

AGENDA

Call to Order

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

[Zoom]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

Director's Report - Ann Kling, Director

- Communication
 - Chili Cookoff
- What's going on at the library, Christine Henschler, Communications Specialist
- Monthly Statistics

Personnel Report - Rochelle Brotsky

Treasurer's Report - Ron Dunworth

Friends & Foundation Report - Rochelle Brotsky

Reports of the Liaisons

Reports of the Board Members

Old Business

- Approve Minutes of the March 31, 2022 Meeting (Action)
- Facilities Plan Report, Ann Kling, Library Director

New Business

- *Annual Review of the Board By-laws* - Ann Kling, Library Director (Action / Information)
- *Program Policy* - Casey Lansinger- Pierce, Public Services Manager (Action)

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to Potential Contracted Services.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, May 26, 2022, 5:30 p.m. – Hybrid Meeting, Windsor Severance Library, and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.

DIRECTOR'S REPORT - March 2022

Districtwide Update - Director Ann Kling

Highlights

- Beth Gallinger, IT/Technical Services Manager filed for eRate services for the library district for the next cycle. Thanks goes to board member, Ron Dunworth, who worked with us to navigate the e-rate process. Thanks also to IT Assistant, Mason Vess, for his assistance in preparing equipment lists.
- The Building Committee continued to meet. Beth Gallinger and Natalie Wagner, Technical Services Supervisor visited Ash St. and made recommendations for a larger space to accommodate the needs of the IT and Technical Services staff. Plans for the Ash St. renovation were finalized for submission to the Town of Windsor Planning Department in early April. An initial rendering of the branch library in Severance was shared with the committee. Two members of the Severance community will be invited to join the committee in April. A public meeting will be held on April 27 from 6-8 pm at Severance Town Hall to solicit input on the design of the building. Work continues on designing the Windsor Severance library renovation with costs of the project in mind.

Opportunities

- The customer service staff worked on processing 185 student card registrations as part of the 2nd year of the WELD RE-4/Clearview Library District School Card agreement.
- The Personnel Committee of the Board, Rochelle Brotsky and Cole Gerstner, met with Director Kling to discuss the Office Manager position, the full-time Financial Services./Human Resources Specialist position, as well as a future salary survey and benefits survey for the district.

Challenges

- Staffing changes are a continuing challenge. Just as vacant positions are filled, additional staff resign for a variety of reasons. The supervisors find themselves constantly training new staff.
- Escalating costs make planning for the three-building projects a challenge.

Personnel

- Beth Gallinger joined the library district as IT/Technical Services Manager on March 14, 2022
- Emma Malin resigned her part-time position as IT Assistant
- Jesse Feavel was moved from a part-time IT Assistant to full-time.
- Heidi Fuhrman resigned her position as Mobile Assistant.
- Alyssa Goranson resigned her position as Children's Assistant.
- At the all-staff meeting on March 4, the staff was given Zoom tips by Instructional

Technology Specialist, Sara Nesbitt. Director Kling updated staff on the progress of the building projects. Casey Lansinger-Pierce gave programming updates.

Board of Trustees Meeting Highlights - March 2022

- The Board reaffirmed the Materials Donation Policy
 - The Director's 2022 goals were approved.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- Clearview Library District partnered with our wonderful Friends and Foundation group to host Clearview Reads, featuring author James Campbell. We had over 100 individuals in attendance. We received wonderful feedback about the author and his daughter, Aidan. Staff and volunteers felt quite frustrated with the technology issues we encountered during the presentation; we are working together to ensure we do not encounter something like this during future events.

Opportunities

- Jennifer Bradley, Heather Montgomery, and Casey Lansinger-Pierce attended the Public Library Association meeting in Portland, OR at the end of March. All attendees thoroughly enjoyed their time and learned a lot. Some topics covered at sessions included censorship, first amendment audits, ebook models and ebook advocacy groups, programming for neuro-diverse adults, collection diversity audits, and much more.
- Trisha Parsons (Children and Family Services Librarian) and Nancy Milliken (Early Literacy Librarian) have both been trained on ordering material from our key book vendors and will be slowly taking some of the collection ordering off of Heather Montgomery's plate. Heather will still monitor and order some collections, but Trisha and Nancy will cover the bulk of early literacy and children's materials.
- Public Services staff are excited to form a few new partnerships as of late. We are now working closely with Words of Windsor, Windsor's new local bookstore, and Chill Potz, a local pottery studio. Both our teen librarian and our adult services staff have partnered with these organizations, respectively, to host new and engaging programs for our community.

Challenges

- The public services team is back to being short-staffed and feeling strapped when someone calls out sick or is taking time off. Alyssa Goranson and Heidi Fuhrman (part-time Children's Assistant and part-time Mobile Services Assistant, respectively) both turned in their resignations in late March/early April to embark on new opportunities. We will fill these positions as soon as possible but have run into staffing challenges in the meantime.

IT & Technical Services Update - IT & Technical Services Manager Beth Gallinger

Highlights

- Technical Services Assistant, Aimee Moore, uploaded another batch of Weld RE-4 student cards. There were about 150 new sign-ups this month.
- IT Assistant, Jesse Feavel, shined a light on the programming staff by ordering them ring lights along with better external USB microphones to give a better visual and audio recording experience.
- The accountant's computer was upgraded to better suit her work needs.
- Sara Nesbit, the Library Instructional Technologist, did a tech-related one-on-one at The Windsor (assisted living facility) and is communicating with Jennifer King and Alexis Rogers at The Windsor for future visits.
- Emma Malin and Sara updated the Square app/iPad for sales transactions at Friends and Foundation events where merchandise may be sold.

Opportunities

- Pam Lambert is training 2 employees Trish and Nancy on EDI ordering for Midwest and Ingram.
- Technical Services started the process of upgrading to Polaris 7.1. New features will make the ordering process easier for the librarians. This upgrade is slated for mid-April.
- IT Assistants processed new laptops for programming staff and new staff.
- Staff are tracking down hotspots that were loaned to the Weld RE-4 School District during the pandemic.
- Beth Gallinger started employment as the Clearview Library District IT and Technical Services Manager on March 14, 2022. She is getting up to speed on many projects including eRate, and construction projects in particular the move to Ash St.

Challenges

- The Bookmobile has been having some cellular connectivity issues and it's been a challenge in trying to identify the issue. IT Assistant Jesse has been working alongside Mobile Services Staff to fix the issue.
- Emma Malin left employment with the library leaving evening IT coverage a challenge.
- The design for the Ash St Admin building leaves little space for receiving and processing items. The tech services team took a field trip to Poudre River Library District to propose new ideas for the space.

March 2022 Usage Stats

Highlights:

- March saw an increase in both in-person and online program attendees.
- Patron visits to both the Windsor-Severance Library and the Bookmobile increased from the previous month.
- Physical circulation also increased. Digital circulation and database usage were level from the previous month.
- There was an increase in new cardholders due to more student card sign-ups.





About the Dashboards:

- Percentages in dark blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2019, with the end of the line being the most recent month.

About the Metrics:




- Patrons Served: This metric counts the number of people who physically visit the library in three possible ways: entering the Windsor-Severance Library building, visiting the Bookmobile, and attending Outreach events.
- Circulation: Circulation includes the checkouts and renewals of all physical items, checkouts and renewals of downloadable and streaming content, and database usage.
- Programs: Program attendance is the combined count of attendees to in-person and virtual programs. This section also includes the total number of virtual and in-person programs, and a count of waitlisted patrons for programs at full capacity.
- Cardholders: Active cardholders had some kind of activity associated with their library account in the past month, including checkouts, renewals, and virtual borrowing. New cardholders are patrons who signed up for a new card in the past month.
- Website Stats: Pageviews represents the number of times a page on the library website was visited.

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>

Patrons Served			
Counts for Mar 2022	% Change From Feb 2022	% Change From Mar 2021	Sparklines (data since Jan 2019)
Library 9,843	17.89%	32.39%	
Bookmobile 637	38.18%	25.39%	
Outreach 0	-100.00%	-100.00%	
Total Patrons 10,480	18.94%	31.58%	

Select a date to see that month's data. Cumulative data is shown until a date is selected.

Month ▾
Mar 2022
Feb 2022
Jan 2022
Dec 2021
Nov 2021
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021

Circulation			
Counts for Mar 2022	% Change From Feb 2022	% Change From Mar 2021	Sparklines (data since Jan 2019)
Physical Circs 31,484	11.05%	1.48%	
Digital Circs 8,132	-0.81%	-16.39%	
Database Usage 1,634	5.22%	30.51%	

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>



Programs			
Counts for Mar 2022	% Change From Feb 2022	% Change From Mar 2021	Sparklines (data since Jan 2019)
Program Attendees 921	34.45%	-22.47%	N/A
Total Programs 60	0.00%	-32.58%	
Waitlisted People 40	122.22%	-36.51%	
Waitlisted Programs 10	-16.67%	-37.50%	

Select a date to see that month's data. Cumulative data is shown until a date is selected.

Month ▾
Mar 2022
Feb 2022
Jan 2022
Dec 2021
Nov 2021
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021

Cardholders			
Counts for Mar 2022	% Change From Feb 2022	% Change From Mar 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,403	5.46%	13.07%	
New Cardholders 343	109.15%	94.89%	

Website Stats			
Counts for Mar 2022	% Change From Feb 2022	% Change From Mar 2021	Sparklines (data since Jan 2019)
Pageviews 13,930	-2.68%	-26.68%	

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>



Clearview Library District

Treasurer's Report(Draft not yet approved by the Board) For

3/31/2022

Current Assets

Checking/Savings/Cash

		2/28/2022		3/31/2022	Change +/-
1010 - Petty Cash	\$	140.65	\$	140.65	\$ -
1015 - Cash on Hand	\$	433.30	\$	433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$	2,837,516.48	\$	2,838,124.44	\$ 607.96
1034 - Colo Trust Gen Fund Res 8005	\$	1,000,444.91	\$	1,000,659.25	\$ 214.34
1038 - Colo Trust Operating Fund 8003	\$	2,001,651.93	\$	2,191,372.12	\$ 189,720.19
1040 - Colo Trust Capital Fund-8001	\$	1,129,629.54	\$	1,129,871.53	\$ 241.99
1053 - Bank of Colorado--Checking	\$	239,282.74	\$	178,631.08	\$ (60,651.66)
1054 - Bank of San Junas, Glacier	\$	5,760,000.00	\$	5,690,111.00	\$ (69,889.00)
Total Checking/Savings		12,969,099.55	\$	13,029,343.37	\$ 60,243.82

February 2022 Close	\$	12,969,099.55
March 2022 Close	\$	13,029,343.37
Month To Month Change	\$	60,243.82

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of March 31, 2022

04/20/22

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,838,124.44
1034 · Colo Trust Gen Fund Res 8005	1,000,659.25
1038 · Colo Trust Operating Fund 8003	2,191,372.12
1040 · Colo Trust Capital Fund-8001	1,129,871.53
1053 · Bank of Colorado--Checking	178,631.08
1054 · Bank of San Juans, Glacier FB	5,690,111.00
	<hr/>
Total Checking/Savings	13,029,343.37
Accounts Receivable	
1200 · Accounts Receivable	527.66
	<hr/>
Total Accounts Receivable	527.66
Other Current Assets	
1150 · Delinquent Property Tax	6,294.11
1151 · Current Prop. Taxes Rec.	4,850,856.00
1170 · Prepaid Expenses	35,751.01
	<hr/>
Total Other Current Assets	4,892,901.12
	<hr/>
Total Current Assets	17,922,772.15
Other Assets	
1250 · Land	1,037,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,166,664.27
1270 · Furniture and Equipment Asset	854,924.37
	<hr/>
Total Other Assets	5,206,068.64
	<hr/>
TOTAL ASSETS	<u>23,128,840.79</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	129,342.21
	<hr/>
Total Accounts Payable	129,342.21
Credit Cards	
Pinnacle Bank - Casey 2011	760.00
	<hr/>
Total Credit Cards	760.00
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	164.14
2111 · Pera Payable (Library)	-89.38
2112 · Employee Health Insurance Payab	1,906.99
2120 · Colorado W/H. Taxes Payable	-399.00
2130 · Medicare W/H Payable	-0.03
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
	<hr/>
Total Other Current Liabilities	4,841,103.55
	<hr/>
Total Current Liabilities	4,971,205.76

04/20/22

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	<u>6,038,354.43</u>
Total Liabilities	11,009,560.19
Equity	
2860 · 2000 Fund Balance	2,289,503.00
2862 · TABOR Requirement	81,280.00
3000 · Opening Bal Equity	5,760,000.00
3900 · Retained Earnings	3,887,992.09
Net Income	100,505.51
Total Equity	<u>12,119,280.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,128,840.79</u></u>

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of March 31, 2022

	Mar 31, 22	Mar 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	140.65	149.05	-8.40	-5.6%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	2,838,124.44	2,995,065.05	-156,940.61	-5.2%
1034 · Colo Trust Gen Fund Res 8005	1,000,659.25	1,000,036.66	622.59	0.1%
1038 · Colo Trust Operating Fund 8003	2,191,372.12	1,995,835.15	195,536.97	9.8%
1040 · Colo Trust Capital Fund-8001	1,129,871.53	220,228.35	909,643.18	413.1%
1053 · Bank of Colorado--Checking	178,631.08	160,495.33	18,135.75	11.3%
1054 · Bank of San Juans, Glacier FB	5,690,111.00	0.00	5,690,111.00	100.0%
Total Checking/Savings	13,029,343.37	6,372,242.89	6,657,100.48	104.5%
Accounts Receivable				
1200 · Accounts Receivable	527.66	527.66	0.00	0.0%
Total Accounts Receivable	527.66	527.66	0.00	0.0%
Other Current Assets				
1150 · Delinquent Property Tax	6,294.11	6,294.11	0.00	0.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	35,751.01	70,518.91	-34,767.90	-49.3%
Total Other Current Assets	4,892,901.12	4,927,669.02	-34,767.90	-0.7%
Total Current Assets	17,922,772.15	11,300,439.57	6,622,332.58	58.6%
Other Assets				
1250 · Land	1,037,824.00	1,037,824.00	0.00	0.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,166,664.27	3,166,664.27	0.00	0.0%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
Total Other Assets	5,206,068.64	5,206,068.64	0.00	0.0%
TOTAL ASSETS	<u>23,128,840.79</u>	<u>16,506,508.21</u>	<u>6,622,332.58</u>	<u>40.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	129,342.21	75,264.11	54,078.10	71.9%
Total Accounts Payable	129,342.21	75,264.11	54,078.10	71.9%
Credit Cards				
Pinnacle Bank - Casey 2011	760.00	0.00	760.00	100.0%
Total Credit Cards	760.00	0.00	760.00	100.0%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	861.71	0.00	0.0%
2101 · Payroll Liabilities	42.13	42.13	0.00	0.0%
2110 · Pera Payable (Employee)	164.14	98.77	65.37	66.2%
2111 · Pera Payable (Library)	-89.38	-72.78	-16.60	-22.8%
2112 · Employee Health Insurance Payab	1,906.99	1,612.35	294.64	18.3%
2120 · Colorado W/H. Taxes Payable	-399.00	0.00	-399.00	-100.0%
2130 · Medicare W/H Payable	-0.03	0.00	-0.03	-100.0%
2200 · Deferred Revenue - Property	4,850,856.00	4,850,856.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-12,239.01	0.00	0.0%
Total Other Current Liabilities	4,841,103.55	4,841,159.17	-55.62	0.0%
Total Current Liabilities	4,971,205.76	4,916,423.28	54,782.48	1.1%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of March 31, 2022

	<u>Mar 31, 22</u>	<u>Mar 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
Total Long Term Liabilities	6,038,354.43	6,038,354.43	0.00	0.0%
Total Liabilities	11,009,560.19	10,954,777.71	54,782.48	0.5%
Equity				
2860 · 2000 Fund Balance	2,289,503.00	2,289,503.00	0.00	0.0%
2862 · TABOR Requirement	81,280.00	81,280.00	0.00	0.0%
3000 · Opening Bal Equity	5,760,000.00	0.00	5,760,000.00	100.0%
3900 · Retained Earnings	3,887,992.09	1,675,218.89	2,212,773.20	132.1%
Net Income	100,505.51	1,505,728.61	-1,405,223.10	-93.3%
Total Equity	12,119,280.60	5,551,730.50	6,567,550.10	118.3%
TOTAL LIABILITIES & EQUITY	<u>23,128,840.79</u>	<u>16,506,508.21</u>	<u>6,622,332.58</u>	<u>40.1%</u>



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: April 28, 2022

Re: Annual Review of the By-Laws

Item 1: New Business

Background / Discussion

The Library Board reviews the by-laws annually and makes changes as needed.

Attachments

By-Laws

**BYLAWS
OF THE
CLEARVIEW LIBRARY DISTRICT**

**ARTICLE 1
NAME**

This organization shall be called “The Board of Trustees of the Clearview Library District” (the “Library Board”), existing by virtue of the provisions of Article 90 of Title 24 of the Colorado Revised Statutes of 1973, and exercising the powers and authority and assuming the responsibilities delegated to it under the aforementioned statutes.

**ARTICLE 2
COMPOSITION OF THE LIBRARY BOARD**

Section 1
Appointment of Trustees; Term of Trustees

Section 1.1 The Trustees shall be appointed and shall serve pursuant to provisions of Colorado Revised Statutes § 24-90-108 and these Bylaws.

1.1.1 Each Library Board Trustee (“Trustee”) shall be appointed for a Term of three years (a “Term”), and such Term shall expire on the last day of December of the third year of the Trustee’s Term.

1.1.2 The Library Board shall be composed of five Trustees. Vacancies shall be filled and Trustees shall be reappointed in accordance with Section 4 of these Bylaws.

1.1.3 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council may each appoint a representative to serve as a non-voting liaison to the Library Board. Liaisons should be residents of the Library District’s legal service area.

Section 1.2 Notification. On or before September 1 of each year the Library Board Secretary will notify the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council which Trustee Terms will expire that year.

Section 1.3 Qualification. Trustees shall be appointed in accordance with Colorado Library Law and must reside within the boundaries of the District’s legal service area.

Section 2
Salaries

A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be reimbursed to a Trustee in accordance with the Library Board Policies and Procedures then in-place.

Section 3
Removal

Section 3.1 A Trustee may be removed by the Library Board for the following reasons:

- 3.1.1 Three consecutive absences from regularly scheduled meetings of the Library Board not approved by the President of the Library Board.
- 3.1.2 Four absences from regularly scheduled meetings of the Library Board in any calendar year not approved by the President of the Library Board.
- 3.1.3 Any unethical or illegal activity that has an adverse effect on the library or the Library Board.
- 3.1.4 Any violation of a statute or ordinance which results in or could result in damage to the library's property or interest.
- 3.1.5 A breach of fiduciary responsibility to the Clearview Library District or the Library Board.
- 3.1.6 The Trustee relocates outside the boundaries of the District's legal service area.

Section 3.2 A Trustee may be removed by the Windsor Town Board, the Severance Town Board, or the Weld RE-4 School District Board if each Board casts a majority vote for such removal upon a showing of good cause. For the purposes of this Section 3.2, good cause is defined as a breach of fiduciary responsibility to the Clearview Library District.

Section 3.3 A Trustee may resign his or her position on the Library Board upon 30 days written notice to the President of the Library Board.

Section 4
Conditions for and Method of Selection of Trustees

Section 4.1 Trustees may be selected for the following reasons ("Vacancy" or "Vacancies"):

4.1.1 Vacancies – Expired Terms. Trustees shall be selected for the Library Board when a Trustee’s Term expires in accordance with Section 1.1 of these Bylaws; and

4.1.2 Vacancies – Unexpired Terms. Trustees shall be chosen to fill the unexpired Term of a departing Trustee.

Section 4.2 Upon the creation of a Vacancy, the President of the Library Board shall notify the Library Board, the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council that a Vacancy exists and that the Library Interview Committee (the “Interview Committee”) must be formed. The Interview Committee shall be selected as follows:

4.2.1 The Library Board shall appoint one of its currently serving Trustees to serve on the Interview Committee.

4.2.2 The Windsor Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.3 The Severance Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.4 The Weld RE-4 School District Board shall select one of its currently serving members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.5 The Mayor of the City of Greeley shall select one of its currently serving Council Members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District’s legal service area within the Greeley City Limits to serve on the Interview Committee.

4.2.6 The Library Director shall serve on the Interview Committee as a subject matter expert but shall be a non-voting member.

Section 4.3 All Vacancies shall be filled as follows:

4.3.1 The Library Board will advertise that a Vacancy exists.

4.3.2 The place of advertisement shall be the Library Board’s newspaper of record and one other newspaper that serves the Library District.

4.3.3 The advertisement of the Vacancy shall occur for three weeks and shall contain clear instructions as to the application process and any deadlines that are applicable to the application process.

4.3.4 Vacancies may also be posted on the Clearview Library District website and on the bulletin board at all Clearview Library District sites, including the Bookmobile.

4.3.5 Interested candidates must complete a questionnaire which will be available at all Clearview Library District sites, including the Bookmobile and Clearview Library District website.

4.3.6 Interested candidates must submit the questionnaire and a letter of interest and any supporting information concerning his or her qualifications for candidacy. Completed questionnaires may be submitted to the information desk of the Clearview Library District at the Windsor Severance Library Site or submitted electronically by email to director@clearviewlibrary.org, or at such other sites as may be included in the Vacancy advertisements.

4.3.6.1 The candidate will, upon submittal of the questionnaire and supporting documentation, receive a receipt confirming the candidate's name and the date and time the application was submitted.

4.3.6.2 Applications submitted after the deadline stated in the advertisements for Vacancy will not be considered by the Interview Committee.

4.3.6.3 Notwithstanding the foregoing, a majority of the Library Board may, at its discretion, recommend the candidacy of the Alternate to the Library Board as defined in Article 5 herein. In this event the Alternate shall be considered to have applied for the Vacancy.

Section 4.4 The Interview Committee will review the applications and select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

4.4.1 The Library Board President shall advise the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, and the Greeley City Council of the Interview Committee's selection.

4.4.2 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council shall ratify the appointment of the Interview Committee's selection at their next regularly scheduled meeting, except that the failure of these boards to act within sixty days of receipt of such selection shall be considered a ratification of the appointment.

4.4.3 Appointees will take office as follows:

4.4.3.1 If the appointee is filling an unexpired Term, the appointee shall take office at the next regularly scheduled meeting of the Library Board following ratification of the appointment as discussed above or sixty days, whichever is sooner.

4.4.3.2 If the appointee is filling an expired Term, the appointee shall take office on the first regularly scheduled meeting in January of the following year.

4.4.3.3 Should a vacancy exist that would result in a majority of Trustees possessing terms ending in the same year, the length of the then-vacant term may, upon approval of the Library Board, be altered to a term of either two (2) or four (4) years. Such decision by the Library Board must be made by resolution prior to notice of the vacancy, as described in Section 4.3, above. The length of term shall be included in the advertisement of vacancy.

Section 4.5 Trustees who have fulfilled their Term are eligible for reappointment, provided that they apply through the process described in Article 2, Section 4.3 of these Bylaws, except that no Trustee shall serve more than two consecutive three-year terms in addition to any partial term, except as provided in Article 5, Section 5.3 of these Bylaws.

Section 5 Meetings

Section 5.1 The Library Board shall hold a monthly meeting at the Windsor Severance Library of the Clearview Library District at 5:30 P.M. on the last Thursday of each month unless necessity requires otherwise. An agenda for each meeting will be posted no-less than twenty-four hours in advance of each regular meeting.

Section 5.2 Special meetings may be called by any Trustee with the consent of two other Trustees and by informing all other Trustees of the date, time, and place of such meeting, and the purpose for which the meeting is called, at least twenty-four hours prior to such meeting. An agenda will be posted no less than twenty-four hours in advance of the special meeting.

Section 5.3 All meetings shall be open to the public except as otherwise provided in Colorado Revised Statutes § 24-6-402.

Section 5.4 In order to ensure a fair opportunity for public comment and to allow the Library Board to maintain control of its meetings, the following provisions apply:

5.4.1 Any person wishing to speak at a meeting of the Library Board must sign-in and provide his or her full name and address. This requirement applies to both the Public Comment Period and any agenda items to be addressed.

- 5.4.2 A Public Comment Period will be provided at all public meetings of the Library Board. During this period, any person may speak on any item that is not on the agenda for that meeting (the “Public Comment Period”).
- 5.4.3 Any person wishing to speak on an item on the Library Board agenda for that meeting must first be recognized by the Library Board President when that agenda item is up for discussion.
- 5.4.4 Any person who speaks either during the Public Comment Period or on an agenda item (collectively “Comment Periods”) is limited to five minutes speaking time unless otherwise authorized by the Board President in advance of the designated Comment Period.
- 5.4.5 The official body authorized by law to act on behalf of the Clearview Library District is the Library Board and not individual Trustees, administrative staff, or employees. Accordingly:
- 5.4.5.1 Speakers will address comments to the Board and not to individual Trustees, administrators, or staff.
- 5.4.5.2 Trustees will listen to comments and consider them during their deliberations as a Board.
- 5.4.5.3 Trustees will not answer questions or engage in debate during the Comment Periods.
- 5.4.5.4 Speakers may be directed to staff or other sources for responses to questions raised during the Comment Periods.
- 5.4.6 Comments or concerns that require deliberation, research, or study may be considered for addition as agenda items at subsequent meetings.
- 5.4.7 If the behavior of a commenter constitutes a disruption, as determined at the sole discretion of the President of the Library Board, the following progressive steps will be taken:
- 5.4.7.1 The President of the Library Board will give the commenter a verbal warning.
- 5.4.7.2 The President of the Library Board will issue a second verbal warning, and inform the commenter that he or she may be asked to leave if the disruptive behavior does not cease.

5.4.7.3 If the disruptive behavior continues after the second verbal warning, the Library Board President will ask the commenter to leave the building and the Library grounds.

5.4.7.4 If the commenter does not leave the building and the Library grounds, appropriate law enforcement will be called to remove the disruptive commenter.

5.4.7.5 All instances of verbal warnings, eviction, and notification of law enforcement will be documented and reported to the President of the Library Board.

5.4.8 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

Section 6 Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered as circumstances will permit: a) Roll call; b) Public Comment Period; c) Agenda review; d) Report of the Director; e) Report of the Treasurer; f) Committee reports; g) Communications; h) Unfinished business; i) New business; j) Next meeting agenda; l) Review and approval of the minutes of the previous meeting; and m) Adjournment

Section 7 Quorum

Section 7.1 Three-fifths of the total membership of the Library Board shall constitute a quorum necessary for the transaction for any business to come before any regular or special meeting. The act of the majority of the Trustees present at a regular or special meeting at which a quorum is present shall be an act of the Library Board.

Section 7.2 A Trustee is deemed to be present at a Library Board meeting if the Trustee is at the meeting in person or joins the meeting by electronic or telephonic means (or any other means permitted by Colorado Revised Statutes § 24-6-402(1)(b)) and is able to engage in discussion with the Library Board on the topic or topics on the Agenda.

Section 7.3 If a Trustee leaves during a Library Board meeting or is not present for a discussion of one or more items on the Agenda, such absence shall be noted in the Minutes of that Meeting.

Section 8 Powers and Responsibilities

Section 8.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 8.2 Under such policies, rules, and regulations as it may deem necessary, and upon such terms and conditions as may be agreed upon, the Library Board may allow non-residents of the governmental units which the Clearview Library District serves to use library materials and equipment, and may make exchange of books and other materials with any other library, either temporarily or permanently.

Section 9
Proceedings

The current edition of Roberts Rules of Order shall govern the proceedings of the Library Board.

ARTICLE 3
OFFICERS

Section 1
Designation of Officers

The officers of the Library Board shall consist of a President, a Vice-President, a Secretary, a Treasurer, and any such other officers as the Library Board deems necessary. The offices of Secretary and Treasurer may be combined at the discretion of the Library Board.

Section 2
Terms of Officers

Officers of the Library Board shall be elected by the Library Board at its regular January meeting and shall serve for a term of one year, to begin at the next regular meeting.

Section 3
Removal

Any officer may be removed by a majority vote of the Library Board whenever, in the Library Board's judgment, the best interests of the Clearview Library District will be served by such removal.

Section 4
Vacancies

A Vacancy in any office, however occurring, may be filled by the Library Board for the unexpired portion of that officer's term as an officer.

Section 5
President

The President shall, subject to the direction and supervision of the Library Board, be the principal executive officer of the Clearview Library District. The President shall preside at all meetings of the

Library Board, shall sign any leases, deeds, mortgages, contracts, or other instruments which the Library Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board from time to time.

Section 6
Vice President

The Vice President shall assist the President and shall perform such duties as may be assigned by the President or the Library Board. In the absence of the President, the Vice President shall have the powers and perform the duties of President.

Section 7
Secretary

The Secretary shall oversee the keeping of the minutes of the meetings of the Library Board, and be custodian of the Library District records. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as, from time to time, may be assigned by the President of the Library Board.

Section 8
Treasurer

Section 8.1 The Library Board shall be the custodian of the funds of the Clearview Library District.

Section 8.2 The Treasurer shall provide the monthly summary report on the funds to the full Board.

Section 8.3 All warrants or checks above \$30,000 shall require two signatures, one by the Library Director and the other by the Treasurer (the "Primary Cosigners"). One other Trustee selected and approved by the Library Board shall be delegated to sign in the absence of one of the Primary Cosigners.

Section 8.4 The Library Director is authorized to make electronic fund transfers, however any such transfer greater than \$30,000 shall require prior Library Board approval.

Section 8.5 All Clearview Library District funds, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Library Board.

**ARTICLE 4
LIBRARY DIRECTOR AND STAFF**

The Library Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Clearview Library District on behalf of the Library Board and under the

Library Board's review and direction. The Director shall oversee the employment of and specify the duties of other employees and shall be responsible for the proper direction and supervision of the Clearview Library District staff, for the care and maintenance of Clearview Library District property, for an adequate and proper selection of library materials in keeping with stated policy of the Library Board, for the efficiency of Clearview Library District service to the public, and for the Clearview Library District financial operation within the limitations of the Clearview Library District budget.

ARTICLE 5 APPOINTMENT OF COMMITTEES, ALTERNATE TO THE BOARD

Section 1 Appointment

Section 1.1 The Library Board President may appoint committees comprised of Trustees and residents of the Library District, as appropriate, for such purposes as the business of the Library Board may require from time to time.

Section 1.2 A committee shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to the Library Board.

Section 2 Standing Committees

Section 2.1 The following Standing Committees will be appointed at the first Library Board meeting of the year:

- 2.1.1 The Audit Committee, which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.
- 2.1.2 The Long-Term Planning Committee, which may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board.
- 2.1.3 The Personnel Committee, which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) when such actions may create public attention, lead to legal action, or require changes to appropriated budget funds, as determined in the discretion of the Library Director.

Section 2.2 All committees shall make a progress report to the Library Board at regularly scheduled meetings.

Section 3
Advisory Nature

No committee will have other than advisory powers unless, by suitable action of the Library Board, such committee is granted the specific power to act.

Section 4
Appointment of Alternate to the Board of Trustees

Section 4.1 The Library Board may, at its discretion, appoint one or more alternate trustees to the Library Board.

Section 4.2 The appointment of an alternate Trustee shall be subject to the appointment requirements of Article 2 of these Bylaws.

Section 4.3 Alternate Trustees shall attend all meetings and work sessions except as otherwise specified by the President. Alternate Trustees shall receive notification of all meetings and work sessions in the same manner as Trustees are notified.

Section 4.4 The Alternate Trustee shall be provided with all materials that are provided to the Library Board in anticipation of meetings and work sessions. The Alternate Trustee shall review all such materials and shall be prepared to participate at all meetings or work sessions.

Section 4.5 At the request of the President, the Alternate Trustee shall be seated as a voting member for the following purposes: a) To achieve a quorum in accordance with Article 2 Section 7 of these Bylaws; b) Having achieved a quorum, one or more Trustees is not in attendance at the time that a matter is the subject of official and formal action; or c) To achieve a quorum in the event a Trustee, for any reason including recusal, is unable to participate in the discussion and voting on a matter that is the subject of official and formal action.

4.5.1 In the event a conflict arises as to whether a Trustee or an Alternate Trustee is to be seated and accorded the right to vote on a matter, the Trustee in attendance shall be seated and the Alternate shall not be accorded a vote.

Section 5
Capital Committee

Section 5.1 From time to time the Clearview Library District may consider certain large-scale capital projects that the appointment of a specific Capital Committee is necessary. In the event three-fifths of the Trustees present at any meeting vote to form a Capital Committee, such committee shall be formed according to the following provisions:

5.1.1 The Capital Committee shall consist of not more than two Trustees;

5.1.2 The Capital Committee shall dissolve upon a three-fifths vote of the Library Board, but in no event shall the Capital Committee exist for more than five years; and

Section 5.2 Nothing contained in this Section 5 is intended to limit the ability of the collective Library Board from removing a Trustee for cause in accordance with Article 3 of these Bylaws.

ARTICLE 6 ADMINISTRATIVE PROVISIONS

Section 1 Fiscal Year

The fiscal year of the Clearview Library District shall begin on the first day of January of each year and shall end on the 31st day of December of each year.

Section 2 Amendment

These Bylaws may be amended by a majority of the entire Library Board at any regular meeting or any special meeting called for that purpose, provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen days before the adoption of any amendments.

Section 3 Construction

Section 3.1 The titles of sections in these Bylaws are for convenience or reference only and are not to be considered in construing these Bylaws.

Section 3.2 Unless the context of these Bylaws clearly requires otherwise: a) References to the plural include the singular, the singular the plural, and the part the whole; b) References to one gender include all genders; c) “or” has the inclusive meaning frequently identified with the phrase “and/or”; d) “including” has the inclusive meaning frequently identified with the phrase “including but not limited to” or “including without limitation”; and e) References to “hereunder”, “herein”, or “hereof” relate to these Bylaws as a whole.

Section 3.3 Any reference in these Bylaws to any statute, rule, regulation, or agreement, including these Bylaws, shall be deemed to include such statute, rule, regulation, or agreement as it may be modified, varied, amended, or supplemented from time to time unless otherwise specifically stated.

These Bylaws were adopted at regular meeting of the Board of Directors on the 27th day of February, 1986.

Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13,
07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21



MEMORANDUM

To: Library Board of Trustees
From: Ann Kling, Library Director

Date: April 28, 2022
Re: Program Policy
Item 2: New Business

Background / Discussion

This is a new policy for the Clearview Library District. As the library district grows and programming expands into new locations, it is important to have a policy in place that articulates the reasons for and philosophy behind library programs. Just as the district has a collection development policy, a program policy will assist in a better understanding of the mission of public libraries.

Relationship to Mission and Vision

Programming is a vehicle that assists staff in carrying out the library district's mission: Cultivate Curiosity. Enlighten the Mind. Strengthen the Community. Programs are a launching point for discovery for patrons of all ages, whether it is a story hour, a book club, a craft program, a science program, an author talk, and more.

Recommendation(s)

The library director and staff recommend adoption of the policy.

Attachments

Program Policy



Program Policy (Draft)

The Clearview Library District offers programs intended to further the library's mission to cultivate curiosity, enlighten the mind, and strengthen the community. The Clearview Library District considers programming to be one of the launching points of discovery for our community.

Programs are offered to a full range of patrons, including infants, children, teens, adults, and senior citizens. Programs are designed to appeal to a wide range of interests and audiences. Ultimate responsibility for library programming rests with the Director, who administers under the authority of the Board of Trustees. The Director delegates program management to the Public Services Manager and public services staff. Staff continually assess programs based on community needs and desires, programs offered through other organizations in the library district, public interest, available resources, staffing, partnerships, and other relevant factors.

The Library District's philosophy of open access to information and ideas extends to Library District programming. Programs shall not exclude topics, materials, speakers, media, and other resources because they might be considered controversial. Library District presentation of a program does not constitute an endorsement of the content of the program or the views expressed by participants, any more than the purchase of material for the Library District's collections constitutes an endorsement of the contents of the material or the views of its creator. Any program undertaken by the Library District and any of its partners must respect the Library District's commitment to intellectual freedom. The Library District has the final determination of program and material content.

Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. Clearview Library District opens all programs to the general public; however, the Library District will limit some programs (i.e., children's programs, storytimes, teen programs, etc.) to age-specific audiences. Clearview Library District will include age specifications in program publicity efforts.

Clearview Library District does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, the Library District may

offer programs such as candidate forums that include invitations to all recognized candidates.

All library district programs are free of charge. Program presenters may not sell products or solicit donations unless expressly approved by the Library Director.

On occasion programs may be canceled due to inclement weather, the inability of the presenter to attend, lack of registrations, or other extenuating circumstances. The library district will post the cancellation on the district website and if possible notify registered attendees.

Individuals who have questions, concerns, or suggestions about programs should use our Contact Us form available online at <https://clearviewlibrary.org/contact>.

Adopted April 28, 2022