

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
November 19, 2025**

1) Call to Order

The meeting of the Rangeview Library District (d.b.a. “Anythink Libraries”) Board of Trustees was called to order at Anythink Thornton Community Center at 5:09 p.m. A quorum was present.

Trustees Attending

Suzie Brundage, Trisha Kramer, Celeste Jackson and Niki Cooper

Trustees Absent

Gretchen Lapham

Staff Attending

Mark Fink, Executive Director; Susan Dobbs, Assistant Director; Suzanne McGowan, Director of Customer Experience; Logan Macdonald, Director of Products and Technology; Paola Vilaxa, Director of DEIB and Community Engagement; Nan Fisher, Finance Manager; Justin Sager, Construction Project Manager.

Guests

Elizabeth Dauer, Legal Counsel

2) Additions or Changes to the Agenda

A motion to approve the agenda as presented for the November 19, 2025 Regular Board Meeting was made by Trustee Jackson and seconded by Trustee Kramer. Motion carried.

3) Public Comment

None

4) Approval of the Minutes of the October 15, 2025 Regular Board Meeting

A motion to approve the Minutes of the October 15, 2025 Regular Board Meeting was made by Trustee Kramer and seconded by Trustee Jackson. Motion carried.

5) Finance Manager’s Report, Nan Fisher

Presentation and Acceptance of the October 2025 Financials

Fisher presented the October 2025 Financials.

A motion to accept the October 2025 Financials was made by Trustee Kramer and seconded by Trustee Jackson. Motion carried.

6) Old Business

- a. **Action Item** - Approve Anythink Public Art Policy, presented by Mark Fink, Executive Director
A motion to approve the Anythink Public Art Policy as presented was made by Trustee Jackson and seconded by Trustee Kramer. Motion carried.
- b. **Action Item** - Approve Anythink Naming and Donor Recognition Policy, presented by Mark Fink, Executive Director
A motion to approve the Anythink Naming and Donor Recognition Policy as presented was made by Trustee Kramer and seconded by Trustee Jackson. Motion carried.
- c. **Action Item** - Motion to Approve Resolution for Colorado Open Records Act (CORA), presented by Beth Dauer, Legal Counsel
A motion to approve the Resolution for Colorado Open Records Act (CORA) as presented was made by Trustee Kramer and seconded by Trustee Jackson. Motion carried.

7) New Business

- a. **Action Item** - Motion to Open Public Hearing for the 2026 Budget was made by Trustee Brundage and seconded by Trustee Jackson. Motion carried. No public comments received.

Motion to Close the Public Hearing for the 2026 Annual Budget was made by Trustee Brundage and seconded by Trustee Cooper. Motion carried.

- i. Presentation of the 2026 Annual Budget, presented by Nan Fisher, Finance Manager

Fisher noted that that revenue remains steady. Fisher explained the capital expenditures for these projects: First, construction of the Nature Library, which is expected to be completed by August 2026; second, the potential renovations to the Administration Services building, anticipated to open in 2027; and third, the potential tenant improvements to the Reunion Express Library scheduled to open in October 2026.

Fisher said that hiring will impact expenditures in the 2026 Annual Budget, including adding several new positions for the Nature Library, offering extended hours at all branches will require hiring additional staff, as well as filling additional personnel requests from various departments.

Fisher noted other expenses, including increased costs for security services, the purchase of a customized sprinter van; additional facilities costs for utilities, ground maintenance, janitorial at each location; increased property and liability insurance, and Special Districts Pool (asset insurance coverage) premiums.

- b. **Action Item** - Motion to Adopt the 2026 Annual Budget and Appropriate Funds, Certification of the Mill Levy and Approval of the 2026 Resolution subject to any changes to the assessed valuations as previously mentioned by Nan Fisher, Manager of Finance was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.
- c. **Action Item** - Review Anythink's updated Library Use Policy, presented by Suzanne McGowan, Director of Customer Experience and Paola Vilaxa, Director of DEIB and Community Engagement

Vilaxa explained that Anythink's updated Library Use Policy has been revised to focus on customer behaviors and the language is person-based. The tiers of conduct in the previous Library Use Policy will become procedural, and staff will be trained accordingly.

- d. **Action Item** - Receive Anythink's Diversity, Equity, Inclusion and Belonging Strategic (DEIB) Plan Review, presented by Paola Vilaxa, Director of DEIB and Community Engagement

To meet the Board's 2025 professional development goal, Vilaxa shared the objectives of the DEIB Strategic Plan and the timeline for implementation.

- Objective 1: Develop an Inclusive and Respectful Workplace
- Objective 2: Offer Skills and Training, Provide Professional Development Investing Staff in Cultural Center Organizational Practice
- Objective 3: Develop Strong Internal DEI Structure to Sustain Long-Term DEI Change
- Objective 4: Equip and Empower Staff to Successfully Navigate Customer Interactions

- e. Receive Anythink's 2026 Operating Plan, presented by Mark Fink, Executive Director

Fink shared that the 2026 Operating Plan is based on feedback from meetings with Managers and Directors throughout the year, focusing on the particular areas they would like to focus on and fund. He said that the information all the information shared was discussed and prioritized by the Admin. team.

Fink reported that the Operating Plan establishes goals for the organization and holds folks accountable for the priorities to be focused on in 2026. Fink noted

that he reports the progress of the work done on the Operating Plan to staff on a quarterly basis.

Fink noted there are four focus areas in 2026:

- Focus Area 1: Implement Anythink's Diversity, Equity, Inclusion, and Belonging (DEIB) Second Year Strategic Priorities
- Focus Area 2: Increase Engagement with Adams County Residents
- Focus Area 3: Expand Access to Resources, Arts and Culture in Adams County
- Focus Area 4: Implement Operational Improvements to Enhance the Customer Experience

8) Capital Projects Update, Justin Sager, Owner's Representative

Sager reported on the construction progress of the Nature Library and that the project is on time and on budget.

Sager said that design plans for the Administrative Building and the Express Library are underway. He said that Anythink is in the process of soliciting proposals for both projects from potential general contractors.

9) Anythink Thornton Community Center Branch Report, Jakob Seelig, Branch Manager

Seelig gave a brief branch, noting there have been personnel changes, many due to promotions, which is exciting for this branch. He reported that there has been a strong presence of afterschool traffic especially with teens to have a place to just hang out.

Seelig shared that one of the highlights of the last year has been Anythink's collaboration with the City of Thornton' preschool program offering weekly storytimes for these learners.

Seelig commented that many residents who live in the neighborhood are rediscovering this new facility and are excited to bring their kids and grandkids for activities to the library for the first time.

10) Executive Director Report, Mark Fink

Fink noted that at the 2025 Board Retreat, the Board established a professional development goal to learn more about Anythink's Diversity, Equity Inclusion, Belonging (DEIB) Strategic Plan. To meet this goal, Fink asked Paola Vilaxa to share the plan with the Board at this meeting, and to provide an update on the work accomplished so far, as well as presented the roadmap for the work to be done over the next couple of years.

Fink also said that we are excited to be hiring a full-time DEIB Specialist to assist with this department.

Fink noted that the Collection Development team recently updated the statistics for “Active Cardholders” and this resulted in a drop in numbers on our library statistics report. Logan MacDonald, Director of Products and IT, explained that Inactive Cardholder data had never been cleared out of our records over the last 15 years. He said that we were now moving forward to report “Active Cardholders” which are library customers who have used their library accounts in the last three years, which is a best practice in the library industry.

Lastly, Fink said that the Anythink Foundation has recruited five active Board members and we are still actively recruiting. He said the Foundation also contracted with Kimberley Sherwood to help the Foundation develop a long-term philanthropy strategy.

Fink also said that the Foundation will be involved with Colorado Gives Day. He shared that we received a \$5,000 donation recently.

11) Legal Counsel Report, Elizabeth Dauer

12) For the Good of the Order

McGowan announced that Maria Mayo-Peaseley had a healthy baby boy.

Annette Martinez, Branch Director at Perl Mack is retiring and she extended an invitation to anyone to attend her retirement party on Thursday, November 20th

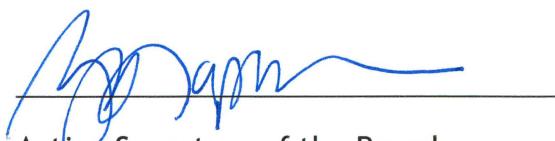
13) Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 5:58 pm.

A motion to adjourn the Board meeting was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.

Respectfully submitted,

Shelly Boyer
Recorder



Acting Secretary of the Board
Rangeview Library District