

**RANGEVIEW LIBRARY DISTRICT  
BOARD MEETING  
JUNE 17, 2009**

**1. Call to Order:** A meeting of the Library District was called to order at 5:09 p.m. at the Thornton Branch Library, 8992 Washington Street, Thornton, Colorado. A quorum was recognized.

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

**Library Staff Attending:** Pam Sandlian-Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Steve Hansen, Communications Director; Stacie Ledden, Content Developer; Mindy Kittay, Finance Director; Ronnie Storey, Public Services Director; Lynda Freas, Family Services Director; Rachel Fewell, Collection Development Manager; Logan Macdonald, Collection Development Librarian; Sandra Sebbas, Northglenn Library; Susan Dobbs, HR Director; Kathy Totten, Thornton Library; Deborah Hogue, Commerce City Library.

**Guests:** Kim Seter, Legal Counsel; Corey Hayes, Crosspoint Productions; Bert Bondi, Bondi & Co.; Karissa Childs, Bondi & Co.

**2. Additions or Changes to the Agenda:** Motion to replace the Construction Update with a presentation from Crosspoint Productions and to move agenda item # 11 to agenda item # 6 was made by Debra Neiswonger and seconded by Ray Coffey. Motion passed unanimously.

**3. Public Comment:** none

**4. Consent Agenda Items:** Approval of the Minutes of May 20, 2009 Regular Board Meeting.

**Motion to approve the Minutes of the May 20, 2009 Regular Board Meeting was made by Ray Coffey and seconded by Dorothy Lindsey. Motion passed unanimously.**

**5. Crosspoint Productions Presentation – Corey Hayes:** A nine minute video preview of the Bennett grand opening celebration was shown. RLD will be working with Crosspoint to do a video of the Brighton grand opening celebration as well. The videos will be used to help promote the District.

**6. Public Services Director's Report – Ronnie Storey:** The updated telephone notification system is here and will be installed on June 24<sup>th</sup>. Ronnie introduced Logan Macdonald, collection development librarian. Logan is part of the team that has been working on BISAC, WordThink labels and ordering opening day collections. Logan has cleaned up the search screens in our online catalog. Because this is now usable, we will be encouraging staff to show customers this tool.

**7. Presentation of 2008 Audit Findings – Bondi & Co. LLC:** Bert Bondi reported on the RLD 2008 Annual Financial Report. Mr. Bondi reports they did not find any disagreements with management, or any disagreements with accounting policies used and stated they found no controversial items at all. They did post \$93,000 worth of adjustments. Karissa Childs reviewed the Report to Governance. The report is broken down into three sections: Financial Analysis, Positive Observation, and Advisory Comments and Suggestions. The Financial Analysis graphically displays some financial trends; change in fund balance composition from 2007 to 2008, and the District revenue sources. The Positive Observation section commended the District for finding methods to better organize and maintain records by purchasing the Alchemy Document Imaging software. The Advisory Comments and Suggestions section noted a few items with suggestions. The District's finance director reports all of the issues under the suggestions section have been addressed.

**Motion to approve the RLD 2008 Annual Financial Report was made by Linda Wisniewski and seconded by Dorothy Lindsey. Motion passed unanimously.**

**8. Thornton Branch Librarian Report – Kathy Totten:** Kathy gave a power point presentation showcasing highlights at the Thornton branch. In addition to all the interior improvements a new front entrance was created. Two new self-service machines were added along with two new patron service points. Door counters were installed at the front and rear entrances, showing a 54% increase of visitors over last year. There are 12,032 active card holders. The branch held its summer reading kickoff Saturday, June 6 with a car show, jumping castle and carnival games for kids. The door count that day was 1300.

**9. Director's Report – Pam Sandlian-Smith:** The Thornton branch mini makeover scheduled for the end of the year is pending a review of a complete structural audit of the building and building systems. RLD has nominated the Wright Farms Metropolitan District for the Colorado Association of Libraries Community Partnership Award for their contribution to the park. RLD has been stirring up some controversy in the library community for Dumping Dewey.

**10. Finance Director's Report – Mindy Kittay:** The finance department was contacted by the Universal Services Administration Company "USAC", on June 10. RLD has been selected for a selective review of our current filings for 2009 which starts July 1 2009 and ends June 30 2010. One of the items they've asked for is the approved operating budget

for fiscal years 2009 and 2010. Since the budget process for 2010 does not start till June we will not have an approved budget for 2010 until November or December. So in the absence of a final RLD budget, Mindy seeks board approval of a resolution authorizing filing of FCC Form 471 with additional information which would fulfill the USAC requirement.

**Motion to approve a resolution regarding authorization to seek E-Rate funding commitments for the period from July 1, 2009 through June 30, 2010 was made by Ray Coffey and seconded by Linda Wisniewski. Motion passed unanimously.**

**11. HR Director's Report- Susan Dobbs:** At an all staff meeting on Monday, employee notebooks were handed out to staff for their new assignments. Included in the notebooks are job descriptions and training needed for their position. Debbie McGinley formerly of Disney gave a presentation on Customer Service. Steve Hansen gave a presentation on the Anythink brand and Merchandizing Guidelines.

**12. Family Services Director's Report – Lynda Freas:** Lynda brought in a colorful totem pole made by Mary Thelen from the communications department for this year's summer reading program. For every book a child reads he/she gets to put a colored dot on the totem pole. This is the first year for the baby/toddler program and already we have exceeded our expectations. When teens sign up for the reading program they receive a wallet which is a popular item. Programs have been well attended and go through the end of July.

**13. Communications Director's Report – Steve Hansen:** Steve handed out his June communications report. The Bennett grand opening made the center section of the Gateway News. The communications department is working on two new newsletters; "Spark" a quarterly public newsletter and "Fuel" a bi-weekly staff newsletter which will replace the current Open Door newsletter. Library Director Pam Smith was featured on the LISNews library news podcast online. This has been another record breaking month for press coverage with all the attention paid to RLD for Dumping Dewey. We received upward of 50,000 results on Google. Our new redesigned website launched on May 26 featuring much improved news, information and events applications. By the end of July we will have an electronic books download function called Overdrive. This summer we will begin issuing new library cards, customers can choose one of three designs. Director Pam Smith said new name tags on lanyards soon to come. Also new t-shirts with our logo will be available for staff to wear on casual Friday and Saturday. In the fall fleece vests will be available for staff to wear.

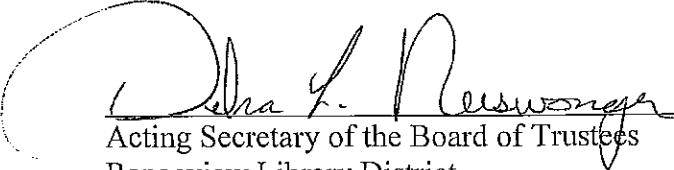
**14. Legal Counsel Report – Kim Seter:** Legal counsel submitted a written report in the board's packet. On Monday Kim met with the county assessor and the county attorney regarding the boundary issue with the County and Aurora. Kim said they are persuaded to our side and they will support us. We will now go back to Aurora and try to get the issue resolved. They suggest we do not collect back taxes an insignificant amount of \$2900. The Board directed legal counsel to waive the past due taxes and resolve the issue.

**15. For the Good of the Order:** Trustee Neiswonger suggests the name tags for staff also should have a clip option, for safety reasons.

**16. Adjournment:** There being no further business to come before the meeting, upon motion made by Trustee Coffey and seconded by Trustee Neiswonger the meeting adjourned at 6:43 p.m.

Respectfully Submitted

Dolores Sandoval  
Administrative Assistant/Recorder

  
Acting Secretary of the Board of Trustees  
Rangeview Library District