

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 20, 2019**

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:02 pm. at Anythink Wright Farms, 5887 E 120th Avenue, Thornton. A quorum was recognized.

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

Apologies: Yadira Caraveo.

Staff Attending: Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Susan Dobbs, Assistant Director; Suzanne McGowan, Director of Customer Experience; Logan Macdonald, Director of Products and Technology; Stacie Ledden, Director of Innovation & Brand Strategy; Nan Fisher, Finance Manager; Erica Grossman, Creative Lead; Frank Haskett, IT Manager; Joe Murray, Creative Lead; Whitney Oakley, Bennett; Marsha Marcilla, Wright Farms; Julie Wald, York Street; Genne Boggs, Huron Street.

Guests: Elizabeth Dauer, Legal Counsel; Marci Whitman, Northglenn City Council.

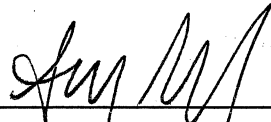
2. **Additions or Changes to the Agenda:** None. Motion to approve the Agenda was made by Trustee Southard and seconded by Trustee Lapham. Motion carried.
3. **Public Comment:** None.
4. **Motion to approve the Minutes from the October 16, 2019 Regular Board Meeting** was made by Trustee Lapham and seconded by Trustee Southard. Motion carried.
5. **Presentation by Anythink Wright Farms Supervisor, Marsha Marcilla:** Marsha welcomed all and gave her branch update which included their collaboration with Stacie, Director of Innovations, on Civic Saturday and Anythink Day, She shared a heartwarming story from concierge, Bill Zorack about being recognized out in the community. She talked about upcoming programs and the great programs already held.
6. **Finance Manager's Report – Nan Fisher:** Nan reviewed the October 2019 Financials. Motion to accept the October 2019 Financials was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.
Nan also reviewed the Reallocated 2019 Budget and the 2020 Operating Budget documents. Motion to open the public hearing on the 2020 Budget was made at 5:25 pm. Hearing no public comment on the 2020 Budget, Motion to close the public hearing at 5:26 pm. was made.
Motion to approve the Resolution adopting the 2020 Budget, Appropriating Funds and Certifying the Mill Levy was made by Trustee Lapham and seconded by Trustee Southard. Motion carried.

7. **Library Director's Report – Pam Sandlian Smith:** Pam states as a result of the BOT training held she will provide a short overview on one or two key policies and procedures at upcoming meetings. She reviewed the Behavior and the Meeting Room policies this evening. Pam reviewed the 2019 Operating Plan and the 2019 Strategic Planning Work documents. Pam thanked Northglenn Councilmember Marci Whitman for her support as the liaison for the City of Northglenn.
8. **Assistant Director's Report – Susan Dobbs:** Susan handed out the 2020 payroll and holiday dates. She states we are in the middle of open enrollment for benefits. She invites the Board to the annual Employee Appreciation Breakfast on December 17 at Cinzetti's, and the annual Thank You dinner on December 18.
9. **Director of Products and Technology Report – Logan Macdonald:** Logan reports we had a great training day, and is grateful for staff who helped with the Wise training and also grateful to staff for being so eager to challenge themselves to try something new. He states we received a new software update today. Logan states there is an opportunity to vote on a name for the new sorter at the Wright Farms branch, Huron and Brighton will receive their new sorters in the New Year. A discussion was held regarding the issue on Macmillan's two month embargo pricing on e-books.
10. **Director of Customer Experience Report – Suzanne McGowan:** Suzanne talked about the preschool/early literacy pilot program at the Commerce City branch. This program allows children to play while parents connect with folks from WIC, EPAC, and CCAP to learn about available community resources. Suzanne states that Frank, from UIC, our vendor that assists with recovery of lost/overdue materials and answer calls from customers was on hand at both training days to answer questions. Suzanne talked about having beginning conversations with the Denver Zoo about a potential partnership for the MySummer programs.
11. **Director of Innovation and Brand Strategy Report – Stacie Ledden:** Stacie thanked the Board for all their support. She reports they will be hosting Civic Saturday in January with the theme of: civic resolutions. She reports they launched the Kitchen Table podcast available on iTunes, Spotify, Apple Podcasts, SoundCloud and our website.
12. **Legal Counsel Report – Elizabeth Dauer:** The legal report was included in the board packet.
13. **For the Good of the Order:** Trustee Fox shared the title of a book she thought was fabulous "The Poet X" by Elizabeth Acevedo.

14. **Adjournment:** There being no further business to come before the Board, upon motion made by Trustee Southard and seconded by Trustee Brundage the meeting adjourned at 6:22 pm.

Respectfully submitted,

Dolores Sandoval



Acting Secretary of the Board of Trustees
Rangeview Library District