Trustee Brundage expressed gratitude for the staff that entertained her child when she stopped by the library to sign paperwork. Trustee Lapham asked about how many members the Board has and how many current openings exist.
14. **Executive Session:** Pursuant to C.R.S. 24-6-402 (e) and (f) to review personnel matters related to the Executive Director's performance. Executive session entered at 6:28 pm. Motion to recess by Trustee Brundage and seconded by Trustee Lapham. Motion carried.

At 6:32 pm the Board reconvened in public session. The Board acknowledged that it did not take formal action nor did it adopt any policy, position, rule or regulation while in executive session.

15. **Adjournment:** There being no further business to come before the Board, the adjourned at 6:35pm.

Respectfully submitted,

Heidi Guyon
HR Generalist/Recorder



Acting Secretary of the Board
Rangeview Library District