

**RANGEVIEW LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
NOVEMBER 14, 2012**

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:06 pm. at Anythink Wright Farms, 5877 E 120<sup>th</sup> Avenue, Thornton, Colorado. A quorum was recognized.

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

**Apologies:** Linda Wisniewski.

**Staff Attending:** Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Susan Dobbs, HR Director; Mindy Kittay, Finance Director; Lynda Freas, Family Services Director; Ronnie Storey, Public Services Director; Doug Squires, Facilities Manager; Matt Hamilton, IT Manager; Stacie Ledden, Communications Manager; Logan Macdonald, Collection Development Manager; Rebecca Martin, Finance; Dara Schmidt, Brighton Library.

**Guests:** Kim Seter, Legal Counsel; Jacquelyn Murphy, Legal Counsel; Marci Whitman, Northglenn Councilmember; Lynne Fox, Thornton Councilmember; Brian Hall, Anythink Foundation.

2. **Additions or Changes to Agenda:** None.
3. **Public Comment:** None.
4. **Consent Agenda Item:** Motion to approve the Minutes of the October 23, 2012 Regular Board Meeting was made by Trustee Coffey and seconded by Trustee Lindsey. Motion carried.
5. **IT Manager's Report –Matt Hamilton:** Matt gave an update on the Digital Learning lab project, noting they are in the third phase "implementation" of the program. Five teams have been formed to complete tasks necessary to launch the lab. The **Activities team** has administered surveys to teens, the **Communication team** is working towards several deliverables including the digital learning lab web page and a video documentation, the **Documentation and Evaluation team** is preparing for the first year report that is due to the IMLS next month, the **Mentor team** has developed an "Artist in Residence" framework, the **Space and Operations team** has developed a layout for the teen space and identified modifications needed. Guides and Concierges have been training on digital storytelling, video editing, photography and graphic design. Matt reviewed the Next Steps for the Implementation Phase. A soft opening is scheduled for staff during Tech Fest in February. As of November 5, the old online catalog deprecated and VuFind is our sole web tool for searching our collection.
6. **Report from the Foundation – Brian Hall:** Anythink Foundation Chair, Brian Hall gave an overview of the Foundation Board members, their mission, and recent projects they

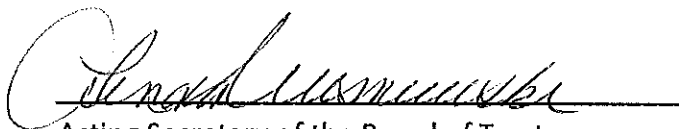
have sponsored for Anythink. Today an email blast went out to 39,000 people for the fall appeal to card holders.

7. **Director's Report – Pam Sandlian Smith:** Pam thanked the experience team for all their work for/on training day, this year's theme was "I am creative". Trustee Coffey attended training day saying it was a lot of fun.  
The café selection team is in the process of selecting a vendor to run the café.  
Pam handed out a draft of the Mapleton IGA. The board is invited to a hardhat tour of the new library on November 28, 9:00 am. A soft opening is scheduled for mid-May and a grand opening in June to coincide with MySummer.
8. **Finance Director's Report – Mindy Kittay:** The public hearing on the proposed 2013 budget remained open from the October meeting. The finance director handed out the 2013 Budget document and proceeded with the presentation of the draft budget. There being no speakers to address the proposed budget the finance director closed the public hearing on the 2013 budget at 5:37 pm.  
**Motion to approve the proposed 2013 budget and to adopt the Resolution adopting the 2013 budget, certifying the mill levy and appropriating funds was made by Trustee Coffey and seconded by Trustee Cordero. Motion carried.**
9. **Public Service Director's Report – Ronnie Storey:** Highlights from Ronnie's report include; Wright Farms and Huron Street are receiving DVD jukeboxes. A number of staff attended the CAL conference as participants as well as presenters. Jen Hendzlik from collection development gave a presentation called "Beyond fifty shades of grey" about erotic fiction, the room was full. In December Ronnie is working with Sandra Sebbas and Suzanne McGowan on Concierges Unite and with Annette Martinez on Wranglers Unite. In both cases some common outcomes expected are for them to have some attention and leave with a sense of how valued they are.
10. **Human Resources Director Report – Susan Dobbs:** Open enrollment meetings for benefits will be held in November; Susan is happy to report that Kaiser came back with a zero percent increase. Saying overall we will be able to offer the same packages as offered last year. The staff appreciation breakfast will be held December 12 at Cinzetti's. We will be hosting an open house breakfast for Mindy on December 7 at Support Services.
11. **Legal Counsel Report – Kim Seter:** Legal counsel is working on title work for the Northglenn and Washington Street branches.
12. **For the Good of the Order:** None.

13. **Executive Session:** Pursuant to Section 24-6-402(4) to discuss personnel matters as allowed by subparagraph (f) a motion to move into Executive Session at 5:50 pm was made by Trustee Cordero and seconded by Trustee Coffey. Motion carried. Motion to reconvene from Executive Session to the regular meeting was made at 6:28 pm.
14. **Adjournment:** There being no further business to come before the Board upon motion made the meeting adjourned at 6:32pm.

Respectfully submitted

Dolores Sandoval  
Administrative Assistant/Recorder

  
Acting Secretary of the Board of Trustees  
Rangeview Library District