

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
August 20, 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 Bennett at 5:33 pm. A quorum was present.

Trustees Attending

Suzie Brundage, Celeste Jackson, Niki Cooper, Gretchen Lapham and Trisha Kramer

Trustees Absent

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; Justin Sager, Construction Project Manager.

Guests

Elizabeth Dauer, Legal Counsel
Chris Daues, Rubin Brown Auditors

2) Additions or Changes to the Agenda

Legal Counsel, Item 7) to modify open and then close public hearing in consideration of the Amended 2024 Budget Resolution

Mark Fink, remove Item 9) b. Introduction of Zach Kittrell, Facilities Manager

A motion to approve the agenda as amended for the August 20, 2025 Regular Board Meeting was made by Trustee Jackson and seconded by Trustee Lapham. Motion carried.

3) Public Comment

None

4) Approval of the Minutes of the July 16, 2025 Regular Board Meeting

A motion to approve the Minutes of the July 16, 2025 Board Meeting was made by Trustee Lapham and seconded by Trustee Jackson. Motion carried.

5) **Finance Manager's Report**, presented by Mark Fink, Executive Director

Presentation and Acceptance of the July 2025 Financials

Fink presented the July 2025 Financials.

Fink noted that if there are any questions regarding the July 2025 Financials, that he will inform Nan Fisher.

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

6) **Review and Accept the Amended 2024 Budget Resolution**, presented by Mark Fink, Executive Director

A motion to open the public hearing to discuss Amended 2024 Budget Resolution was made by Trustee Jackson and seconded by Trustee Lapham. No public comments received.

A motion to close the public hearing was made by Trustee Brundage and seconded by Trustee Jackson.

Fink explained that the amendment to the 2024 Budget was primarily for additional funding for Capital Project expenditures for the Thornton Community Center as well as the Nature Library.

A motion to accept the 2024 Budget Resolution as amended was made by Trustee Jackson and seconded by Trustee Lapham. Motion carried.

7) **Old Business**

a. **Review and Approve Amendments to the Board of Trustee Bylaws**, presented by Mark Fink, Executive Director

Fink said that at the Board retreat in June 2025, the Board identified the following items in the Bylaws they wanted to amend:

- i. Under Article II, Section 3, amend "eleventh day of the month of February" to read "the last day of the month of February".
- ii. Under Article III, Section 1, amend "The officers of the Board shall consist of a president, vice president, and a secretary. The Board may have a treasurer position and such other officers as the Board deems necessary" to read "The officers of the Board shall consist of a president, vice president, secretary, and a treasurer."
- iii. Under Article IV, Section 4, amend "If the Board has a treasurer, the treasurer shall . . ." to read "The treasurer shall . . ."

A motion to accept the Amended Board of Trustee Bylaws as presented was made by Trustee Cooper and seconded by Trustee Lapham. Motion carried.

8) **New Business**

a. **Review and Accept the 2024 Audit**, presented by Chris Daues, Rubin Brown Auditors

Chris Daues, Rubin Brown Auditors, presented the break down of the 2024 Audit and said that the Financial Statements as well as the View Point Document are the main focus.

Daues began by saying that the Independent Auditor's Report which states that these documents are a "clean opinion; an unmodified opinion" and that Anythink Libraries has received this opinion. Daues thanked Nan Fisher, Finance Manager, for the work that she puts into making sure that the documents are correct and completed in a timely manner.

Daues referred to the Financial Statement and said that this is a complete summary of the activities throughout the 2024 year and that this document is put together by Anythink management.

He pointed out that the "Footnotes" section indicates particular attention be made regarding the additional expenditures for Capital Assets, Long Term Debt as well as the Pension Plan. He noted that the "Footnotes" also explain how the assumptions are created.

Daues referred to the View Point Report, which states the required Auditor's communication and the Management Letter that must be issued to the District.

He stated that a couple of issues were mentioned in the Management letter regarding the volume of transactions that occurred for Capital Asset Projects and mention of the new Accounting Software transition. He said that these issues can be explained and have been and he also said that they will not be there in the upcoming year.

Fink stated that he has discussed the Management Letter comments with Nan Fisher and that with the transition to the new accounting system, SAGE, it was indeed a fairly complex transition and he said that there was a steep learning curve in doing so. We decided to utilize this software because of the number of transactions we have and it was also more suitable for our needs. Fink also noted that if there are any questions and/or concerns regarding any of the Financials, that he would be glad to discuss them with Nan.

A motion to accept the 2024 Audit as presented was made by Trustee Lapham and seconded by Trustee Jackson. Motion carried.

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

Sager said that we are about 50% finished with the Nature Library project and that we are right on target.

10) Anythink Bennett Branch Report, Whitney Oakley, Branch Manager

Oakley welcomed everyone to Anythink Bennett. She said that during the month of February 2025 the branch was closed and has undergone a "refresh" including new carpet and paint as well as the addition of a second study room to the branch. Oakley mentioned that the branch also received new computer chairs, new desks, a new wrap for the exterior book drop and the outside fence was painted. She continued by saying that the branch also received a complete overhaul of its collections. Oakley also shared information about the branch initiatives to more effectively serve Latine residents.

Oakley shared information about the Spanish Services Team at Bennett, and that there was an emphasis on flyers, displays and experience zones were offered in both English and Spanish to better meet community needs. She said that this transformation has had a tremendous impact with our community and staff.

Oakley also said that as a marketing strategy, the branch has been hosting “Family Fun Night” programming for all ages both afterschool and on weekends that includes food and a variety of activities. She said that bilingual staff are asking for feedback from the community as to what additional types of programming and activities that they would like to see at the library and also asking customers if they know what our library has to offer. She said that the data collected will help the team offer new programs at the branch.

Oakley mentioned that the Bennett staff are working on providing more Adult Programming, both bilingual and/or only in Spanish that does not require registration.

Oakley reported that with all these new changes, the branch is seeing an additional 1,000 customers visit each month compared to 2024. Additionally, with the expansion of hours and days of the week beginning next year, she is confident that the community will be able to access even more library programs and services.

She said that in 2024 the branch started a Teen Advisory Board and it now has 12 active members. Oakley mentioned that Molly Dewolff, Branch Guide, has been instrumental in implementing and motivating the teens with new and exciting programs.

Lastly, Oakley said that she and Molly were recently interviewed by the Denver Gazette and were able to share how rural public libraries impact their small communities.

Trustee Lapham asked if the Teen Advisory Board handles their own program ideas. Oakley said that the Teen Advisory Board develops and self-leads their activities and ideas.

Fink thanked Oakley and her staff for the amazing work they have done.

11) Anythink Programs and Events Updates, presented by Ashley Garst, Programs and Events Manager

Garst highlighted the work that she has done as well as what she continues to work on:

- Internal Projects, including the development of the WorkSuite platform and drafting the Art Display Policy
- Initiatives for Customer Experience, namely mySummer and Adams County Poet Laureate
- Staff Spotlights and unique opportunities to support branch level programs
- Additional support for Cocina Libre, Maker Fairs and Frost Fair events
- Community Concert Series
 - Three events scheduled; two were partnered; one at TCC
- District-wide Events

- Collaborations for KissFist and BMoCA
 - KissFist happening in October featuring a new Mural in the Rhino District
 - Anythink hosting an exhibit as part of a feature mural for the children's space at the Brighton branch

Fink commended Garst for her leadership. He said that the survey feedback has been positive and provides new insight into what customers want to see from Anythink. Fink said that the data collected will be used to determine what Anythink will focus on in the future.

12) Executive Director Report, Mark Fink

Fink said that a Leadership Meeting was held a few weeks ago and the team has been focusing on how Anythink's values pertain to our work. He mentioned that he will be visiting the branches to gain a better idea from staff regarding our organizational values.

Fink said that we are doing a lot of hiring, including recruiting for a Director of External Relations and Brand Strategy. He said that this new position will be beneficial to the restructuring of the team. Also, in October we will be recruiting for a new position of Associate Director of Customer Experience. This position will assist the Director of Customer Experience with much needed support for the branches.

Fink said that hiring and interviewing for positions for the Nature Library will be conducted towards the end of the first quarter of 2026. He said that a staff of 22 is projected for the Nature Library.

Fink also said that extended hours/days of all of the Anythink locations will commence in January 2026. He noted that all libraries will have the same hours - Monday through Thursday 9:00 a.m. to 8:00 p.m. and Friday and Saturday 9:00 a.m. to 5:00 p.m.

Fink mentioned that we are currently re-designing the website and the target date to launch is September 15, 2025.

Fink said that the Colorado Association of Libraries Conference (CALCON) is being held in Breckenridge, CO on September 3rd through September 5th and 22 people will be attending. He mentioned that Anythink will be receiving an award for *Project of the Year* for the Catamounts Immersive Theater that was held at Anythink Huron Street.

Fink extended an invitation to attend the Grand Opening of the LatinA Flavor Café on Monday, September 8th at Anythink Wright Farms at 10:30 a.m.

Fink spoke about the work being done with the Outreach Community Engagement and the Express Libraries and said that a RFP for a new vehicle has been initiated. He said that we are in the process of actively looking into retail spaces that can be utilized as Express Libraries in Reunion and Northglenn areas.

He said that we are also looking for additional building to purchase to accommodate more staff. More information on this to come.

13) Assistant Director Report, Susan Dobbs

Dobbs began by mentioning that she will be introducing our new Facilities Manager, Zach Kittrell at the September 17th Board Meeting and said that he has been a welcome part of our staff. She said that she and Zach are currently working on a few capital projects including the renovation of the first floor at the Northglenn location to accommodate additional office space. She also said that the next “refresh” project will be Anythink Perl Mack and will begin in January 2026.

Dobbs distributed a list of upcoming events for Anythink Libraries and extended an invitation for all to attend.

- Monday, September 8th - LatinA Flavor Café Grand Opening
- Monday, October 13th - Training Day at Wright Farms
- Friday, October 24th - Bowling Night at Bowlero in Westminster
- Wednesday, December 10th - Staff Appreciation Breakfast at Cinzetti’s
- Wednesday, December 17th - Board of Trustee Dinner

14) Director of Products and Technology Report, Logan Macdonald

Macdonald distributed a brochure to the Board and mentioned a few events that are happening, including the new art exhibit in Anythink World and that the artist is Audrey Norris and she has created an art series entitled *Women Behaving Badly*. Macdonald said that it features portraits and stories of a variety of women from around the world. He encouraged everyone to visit our “New Gallery Hall” on the Anythink World web page.

Macdonald said that the 3D printers at our Studio will need to be replaced, and they have printed over 3,000 hours.

He mentioned that IT will be replacing new public laptops at the branches.

He also mentioned the department will do another cyber security audit to ensure that our networks are secure as possible.

He noted that the Collection Development team will be working on the “refresh” for Anythink Perl Mack.

15) Director of Customer Experience Report, Suzanne McGowan

McGowan began by commending and thanking Ashley Garst, Programs and Events Manager, for her work leading mySummer 2025. She said that under Garst’s leadership this program exceeded expectations.

McGowan mentioned that staff are focused on increasing the “self-check” rates at the branches in order to free up staff time.

McGowan shared that the ESL classes will start soon at Anythink Commerce City, and that ESL Conversation Circles will also be held at Anythink Perl Mack and Anythink Huron Street starting in September.

McGowan noted that an article was published by CNN which stated that leisurely reading has gone down 40% in the last 20 years. She said that this is an opportunity to explore different ways to inspire people to get back into libraries.

Lastly, she mentioned the upcoming FrostFest programs will be held across the District this winter.

Trustee Lapham asked about the CNN article and whether or not they had mentioned anything about a correlation with the first iPhone being introduced in 2007. McGowan said that they did not mention that in the article, however she plans to follow up with this.

16) Director of DEIB and Community Engagement Report, Paola Vilaxa

Vilaxa said that in addition to working with Fink on finding new Express Library locations, she is developing the service model and how we will make it unique for Anythink. She also said that an RFP for a new Bookmobile has been sent out and we are waiting on proposals.

Vilaxa said that she has been re-organizing the DEI Strategic Plan that includes a five-year progressive plan. She said that she will present highlights from the plan at the November 19th Board Meeting.

Vilaxa mentioned she is working with Susan Dobbs, Assistant Director, to create an Incident Response Procedure to provide resources for staff that have experienced a traumatic or stressful incident in the workplace.

Vilaxa also shared information about the upcoming All Staff Training Day which will be held on Monday, October 13th, which will focus on DEIB concepts. She said that the Center on Colfax provide some of the training.

Vilaxa said that she is offering open office hours at the branches and she has received positive feedback from staff, and she will continue offering these one-on-one meetings.

17) Legal Counsel Report, Elizabeth Dauer

Dauer is monitoring the new property tax laws and will share updates, as needed, as to how they impact Anythink at future Board meetings.

18) For the Good of the Order

Trustee Brundage said that she wants to make sure that a full quorum will be present at the upcoming Board Meetings.

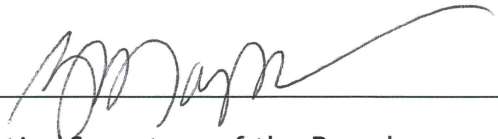
19) Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:39 pm.

A motion to adjourn was made by Trustee Lapham and seconded by Trustee Kramer. Motion carried.

Respectfully submitted,

Shelly Boyer
Recorder



Acting Secretary of the Board
Rangeview Library District