

**RANGEVIEW LIBRARY DISTRICT
BOARD MEETING
FEBRUARY 16, 2011**

1. Call to Order: A meeting of the Rangeview Library District Trustees was called to order at 5:08 p.m. at the Huron Street Library, 9417 Huron Street, Thornton, Colorado. A quorum was recognized.

Board Trustees Attending: Kay Riddle, Ray Coffey, Dorothy Lindsey, and Mizraim Cordero.

Apologies: Linda Wisniewski.

Library Staff Attending: Pam Sandlian Smith, Director; Steve Hansen, Communications Director; Lynda Freas, Family Services Director; Ronnie Story, Family Services Director; Susan Dobbs, HR Director; Mindy Kittay, Finance Director; Stacie Ledden, Content Developer; Dara Schmidt, Huron Street library; Rachel Fewell, Collection Development Manager; Kathy Totten, Washington Street library.

Guests: Kim Seter, Legal Counsel; Leslie Carrico, Northglenn Councilmember; Steve Lebsock, Thornton Councilmember; Matt Wilhelm, Humphries Poli Architects; Patrice Alexander, Teen Sidekick; Justin Sager, Wember Inc.

2. Additions or Changes to Agenda: None.

3. Public Comment: None.

4. Consent Agenda Items: Approval of the Minutes of the January 19, 2011 regular board meeting.

Motion to approve the Minutes of the January 19, 2011 regular board meeting was made by Ray Coffey and seconded by Dorothy Lindsay. Motion passed unanimously.

5. Introductions and welcome to our newest Board Member, Mizraim Cordero – Kay Riddle: Board President, Kay Riddle introduced new board member Miz Cordero who represents the Commerce City area.

6. Construction Update – Justin Sager: Perl Mack is the last project and is close to completion, only needing minor finishes. Justin showed a slide show of the project.

7. Award of LEED certifications – Matt Wilhelm: Matt announced both the Brighton and Huron branches received Gold LEED ratings; he presented the plaques to the Board.

8. Branch Report – Dara Schmidt: Dara reported they continue to get a high volume of patrons through the doors. Dara is the Teen Guide at the Huron branch; she shared an

experience zone (marshmallow towers) from the teen area with the Board. Volunteer/Sidekick, Patrice Alexander shared how much she loves visiting and volunteering at the library.

9. Director's Report – Pam Sandlian Smith: The Brighton library along with two other businesses had windows damaged again. The police have placed an article in the Brighton Blade offering a reward to anyone with information. The roof of the Washington Street library had a leak; an insurance adjuster has been out. Pam has been contacted by someone interested in purchasing the Northglenn building. The building is currently being used and a decision to keep or sell it will be made soon. The eleven month walk thru of the Huron Street library went well with only a few minor items that are being taken care of. The Mapleton project is taking longer than expected, the library part of the project looks like spring/summer 2013 completion. The Trustees of the Estes Park library would like to visit RLD and meet with the Board. Pam suggests Thursday, April 7th, 1:30 pm., she will follow up. Pam gave each Board member a copy of the book the Leadership Team has been reading "Setting the Table" by Danny Meyer, it's a book about the transforming power of hospitality in business. Pam proposed two additional positions; Development Manager and Systems Administrator, after discussion the board gave direction to hire/fill the two positions.

Motion to approve the two new positions; Development Manager and Systems Administrator was made by Ray Coffey and seconded by Miz Cordero. Motion passed unanimously.

10. Family Services Report – Lynda Freas: Lynda introduced herself and gave a brief overview of her position as the Family services Director.

11. Public Services Report – Ronnie Storey: Ronnie gave an overview of her position and the different groups/committees/projects she's involved in. Ronnie announced that Lisa Maurer has taken a new position and her last day with Rangeview will be next week.

12. Human Resource Director's Report – Susan Dobbs: Susan gave an overview of the HR department. She talked about the Yellow Geckos group, the annual performance review process called PIE (*pride in excellence*). Her department is working on the Intranet, updating the employee manual to include the new law changes and new job descriptions.

13. Finance Director's Report – Mindy Kittay: Mindy gave an overview of the finance department and staff. She has two new staff members. In addition to paying RLD bills, working on payroll, working on the budget, grant writing, etc., Mindy is working on a training webinar for staff so we can start utilizing the services of Unique, a collection agency that will help improve the recovery of lost materials. She is also working on a project analyzing the retirement plan that is currently with Adams County.

14. Communication's Director Report – Steve Hansen: Steve gave an overview of the communications department and the upcoming events including public arts projects, and the second annual Sparkopolis event.

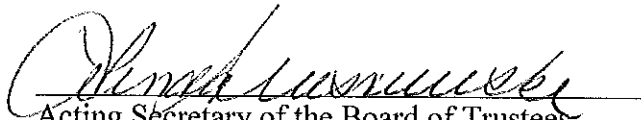
15. Legal Counsel Report – Kim Seter: In addition to the written report submitted in the board packet, Kim reports in regard to the Northglenn Urban Renewal Authority v. RLD, we accepted service of process effective February 11. This will allow us time to review the County's answer before the District's answer is due. If no legitimate defenses are raised, we will abide by whatever order the court enters. The issue of the trade name should be completed shortly, information has been sent to the Secretary of State.

16. For the Good of the Order: Thornton councilmember, Steve Lebsock invited anyone interested to a meeting hosted by CDOT tomorrow night at 5:30, City Hall regarding replacement of the 84th ave interchange. Northglenn councilmember, Leslie Carrico was interested in what is going to happen with the old Northglenn branch building. Plans to recognize Debra Neiswonger at the Perl Mack opening was discussed.

17. Adjournment: There being no further business to come before the Board, upon motion made by Trustee Coffey the meeting adjourned at 6:20 p.m.

Respectfully Submitted
Pam Sandlian Smith

Prepared by
Dolores Sandoval
Administrative Assistant/Recorder


Acting Secretary of the Board of Trustees
Rangeview Library District