

**RANGEVIEW LIBRARY DISTRICT
BOARD MEETING
JANUARY 20, 2010**

1. **Call to Order:** A meeting of the Rangeview Library District Trustees was called to order at 5:04 p.m. at the Support Services Building, 11658 Huron Street, Northglenn, Colorado. A quorum was recognized.

Board Trustees Attending: Kay Riddle, Dorothy Lindsey, Ray Coffey, Linda Wisniewski.

Apologies: Debra Neiswonger

Library Staff Attending: Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Steve Hansen, Communications Director; Susan Dobbs, HR Director; Ronnie Storey, Public Services Director; Mindy Kittay, Finance Director; Lynda Freas, Family Services Director; Stacie Ledden, Content Developer; Rachel Fewell, Collection Development Manager.

Guests: Justin Sager, Wember, Inc.; Kim Seter, Legal Counsel; Steve Lebsock, Thornton City Councilmember.

2. **Additions or Changes to the Agenda:** None

3. **Public Comment:** None

4. **Consent Agenda Items:** Approval of the Minutes of the December 16, 2009 Regular Board Meeting.

Motion to approve the amended Minutes of the December 16, 2009 Regular Board Meeting was made by Ray Coffey and seconded by Linda Wisniewski. Motion passed unanimously.

5. **Construction Update – Justin Sager:** Wright Farms is progressing with most of the exterior buttoned up. The access floor is largely in place. We are expecting to award the abatement project to a contractor as early as Monday on the Commerce City project.

6. **Director’s Report – Pam Sandlian-Smith:** Todd Cordrey has been selected as the manager for the Brighton Library. Chandra Jones who is currently the interim manager at the Brighton library has been assigned to a one year position as Project Manager for the Wright Farms Library. Charlene Meeker with the Commerce City Redevelopment Committee communicated that we will be able to utilize space at the Derby Resource Center for transitional space for the Commerce City Library. During the renovation/expansion project at the Commerce City Library the bookmobile will be stepping up stops in the Commerce City area and will adjust as necessary. Pam shared two letters she received from patrons who are very happy with our libraries and staff. We

have had some issues at the Brighton Library with gang members and vandalism. We are working with the Police Department to give staff additional training to address situations as they occur.

7. Finance Director's Report – Mindy Kittay: The Budget was handed out which includes the Operations Plan for 2010. Financial statements were included in the board packet. The December financial statements are rough, due to preparation for the audit, there will be some adjustments with bills still coming in. A budget question regarding the amount spent on communications was asked by Trustee Riddle. Library Director Pam Smith said it was due to the combination of the grand openings of the new libraries, publications, printing, videos and also the marketing/branding took place last year.

8. Public Services Director's Report – Ronnie Storey: Ronnie and the library's architect, Dennis Humphries visited a library in Las Vegas to see the RFID sorting machinery that we will have at Wright Farms. Seeing the way they had set it up there, we realized we needed to make changes and redesigned 10,000 square feet of administrative space. Commerce City Library closed on Saturday for their addition/renovation. The staff is busy packing up the branch and books will be stored at the Northglenn Library. Staff will be reassigned at other libraries in the district. The new Huron Library is abuzz, it has already been used for seven meetings with four more scheduled before opening day.

9. Family Services Director's Report – Lynda Freas: Movers loaded the Northglenn collection onto moving trucks and delivered them to the Huron Street Library today. Staff is starting to put them on the shelves along with the opening day collection which they have already received. A committee has been charged with reinventing our summer reading program and has proposed a vacation theme for 2010. The program has been named "mySummer – Read, Think, Do".

10. Human Resource Director's Report – Susan Dobbs: The Human Resources Department has been working on changing the employee review process. Moving from an anniversary to an annual review process. We had been using Adams County's old form and we have now created a new form that matches our job descriptions and competencies. The new evaluation form is called "PIE" pride in excellence. On February 26, the Yellow Geckos are sponsoring a casino trip to Fortune Valley Casino for staff and family. Libraries are closed to the public for Presidents Day February 15, the day will be used as an all staff training day with three major components; emotional intelligence training, MAC overview/iphoto, and the summer reading program will be unveiled. We will also kickoff the 2010 training program.

11. Communications Director's Report – Steve Hansen: We held a very successful community leaders preview tour of the Huron Library on January 15th. We will be holding another event for staff and family on January 29. The Grand Opening will be held on Saturday, February 6 from 1-6 p.m. with several events and activities all centered on our theme "A Celebration of Light". Our website use continues to rise month by month as we improve the website and add more enhancements. We have 150 Twitter followers, 113 Facebook fans, and Good Reads members. Jared Polis' office has

nominated the Huron Street Library for an Institute of Museum and Library Services national medal. We also plan to submit an entry for a 2010 Library of the Year award from Library Journal. Both winners will be announced in June.

12. Legal Counsel Report – Kim Seter: Legal report was included in the board packet. We have one piece of property left in Aurora to recover, we are waiting on the legal description, all others have been reinstated. A resolution to adopt the 2010 Annual Administrative Resolution was also included in the board packet. All Trustees were in agreement that a letter of recommendation for the reappointment of trustee Lindsey to the Board be sent to the Adams County Commissioners.

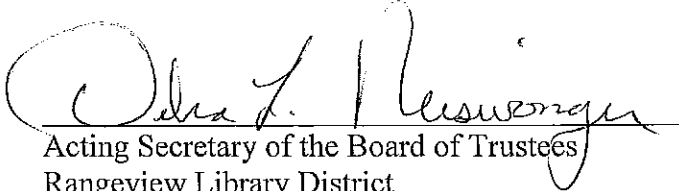
Motion to approve the Annual Administrative Resolution in the same format as the 2009 resolution and as amended was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.

13. For the Good of the Order: Thornton Councilmember, Steve Lebsock introduced himself as the liaison for the City of Thornton, with Lynne Fox as the alternate. He extended apologies to the invitation for the Huron Grand Opening; Thornton council members have a previous commitment. He communicated that the Chair of the Thornton Arts & Sciences Committee could speak on behalf of the Thornton City Council. Trustee Wisniewski said during the community leaders preview tour Adams County Commissioner Larry Pace expressed his interest in touring the RLD libraries.

14. Adjournment: There being no further business to come before the Board, upon motion made by Trustee Lindsey and seconded by Trustee Coffey the meeting adjourned at 6:05 p.m.

Respectfully Submitted

Dolores Sandoval
Administrative Assistant/Recorder


Acting Secretary of the Board of Trustees
Rangeview Library District