

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
January 21, 2026**

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 5:01 pm. A quorum was present.

Trustees Attending

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

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; Ricardo Cardenas, Associate Director of Customer Experience; RyAnne Scott, Director of External Relations and Brand Strategy, Nan Fisher, Finance Manager; Justin Sager, Construction Project Manager.

Guests

Elizabeth Dauer, Legal Counsel
Ryan Liston, Legal Counsel

2) Additions or Changes to the Agenda

Legal Counsel added Executive Session pursuant to C.R.S. section 24-6-402(4)(b) to consult with legal counsel regarding correspondence received by the Board from a former District employee and response thereto.

A motion to approve the agenda as amended for the January 21, 2026 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 November 19, 2025 Regular Board Meeting

A motion to approve the Minutes of the November 19, 2025 Board Meeting was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.

5) Finance Manager's Report, Mark Fink

Presentation and Acceptance of the November and December 2025 Financials

Fink presented the November and December 2025 Financials.

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

6) Old Business

- a. **Action Item:** Review and approve revised Library Use Policy, presented by Mark Fink, Executive Director

Fink said that the Library Use Policy was presented to the Board at the November 19, 2025 Regular Board Meeting.

Fink also mentioned that we will be presenting a Free Speech and Public Expression policy at the February 18, 2026 Regular Board Meeting for the Trustees to review.

Trustee Brundage mentioned that the County and State have rules about electioneering and stated that Anythink will be updating these items in this new policy.

A motion to approve the revised Library Use Policy as presented was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.

7) New Business

- a. **Action Item:** Review and approve HR Leaves of Absence Policy, presented by Susan Dobbs, Assistant Director

Dobbs said that this policy was originally introduced in 2024. She said that we have amended FMLI and FMLA in order to clarify employee eligibility.

- FMLI added child birth for up to 24 weeks for neonatal care.
- FMLI added-to remind all Anythink employees they are eligible to OPT IN to FMLI.
- FMLA-update wording regarding family eligibility to include: change spouse to legal partner; change son and daughter to child and added legal ward (existing serious health conditions).
- Adding language to be consistent with FMLI requirements to include: When taking FMLA or FMLI concurrently with FMLA, it is Anythink's policy to allow employees to use accrued PTO to either offset benefit premium costs or receive up to 100% of wages, if the employee elects to do so.

- Changes for part-time employees: update wording to clarify the two options they have, using either just the leave or running it concurrently with FMLI. The maximum allocated time on this leave increased from 4 weeks to 6 weeks for part-time employees.

Trustee Lapham asked about emergency health issues and how the FMLI handles this. Dobbs said that the employee would have to commit to one quarter of FMLI premiums to be eligible.

Trustee Brundage asked if there has been anyone who needed this on an emergency basis and could not get it because they had to wait for the quarter. Heidi Guyon, HR Generalist, said that it has not happened yet, however, the ruling has only recently been changed.

Dobbs said that it was important to bring this policy to the Board for approval at this time in order to comply with federal and state laws updated in 2026. She said that additional Anythink Employee Handbook policies are being reviewed and will be presented to the Board later in 2026.

A motion to approve the HR Leaves of Absence Policy as presented was made by Trustee Cooper and seconded by Trustee Lapham. Motion carried.

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

Sager reported on the construction progress of the Nature Library and said that with the warm winter, the project is running ahead of schedule.

Fink mentioned that we will be hosting the "Dusty Boots" tours on March 20, 2026. More information to come.

Sager said that GH Phipps has been selected as General Contractor for the Administration Building renovation. He said that design of the renovation is underway with Davis Partnership, and construction will begin in July 2026 and run through April 2027.

Sager said that design is underway at the Anythink Reunion Express Library, and that the general contractor will be selected in March 2026 for the project.

9) Executive Director Report, Mark Fink

- a. Introduction of RyAnne Scott, Director of External Relations and Brand Strategy

Fink introduced RyAnne Scott, Director of External Relations and Brand Strategy, and said that she is a welcome addition to this department.

Fink announced that the Anythink World is celebrating its one-year anniversary, Friday, January 23, 2026.

Fink said that Anythink Perl Mack has been closed for a few weeks to undergo a refresh including new carpet, paint, furniture, shelving and new collection items. He said the

branch will reopen on Monday, January 26, 2026. He commended the team for the outstanding work that was done to get the project completed.

Fink announced that the theme for 2026 will be “Grow”. He said that the building projects throughout the District, as well as expanded hours at all locations, are providing increased opportunities for our communities to learn and grow. Fink also mentioned that employees and customers will be asked to adopt a “growth mindset” in conjunction with this theme.

Fink shared an update on the Wallace Foundation grant, and that Mo Yang, Studio Manager, has attended two sessions with the Wallace Foundation team to begin to understand the options Anythink has to provide enhanced informal learning options for youth that can be tied to increased vocational opportunities and outcomes.

Fink said that despite the chaos happening at the federal level, Anythink remains committed its mission and values and to provide the services and programs that our communities are interested in and asking for.

Fink presented the 2025 statistics for all Anythink Libraries and said that the significant increases from 2024 to 2025 across all categories is a testament to our staff and commended them for their outstanding work benefiting our Adams County communities.

Trustee Brundage asked how the Collections Development department is adapting to the growth. Daniel Alvarez, Collection Development Manager, said that the team has been busy meeting the demands of the community and they are keeping up with the increased demand for library materials.

Trustee Lapham asked about the Tryits collection. Alvarez said that we focus of the Tryits collection is now more about responding to community interests and requests, and will be tailored to selecting items that are easier to maintain.

10) Assistant Director Report- HR Staffing, Susan Dobbs

Dobbs said that the HR team tracks metrics every year to provide an overall picture recruiting, hiring and termination across the District, and that these metrics are included in the Board packet.

Dobbs mentioned that there are several free tickets left to the Denver Art Museum (DAM) to see the exhibit *The Honest Eye: Camille Pissarro's Impressionism* if the Board would be interested in attending.

Dobbs said that Colorado Business for Arts (CBCA) Annual Awards Luncheon will be in April 2026 and extended an invitation for the Board to attend.

Lastly, Dobbs gave a shout to the entire staff for helping out at the Anythink Perl Mack refresh project, including Logan Macdonald, Daniel Alvarez, Zach Kittrell, Suzanne McGowan, Ricardo Cardenas, IT, HR and commended them for a job well-done.

11) Director of Customer Experience Report, Suzanne McGowan

a. Introduction of Ricardo Cardenas, Associate Director of Customer Experience

McGowan introduced Ricardo Cardenas as Associate Director of Customer Experience and said that he brings experience and knowledge to this promotion from being the Anythink Commerce City branch manager and she is excited to welcome him to the team. She said that he has been busy helping out at Anythink Perl Mack as well as Anythink Commerce City until the branch managers have been hired.

McGowan said that there will be a greater emphasis on promoting programs across the District in 2026. She said that Frost Fest is one example with over 1,500 people attending these programs at several libraries in 2025. She also said that Brand Strategy will be handling these types of promotion.

McGowan announced that there will be a welcome reception for our new Poet Laureate, Aerik Frances, on Thursday, January 22, 2026 and said that their first official event will be in Aurora at Mangos Sagrados on Thursday, February 5, 2026.

12) Associate Director of Experience Report, Ricardo Cardenas

Cardenas began by saying that he is excited to be working in this capacity and that previously he was the branch manager at Anythink Commerce City.

Cardenas shared that ESL classes and conversation circles are expanding to four locations in 2026. He said that last fall Anythink partnered with The Learning Source to begin offering an ESL class at Anythink Commerce City and two ESL Conversation Circles; one at Anythink Perl Mack and the other at Anythink Huron Street. He said that the program was very successful and therefore in 2026, we are adding an ESL class at Anythink Huron Street and a Conversation Circle at Anythink Brighton. He said that all classes are full and there is a long waitlist.

Lastly, Cardenas mentioned that Anythink Huron and Anythink Commerce City has partnered with Mile High United Way to offer free tax filing services this spring.

13) Director of Products and Technology Report, Logan Macdonald

Macdonald said that Friday, January 23, 2026 is the first anniversary for Anythink World. He said that all branches will be celebrating.

Macdonald said that a portal to access new and exciting virtual experiences will be added to Anythink World soon. He said that we are partnering with EDU Metaverse to provide access to different adventures every week through early 2026.

Macdonald commended the Brand Strategy team for the fantastic work in updating the Anythink World page on our website.

Also, Macdonald said that we are starting book clubs in Anythink World, which should be a popular addition to our virtual programs.

Macdonald said that Anythink World is partnering with SCORE to offer small business workshops, as well as with Mi Casa Resource Center to offer women's leadership programs in English and Spanish.

He said that Anythink Wright Farms will be receiving a laptop vending machine similar to the one at Anythink Thornton Community Center and it should be installed in the next few months.

Macdonald said that we are working on resolving the issues with public printing. He is recommending that we purchase new printers soon.

Macdonald gave a huge shout out to Daniel Alvarez, Collection Development Manager and his team as well as to Zach Kittrell, Facilities Manager and his team for their hard work on the Anythink Perl Mack refresh.

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

Vilaxa began by introducing Roderick Bullard, DEIB Specialist. She said that he will be assisting with the DEIB Strategic Plan and he will be handling data and analysis, training, research and policy review.

Roderick Bullard gave a brief description of his background, knowledge and experience and said that he is very excited to be joining the DEIB team.

Vilaxa noted changes to "open office hours she was offering in 2025. She said that we will be keeping open office hours every quarter, and will be separating DEIB coaching from these visits so DEIB staff can be more accessible, and have capacity to do the work effectively. Vilaxa also said that we would like to track the resolution of each situation and determine if our methodology is working.

Vilaxa said that, with the assistance of the HR team, bilingual pay qualification testing for staff has begun. She announced that there were over 40 people who were tested, and the ones who passed will begin to receive the bilingual pay stipend in March.

Trustee Lapham asked how the testing works. Vilaxa said there are two levels - written and speaking, and those who pass receive a stipend to use these skills in their roles at the library.

Fink added that this was a huge undertaking by the HR and DEIB teams and commended them for their work.

Vilaxa said that we will be continuing the work with the DEIB Strategic Plan and that Roderick Bullard, DEIB Specialist, will focus on creating a DEIB calendar toolkit which will illustrate how to create programs and displays, choosing materials, doing internal celebration, etc. She said the toolkit will be added to the cultural competence and growth mindset training segments for staff.

Lastly, she mentioned that they will be reviewing additional HR policies and determining how and/or if they should be modified.

Trustee Cooper asked about the bilingual pay and if the program will be expanded to include additional languages. Vilaxa said that for now we are focusing on the language that our staff is knowledgeable about and that perhaps some of the other languages might be introduced as we move forward. Fink added that we are at the beginning process of this work and will be looking at and reviewing data throughout the County to determine if and when additional languages can be supported.

15) Director of External Relations and Brand Strategy, RyAnne Scott

Scott gave a brief description of her background, knowledge and experience. She said that she is happy and excited to be part of the Anythink team.

Scott said that she and the Brandy Strategy Team have been focusing on creating and incorporating new processes and procedures, as well as building her team, which includes recruiting a new writer/editor to join the team.

Additionally, Scott is working with Suzanne McGowan, Director of Customer Experience and with branch communication liaisons to get all branch program descriptions published sooner.

Other highlights for Brand Strategy:

- Reunion Express Library - we are promoting a community feedback survey to help inform the Library's overall programming needs. Scott said that as of January 15, 2026 over 520 people have taken the survey.
- National Poetry Month - programming in April including promoting Poet Laureate Aeriek Francis event.
- mySummer - marketing and pre-registration planning.
- Marketing and Promotion - Extended Hours, Tax Season, Anythink Perl Mack's refresh and reopening, Anythink World's First Anniversary and the 2026 weekly release of new worlds in Anythink World.
- Turn the Page Sponsorship - in collaboration with Colorado Public Radio, Anythink will be sponsoring "Turn the Page with Colorado Matters" event on February 12, 2026 at the Dairy Arts Center in Boulder.
- Brand Refresh - we will begin to refine Anythink's complete brand strategy in 2026.

16) Legal Counsel Report, Elizabeth Dauer

Dauer introduced Ryan Liston, who is has recently joined the legal staff.

She asked Ryan to give a brief description of his knowledge and experience.

He said that he is here to speak about the court case regarding Llano County in Texas which began in 2021 involving community members, politicians and a judge. He said that this group wanted public libraries to remove books from their shelves that they felt were inappropriate. Liston said that the Library Systems Director as well as County Commissioner had the books removed. Patrons of the community were displeased with this decision and petitioned the county court to have the books returned. He said that an injunction was put in place by the judge from the Federal District Court demanding that all books be put back into the libraries while an investigation is being conducted.

Liston went on to say that the case has been overturned and that there are processes and procedures in place that need to be conducted.

Liston said that he brought this case today for informational purposes only.

a. Action Item: Consider 2026 Annual Administrative Resolution

Dauer presented the 2026 Annual Administrative Resolution and explained that this Resolution outlines the Board of Trustees obligations, delegations, meeting times and locations, etc.

A motion to approve the 2026 Annual Administrative Resolution as presented was made by Trustee Jackson and seconded by Trustee Cooper. Motion carried.

17) For the Good of the Order

18) Executive Session

A motion to enter into Executive Session was called at approximately 6:45 pm pursuant to C.R.S. section 24-6-402(4)(b) to consult with legal counsel regarding correspondence received by the Board from a former District employee and response thereto was made by Trustee Brundage and seconded by Trustee Jackson.

The Executive Session reconvened to open session at approximately 7:19 pm.

A motion to enter into Executive Session was called at approximately 7:21 pm pursuant to C.R.S. section 24-6-402(4)(b) to consult with legal counsel regarding correspondence received by the Board from District employee and community member and response thereto was made by Trustee Brundage and seconded by Trustee Jackson.

The Executive Session reconvened to open session at approximately 8:00 pm.

19) Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 8:01 pm.

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

Respectfully submitted,

Shelly Boyer
Recorder



Acting Secretary of the Board
Rangeview Library District