

RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
October 15, 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 Commerce City at 5:00 pm. A quorum was present.

Trustees Attending

Trisha Kramer (via Zoom), Gretchen Lapham, Celeste Jackson and Niki Cooper

Trustees Absent

Suzie Brundage

Staff Attending

Mark Fink, Executive Director (via Zoom); 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**

Legal Counsel added a Resolution Approving and Authorizing the Purchase of Real Property to Legal Counsel Report.

A motion to approve the agenda as amended for the October 15, 2025 Regular Board Meeting was made by Trustee Lapham and seconded by Trustee Cooper. Motion carried.

3) **Public Comment**

None

4) **Approval of the Minutes of the September 17, 2025 Regular Board Meeting**

A motion to approve the Minutes of the September 17, 2025 Regular Board Meeting was made by Trustee Cooper and seconded by Trustee Kramer. Motion carried.

5) Finance Manager's Report, Nan Fisher

Presentation and Acceptance of the September 2025 Financials

Fisher presented the September 2025 Financials.

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

6) Old Business

None

7) New Business

a) 2026 Operating Budget Presentation, Nan Fisher, Finance Manager

Fisher explained that the proposed 2026 Operating Budget presentation was meant to answer Trustee questions about Anythink's finances. She said that the actual 2026 Operating Budget will be voted on for approval at the November 19, 2025 Regular Board meeting.

Fisher noted that that revenue and property taxes remain steady. Fisher explained the capital expenditures for these projects: First, is the final 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 Express Library in Reunion scheduled to open in October 2026.

Fisher said that personnel/hiring will impact the 2026 Operating 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 also said that other expenses will include 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) Review and Approve Resolution for Colorado Open Records Act (CORA),
Legal Counsel

Elizabeth Dauer, Legal Counsel, explained that this Resolution is intended to update the amount being charged for research and retrieval fees associated with this Resolution. She said that once the Board has approved this Resolution, it must be added to the website to ensure its visibility to the public.

c) **Review Anythink Art Policy**, Suzanne McGowan, Director of Customer Experience
McGowan presented the Anythink Art Policy.

d) **Review Anythink Naming and Donor Recognition Policy**, Suzanne McGowan, Director of Customer Experience

McGowan presented the Anythink Naming and Donor Recognition Policy.

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

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

Sager also reported on the status of the negotiations on the Express Library retail location in Reunion. He said that a Letter of Intent has been issued to the property owner for consideration.

Sager gave an update about the negotiations for purchasing the new Administrative Services Building. He said that an offer was submitted and was accepted and that we are working on addressing "special conditions" of the agreement. Sager said that everything appears to be in order for closing on November 17, 2025. Sager projected that the building would be renovated and open in mid-2027.

9) **Anythink Commerce City Branch Report**, Ricardo Cardenas, Branch Manager

Cardenas began by welcoming everyone to the branch. He celebrated the library's Person In Charge team, Jacob Pacheco, Vanessa Rodriguez and Isaias Melendez who stepped in to lead the staff through the busy summer months while he was out of the office. He commended them for a wonderful job.

Highlights of Anythink Commerce City Branch:

- Continuing of the adult programming which has been a huge success.
- Continuing partnership with Adams County to offer a free tax preparation service and said that this year we helped 86 people file their tax returns.
- Partnering with The Learning Source to launch an English as a Second Language (ESL) class. He also mentioned that The Learning Source also offers "conversation circles" which are practice sessions held at Anythink Huron and Anythink Perl Mack.
- Introducing the Bilingual Book Club in partnership with Early Childhood Partnership with Adams County (ECPAC).
- Offering Dinovember with Onyx a life size Velociraptor, who visited the branch last November.

- Offering a spooky cookie decorating class that was well attended and the children loved it.
- Offering additional bilingual services to better serve our Latine community.

Lastly, Cardenas invited everyone to walk through the lobby of the library to see all the amazing displays offered by Anythink Commerce City.

10) **Executive Director Report**, Mark Fink (via Zoom)

Fink mentioned that we are undergoing the final process for the purchase of the new Administration Building and hopes to have the transaction completed by end of November 2025.

Fink provided an update about the retail space for the Express Library in Reunion that is currently under negotiation with the owner. He thanked Justin Sager and Zach Kittrell for their efforts on this particular project.

Fink said that Anythink launched the “Freedom to Read” collection that includes titles of banned books in Colorado and said that this collection has been featured in local news articles and broadcasts. He also said that we have received positive feedback for the collection and thanked Logan Macdonald and Daniel Alvarez for their work on the project.

Fink reported that he and Maria Mayo-Peaseley, Branch Manager, Anythink Nature Library, attended the Colorado Outdoor Industry Leadership Summit to learn about Colorado’s outdoor strategy that focuses on and promotes the outdoor industry in Colorado, and to network with potential partners for the Nature Library.

Fink said that interviews for the Director of External Relations and Brand Strategy position have been completed and said that a selection will be made within the next couple of weeks.

Fink said that he has been visiting branches and having discussions with staff about Anythink’s values. He said staff were invited to talk about what their experiences have been about the values, and how staff apply to them to their work.

Fink said that in November 2025 customers will need to obtain a full access library card from one of our libraries to borrow eBooks and eAudiobooks from Libby. He said that this new policy is consistent with other Colorado libraries, and will ensure that our tax dollars support local residents.

11) **Legal Counsel Report**, Elizabeth Dauer

Dauer said that the 2026 Operating Budget will be presented at the November 19, 2025 Board meeting for final approval. She said that the Board of Trustees will offer a public

comment opportunity and if there is no public comment, then the Board of Trustees can motion for final approval.

Dauer also said that a Resolution Approving and Authorizing the Purchase of Real Property was added to this Agenda. She said that due to the timing of the closing transaction, which is scheduled for November 17, 2025 and because the next Board meeting is on November 19, 2025, that Board approval for this Resolution is necessary to move forward with the completion of the transaction.

A motion to approve the Resolution Approving and Authorizing the Purchase of Real Property was made by Trustee Lapham and seconded by Trustee Cooper. Motion carried.

Fink added that the Admin. Team has given careful consideration to the necessity for the purchase of the Administrative Services building, and there is a solid plan in place for renovating and maximizing the use of the office building.

12) For the Good of the Order

Trustee Jackson said that she attended the All Staff Training Day on Monday, October 13th and that it was informative and the handouts were useful.

Macdonald announced that the open-source dyslexia font is now available on all staff computers and it will be available to our public computers as well. He explained that it is a font that is crafted in a certain way that makes it easier for people with dyslexia to distinguish letters.

McGowan introduced Morgan Van Duyne, Wright Farms Branch Manager, and Justina Wooten, Nature Library Supervisor. Both were present in the audience.

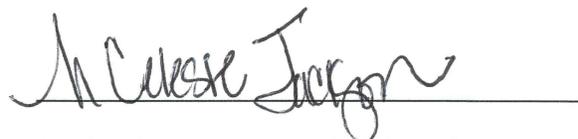
13) Adjournment

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 Cooper and seconded by Trustee Lapham. Motion carried.

Respectfully submitted,

Shelly Boyer
Recorder

A handwritten signature in cursive script, appearing to read "Celeste Jackson", written over a horizontal line.

Acting Secretary of the Board
Rangeview Library District