

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
September 17, 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 Wright Farms at 5:06 pm. A quorum was present.

Trustees Attending

Suzie Brundage, Celeste Jackson and Niki Cooper

Trustees Absent

Gretchen Lapham and Trisha Kramer

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

Courtney Intara, Legal Counsel

2) Additions or Changes to the Agenda

A motion to approve the agenda as presented for the September 17, 2025 Regular Board Meeting was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.

3) Public Comment

None

4) Approval of the Minutes of the August 20, 2025 Regular Board Meeting

A motion to approve the Minutes of the August 20, 2025 Regular Board Meeting was made by Trustee Cooper and seconded by Trustee Jackson. Motion carried.

5) Finance Manager's Report, Nan Fisher

Presentation and Acceptance of the August 2025 Financials

Fisher presented the August 2025 Financials. She mentioned the new contract for Security Services, Guardianship, which shows an additional expenditure for our

financials. Fink added that the security services patrol nightly, seven days a week at four locations - Northglenn, Anythink Huron Street, Anythink Perl Mack, and Anythink Commerce City.

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

6) Old Business

None

7) New Business

a) Introduction of Facilities Manager, Susan Dobbs

Dobbs introduced Zach Kittrell as the new Facilities Manager. Zach said that he comes from a construction background and that he has varied experience in working with facility and maintenance projects throughout the Denver metro area, including with various library districts. Kittrell said that he is familiar with facilities management and said that he has already been working on several projects at Anythink. He said that he enjoys working with the facilities team and commended them for all the work that they do.

Fink commended Zach for jumping right in and working with the team to come up with new ideas and new systems to accommodate the many tasks associated with this position.

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

Sager reported that the construction progress of the Nature Library is on schedule. He said that we expect to receive the Certificate of Occupancy at the end of May 2026.

9) Anythink Nature Library Branch Report, Maria Mayo-Peaseley, Branch Manager

Mayo-Peaseley presented the Branch Report for the Nature Library.

Mayo-Peaseley explained that things at the Nature Library are coming along as projected and that the team is currently working on interior and exterior designs. She said that vendors have been selected to accommodate the unique and specialized design of this branch.

She said that in terms of our opening day collection, we have selected a vendor, Midwest Library Services, who specializes in materials to support the nature-based learning. Mayo-Peaseley said that we have also selected a local shelving vendor, Azars, who provided the shelving for the other Anythink branches.

Mayo-Peaseley said the Nature Library Advisory Council has been reengaged and met last week. She said it was an informative meeting that discussed the need to develop specialized training for Nature Library staff, as well as asking the Council for ideas for

art, educational experiences and library programming as well as how the Advisory Council may assist with the planning of the grand opening.

Mayo-Peaseley shared some photos of the construction of the Nature Library.

Trustee Jackson asked how many members are on the Advisory Council. Fink said that there are six members. Trustee Brundage asked if they will be meeting even after the library opens. Fink said that currently they have four meetings planned prior to the opening and that they will be discussing future meetings along the way.

10) Executive Director Report, Mark Fink

Fink first introduced Code 4 Security Supervisor, Dustin Karlen, at Anythink Wright Farms, and said that Dustin is a valued asset and he has a positive relationship with our staff and with our customers. Dustin said that he takes great pride in serving Anythink Libraries.

Fink said that Nan Fisher, Finance Manager, has been working on addressing the items listed in the Auditor's notes including expenditures for Capital Projects and expenditures for security services. He said that Anythink's security services team, Code 4, and Guardianship, a security patrol service, have been instrumental in keeping our libraries welcoming, safe and accessible for all customers.

Fink announced the launch of the redesigned Anythink website, which included moving from the Drupal to the Word Press content management system, getting feedback from focus groups consisting of customers and staff, and that users are impressed with the new design. He also mentioned that the website is now ADA compliant.

Fink mentioned that the Grand Opening of the LatinA Flavor Café was held on Monday, September 8th and that it was well attended. He also mentioned that LatinA Flavor Café will be providing café services at the Nature Library when it opens next year.

Fink reiterated that a recent meeting with the Nature Library Advisory Council was informative. He said that the Advisory Council members are excited to be part of the Nature Library project, and they were very impressed with the photos and information shared about the progress of the construction. Fink said that another meeting is planned for October and there will be two additional meetings next Spring.

Fink said that the Community Concert Series has come to an end, and the Customer Experience department is reviewing the success of the partnerships and the venue in anticipation of planning for 2026.

Fink mentioned that he had been devoting efforts to revitalizing the Anythink Foundation and said that Stacie Ledden has been hired as a consultant to assist with new Board recruitment. He said that we have created a new job description for Board Members with emphasis on a new focus as well as member expectations. Fink said that there are four new Board Members and that fundraising goal will focus on raising an endowment, and funds to support environmental stewardship and sustainability across

the district. He mentioned that the Foundation will be a “working board” and will begin meeting monthly.

11) Assistant Director Report- HR Staffing, Susan Dobbs

Dobbs started by commending and thanking Nan Fisher, Finance Manager, and Zach Kittrell, Facilities Manager, for their exemplary efforts. She went on to say that days prior to the café’s Grand Opening, the refrigerator stopped working and that Nan and Zach scrambled and successfully found a new refrigerator.

Dobbs presented the Draft 2026 Payroll Calendar for the Board to review and that the official calendar will be included in the October 15, 2025 Board Packet.

12) Director of Products and Technology Report, Logan Macdonald

Macdonald announced that the Studio will be hosting a Maker Fair on Saturday, September 27th at Wright Farms. He said the event is focused on meeting local professionals to learn about their trade as well as to offer mini workshops and tours of the Studio. Macdonald said there will also be a Makers Market with local craft vendors for shopping opportunities.

Macdonald said that a new program is being offered in Anythink World - Anythink World guitar lessons on Mondays and extended an invitation for anyone to join.

Macdonald mentioned that Anythink now has a Freedom to Read collection of eBooks that is accessible on the Palace Project app. This is the first eBook sanctuary of its kind in Colorado, contains titles that have been banned or challenged in Colorado and across the United States, and that it is available for all Colorado residents 13+. Macdonald said that the Freedom to Read collection is available for customers by using a name and valid email address.

13) Director of Experience Report, Suzanne McGowan

McGowan began by giving a “shout out” to the Anythink branch staff. She said that as she visits Anythink Libraries she notices the amazing work they do.

She said that there has been an increase in sticky situations at the branches, and she said that Paolo Vilaxa, Director of DEIB and Community Engagement, has created effective tools that staff use to de-escalate tense situations.

McGowan said that it was an emotional farewell to outgoing Poet Laureate Kerrie Joy. However, she is excited to welcome the new Poet Laureate, Aerik Francis, who will begin their tenure in 2026.

McGowan said that planning special events for 2026 has already begun and it will include many new programs.

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

Vilaxa said that the RFP process for a new bookmobile had recently concluded and announced that a vendor has been selected. She said that the new sprinter van should arrive and be operational in the 3rd quarter of 2026.

She announced that we have been actively looking at and have identified a space for the Express Library in Reunion. She said that a Letter of Interest has been sent to the property owner and that we are waiting for a response. She also said that if Anythink secures the location, we will work with Justin Sager, Capital Projects Coordinator, and Davis Partnership Architects for feedback on the design strategies for this space.

She said that she has extended an invitation to Directors and Managers to complete the Intercultural Development Inventory (IDI) which is a tool that measures the way an individual experiences cultural differences. Vilaxa said that the assessment and development plan will assist Directors and Managers in achieving their individualized goals related to DEIB development as well as help these folks effectively lead the rest of Anythink staff through their own DEIB work.

She mentioned that she and Suzanne McGowan, Director of Customer Experience, along with a group of Anythinkers, will be attending the Reforma National conference in California in late September. She said that Reforma is a national association of library workers serving the Latine and Spanish speaking communities.

Vilaxa said that she has also been working with HR to put together the Staff Training Day on Monday, October 13, 2025 at Anythink Wright Farms, which will be a full day of activities and focus on implicit bias -how to recognize it, how to address it and how to make better informed decisions. She also said the training will include bilingual and self-care sessions for the staff.

Trustee Cooper asked if the Language Cooperative solely focuses on the spoken language. Vilaxa said that they have a variety of services, including translation, but its main focus is on interpretation.

15) Legal Counsel Report, Courtney Intara

Intara explained that we are approaching budget deadlines and that Anythink should receive tax revenue information soon. Intara said that more information will be forthcoming.

16) For the Good of the Order

None.

17) Executive Session

Pursuant to C.R.S. 24-6-402(4)(6) to discuss proposed lease or real property for Express Library space located in Reunion and purchase of office space in Westminster for administration.

A motion to adjourn this Regular Board meeting and that the Board of Trustees enter into Executive Session at approximately 6:08 p.m. was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.

The Board of Trustees reconvened to the Regular Board meeting at approximately 7:08 p.m.

An Executive Session of the Board convened at 6:08 p.m. on September 17, 2025 for the sole purpose to discuss the proposed lease of real property for an Express Library space located in Reunion and to purchase an office building in Westminster for administration pursuant to C.R.S., section 24-6-402(4)(b). The Board did not engage in substantive discussion of any matter not enumerated in C.R.S., section 24-6-402(4)(b). The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The Executive Session was adjourned at 7:08 p.m. and reconvened to Regular Session.

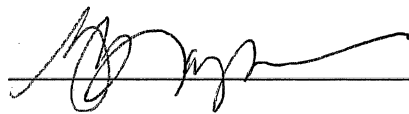
18) Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:09 pm.

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

Respectfully submitted,

Shelly Boyer
Recorder

A handwritten signature in black ink, appearing to be 'M. M.', is written over a horizontal line.

Acting Secretary of the Board
Rangeview Library District