

RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
June 23, 2025

a) Call to Order

The Special Meeting of the Rangeview Library District (d.b.a. "Anythink Libraries") Board of Trustees was called to order at Anythink Thornton Community Center at 4:05 p.m. A quorum was present.

Trustees Attending

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

Trustees Absent

None

Staff Attending

Mark Fink, Executive Director

Guests

Elizabeth Dauer, Legal Counsel

b) Additions or Changes to the Agenda

A motion to approve the agenda as presented for the June 23, 2025 Special Board Meeting was made by Trustee Kramer and seconded by Trustee Lapham. Motion carried.

c) Public Comment

None

d) Executive Session

Motion to enter into Executive Session, pursuant to C.R.S, Section 24-6-402(4)(f) for the sole purpose to discuss personnel matters concerning the performance of a manager level employee at approximately 4:06 p.m. was made by Trustee Brundage and seconded by Trustee Lapham. Motion carried.

The Executive Session of the Board of Trustees reconvened to the Regular Session at approximately 5:21 p.m.

In Executive Session of the Board of the Rangeview Library District at 4:06 p.m. to discuss the matter of the performance of a manager level employee as authorized by Section 24-6-402(4)(f), C.R.S. The Board did not engage in substantive discussion at any matter not enumerated in C.R.S, Section 402(4)(f). The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The Executive Session was adjourned at 5:21 p.m. and was reconvened to Regular Session.

On behalf of the Board of Trustees, the following statement was made by Trustee Brundage: “the Board has received, considered and discussed the workplace investigation final report, dated June 18, 2025 and based on the content of the final review of the report, the Board supports the recommendation to terminate the employee in question effective June 24, 2025.”

Focus of the Board Retreat, Mark Fink, Executive Director

Fink explained that effective 2024, there are new Colorado Public Library Standards that have been published by the State Library. He pointed out the section entitled “Administration and Government” which identifies an overall outcome for Board governance that a library “is an efficiently managed community resource that provides high value library services to all through effective stewardship of public funds”.

Fink said that this outcome is an overall goal for Anythink to strive to meet. Fink said that this section of the Public Library Standards contains a checklist of items related to Board governance; one being the Board adopts and uses the Bylaws that outline the Board’s purpose, roles and operational procedures and states that the Board of Trustees review the Bylaws at least every three years.

Fink said that another item on the checklist is Board Oversight. Fink said that this item discusses the specific roles and responsibilities that the Board of Trustees has as it relates to the Library District. He noted that the Board of Trustees has a responsibility to enact policies to ensure that all residents of the Library service area has access to tax-supported public library services; and the Board reviews and revises policies regularly based on local protocol and approves new policies.

Fink also noted that the Standards suggest that a library’s Board of Trustees establish an annual goal for continuing education. This goal gives the Library District the opportunity to respond to what the Board feels they need in order to more effectively do their job.

Fink presented the Board with a copy of the Annual Report as well as the 2025 Budget Report which provides information to demonstrate the Library District’s compliance with these standards.

Fink noted the items in the Board Retreat packet, include the DEI Strategic Plan, the 2025 Operating Plan, 2025 Budget, 2024 Annual Report and the Bylaws.

e) Review and Discuss Board of Trustee Bylaws

Fink said that this document in the packet is the current version of the Bylaws; most recently amended in November 2015. The Bylaws outline the officer descriptions and the Retreat provides the Board an opportunity to review and discuss each position.

Fink said that currently the Board is comprised of a President, Vice President and a Secretary/Treasurer and said that officer elections will be added to the July 16, 2025 Board Agenda.

Trustee Jackson asked “with the District growing so quickly are there things that would be helpful if the Board were more engaged?”. Fink said that he would be glad to have this discussion with the Administrative Team to find out if more support is needed by the Board.

Fink elaborated that having visibility from the Board at community events is encouraged. He said that Board Members are always welcome to attend any and all events.

Trustee Jackson asked if Anythink had “Friends groups”. Fink said we don’t have Friends groups, but the Library District is supported by the Anythink Foundation. He noted that currently we are restructuring the Foundation and are recruiting new Board Members. Fink said that he is hopeful that the Foundation will become more self-sufficient and will engage in more fundraising with a focus on environmental sustainability and stewardship. He extended an invitation to the Trustees to share information about potential Foundation Board prospects they believe would be a good fit and are interested in this opportunity.

Trustee Lapham asked if there is a timeframe for meeting this goal. Fink said that possibly by year end he would like to have the new Foundation Board in place.

f) Review and Discuss Board of Trustee Meeting Protocol

Fink said that item was discussed in Item e).

g) Discuss 2025 Operating Plan

Fink reviewed the status of the four focus areas of the 2025 Operating Plan with the Board and explained the process for developing the 2026 Operating Plan, which included meetings with all managers and directors to gather their input.

h) Discuss DEI Strategic Plan

Fink noted and reviewed the first-year areas of focus of the DEI Strategic Plan that are included in the 2025 Operating Plan with the Board.

i) **Establish Board of Trustee Goals for 2026**

Fink noted that the Board could establish one goal annually related to continuing education to align with the new Colorado Public Library Standards. Fink suggested adding this topic to the July 16, 2025 Board agenda.

Legal Counsel, Elizabeth Dauer, added that if there is anything that the Board is unclear about and/or uncertain of, related to their roles, that they are always encouraged to contact her.

Fink said that he included a handout by the State Library regarding general information about the roles of the Board.

Fink also noted that the 2024 Annual Report was included in the Board Retreat packet for the Board's consideration.

Good of the Order

Trustee Jackson mentioned that she attended the Juneteenth Celebration at Northglenn and said that Victoria Ortega, Anythink Outreach Manager, was present and that her table was well attended, and residents were engaged in making bracelets. She said that she was very impressed with Anythink's visibility at the event.

Trustee Jackson also said that the Juneteenth Celebration in Thornton with the Poet Laureate Kerrie Joy, and this event was well-attended too.

Fink thanked the Board for setting aside time to attend this Retreat.

Fink announced that unfortunately, Lynne Fox was not selected as "Trustee of the Year", however Anythink did receive the Colorado Association of Libraries Award for "Project of the Year" for the Catamounts Immersive Theater at Anythink Huron Street and that staff would be attending CALCON to receive the award in September.

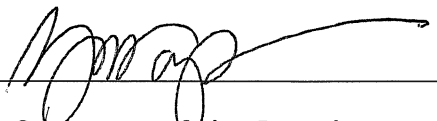
j) **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 7:04 pm.

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

Respectfully submitted,

Shelly Boyer
Recorder



Acting Secretary of the Board
Rangeview Library District