

AGENDA

Call to Order

Roll Call

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

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, Library Director

- Communication
- Monthly Statistics

Follow Up Questions to Board/Liaison Reports

Treasurer's Report - Ron Dunworth, Treasurer

Friends & Foundation Report - Rochelle Brotsky, Trustee

Old Business

- Approve Minutes of the February 23, 2023, Regular Board Meeting (Action)
- Approve Minutes of the March 6, 2023 Special Meeting of the Board (Action)
- Facilities Update - Ann Kling, Library Director (Information)
- Board Member Appointment Update - Ann Kling (Information)

New Business

- Social Media Policy - Jeromey Balderrama, Board President (Action)
- Teen Space Policy - Jeromey Balderamma, Board President and Casey Lansinger-Pierce, Public Services Manager (Action)
- Bookmobile Replacement - Katie Northern, Mobile Services Supervisor (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Joint Work Session of the Library Board and the Friends and Foundation Board, April 6, 2023, 6:00 p.m. - Windsor Severance Library
- Board of Trustees Regular Meeting, April 27, 2023, 5:30 p.m. – 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 - February 2023

Districtwide Update - Library Director Ann Kling

Highlights

- Windsor Severance Library renovations continued. The interior of the building began to look very different following the installation of new carpeting, fresh paint, and the addition of new spaces. The library was open to patrons throughout the month. In the absence of furniture, service was limited to checking out materials. Meeting rooms remained closed, and programming was conducted virtually or at other locations.
- The site plan for the new branch library in the Town of Severance has yet to be approved. The Town requested a stripping plan for the turn onto the access road from Timber Ridge. Details are being worked out.

Opportunities

- The staff began to set up the newly added meeting rooms in the district's booking system. The renovation will provide patrons with additional spaces to hold smaller gatherings.
- Children's Services staff began ordering new items for the early literacy play area.
- IT staff explored the options for display screens in new areas of the library.

Challenges

- Usage of the library has been low. Patrons have not been coming to the library despite efforts by the district to spread the word that it is open.
- Construction has posed challenges for the staff. When their workspaces were not accessible or extremely noisy, staff used the hoteling office at the Administrative Services building, the meeting room at Administrative Services building, or chose to work from home.

Personnel

- Jacob Gentrup joined the staff as a part-time Customer Service Specialist.
- Shea Johnson joined the staff as a part-time Children's Services Assistant.
- Makayla Northern joined the staff as a full-time Customer Service Specialist.
- Keith Teklits joined the staff as a part-time Mobile Services Assistant.
- Amaya Perking, a part-time Customer Service Specialist, submitted her resignation.

Board of Trustees Meeting Highlights - February 2023

- Christine Henschler presented to the Board on the Library District's brand and discussed the hiring of a consultant to refresh the brand due to the upcoming expansion of facilities in the district.

Public Services Update - *Public Services Manager Casey Lansinger-Pierce*

Highlights

- Nancy Milliken (Early Literacy Librarian) offered a special "Stories with a Cop" program during her usual storytime hour in Severance in February. The kiddos absolutely loved reading with the officers, and we enjoy highlighting important community partnerships such as this one.
- Shea Johnson joined our Children's Services team in February. Shea will serve as a Children's Services Assistant and will take over several storytimes for ages 0-5. Shea brings an incredible background in literacy services, outdoor education, and much more. We are happy to have her as a new member of our team.
- We began offering our annual VITA Tax services. For eligible community members, this invaluable service pairs patrons with a CPA volunteer for free tax preparation. We have offered this service for many years, and we are glad we could continue to offer it this year, considering the timing of the remodel.

Opportunities

- Amy McFadden (Teen Librarian), Becca Sharp (Children's Librarian II), Casey Lansinger-Pierce, and members from our IT/Technical Services team met several times to discuss the new teen space and teen video game space. In the new teen tower room, we will offer teens video gaming. Amy spent time talking to other libraries that provide video gaming to find out how they monitor this service. We are excited to offer this for our teens very soon!
- We were thrilled to add another family STEAM program to our schedule. We already offer Family Steam Hour at Range View Elementary School in Severance, and we will now also offer it at Grandview Elementary School in Windsor. During this program, we bring an array of tech toys (for all ages and abilities) and support families as they learn and tinker together.
- Jennifer Bradley is investigating possibly adding museum/education center passes to our Explore Kit collection. Many libraries in Colorado offer these types of passes for families to check-out, and we'd like to do the same. We feel confident we will be able to put this together for our community soon.

Challenges

- The public services programming staff continued to offer virtual and/or take-and-make kit programs during February due to the Windsor Severance Library renovation. As we discovered during the pandemic, we do not see nearly the number of attendees (or "viewers," as the case may be) for virtual programs as opposed to in-person programs. Additionally, we occasionally have left over take-and-make kits that patrons fail to pick up (when this happens, we give the kits to our mobile services team to hand out at outreach visits). The entire team is ecstatic to finally be programming in person again.

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

Highlights

- The IT department has virtualized the patron services server on the new Dell server. This server includes our public printing services, internet reservation software, security software for public computers, and self-check software.
- We launched our new Tech Help website on the Clearview Library website. This also includes a new system where staff and patrons can schedule a time for one on one tech help. It also features a new technology resources section where patrons can find tutorials, classes, and other helpful technology resources. The IT department staff helped plan this page, and Brad Vogler completed the website changes. We are very excited to have a new fresh look!
- The Windsor Severance Library is getting upgraded digital signage and screens for its meeting spaces. In February, six new 65-inch TVs were purchased and are being installed for public and staff use. The staff huddle room will be getting a setup identical to the one at the Administrative Services building's conference room so that it will be easy to collaborate between buildings.

Opportunities

- In February, we started planning several digital projects, including: a discovery layer, staff intranet, digital display screen software, and redesigning our circulation notices. A discovery layer committee was formed to learn more about what a discovery layer is and what it can do for CLD. This committee will meet once a month to learn about options and ultimately select a product for CLD that will be implemented in 2024. Other projects are being worked on in conjunction with the communication department.
- Our current version of Quickbooks is at its end of life and will no longer be supported. We are planning the migration, and at the same time, we will be virtualizing this server because the server it is on is also at its end of life.

Challenges

- Data cabling at the Windsor Severance Library slowed the progress of getting staff and patron IT services back up and running during the remodel.
- Beth Gallinger conducted a phishing security test on staff. This fake email asked staff to change their G-Suite passwords by clicking a link in the email. This is a common type of social engineering where the attacker steals confidential data, such as login credentials, card details, or passwords, and is one of the most common ways organizations are attacked. In our test, 27% of the staff click on this link. We will conduct training over the next year to

help improve this number.

Reports from Liaisons

Julie Cline, Town of Windsor -

- Special Olympics Polar Plunge at Windsor Lake, Saturday, April 15.
- New Town of Windsor mobile app Launched. Download from play store for Apple and Android.

Comprehensive Planning Workshops

- Big push the first week of April, 215 4th Street, Windsor
- Tuesday, April 4, 5-7 pm Public Design Workshop
- Wednesday, April 5, 10 am-5 pm Workshop Results in Action
- Thursday, April 6, 10 am-5 pm Workshop and then 5-7 pm Public Open House
- Friday, April 7, 5-7 pm Final Presentation

Treasure Island Demonstration Garden

- Season Kick-off April 4, 10 am-11 am at the Community Recreation Center.

Easter Bunny @ Eggstravaganza

- April 7, at the Community Recreation Center, 10 am to 12 PM for ages 3-5 pm. Search for Eggs, swim, and other activities and games.

Poudre Trail Event

- April 22 (Earth Day), 9 am-12 pm at the Poudre Learning Center. Different activities to learn and experience the Poudre Trail.

February 2023 Usage Stats

Key Takeaways:

- Due to ongoing construction, many stats showed little or no change from January, and remained low.
- While digital borrowing was not quite as high as in January, e-text circulations, e-audiobook circulations, and virtual borrowers were still high overall.
- Notes:
 - Due to construction, the count of patrons at the library is an estimate, and not an exact count.
 - *The New York Times* usage statistics are not yet available, and so have not been included in the database usage count.

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 Feb 2023	% Change from Jan 2023	% Change from Feb 2022	Sparklines (data since Jan 2019)
Library 2,983	-1.75%	-64.27%	
Bookmobile 275	89.66%	-40.35%	
Outreach 530	-20.42%	52,900.00%	
Total Patrons 3,788	-1.53%	-57.01%	

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

Month ▾
Feb 2023
Jan 2023
Dec 2022
Nov 2022
Oct 2022
Sep 2022
Aug 2022
Jul 2022
Jun 2022
May 2022
Apr 2022
Mar 2022
Feb 2022
Jan 2022

Circulation			
Counts for Feb 2023	% Change from Jan 2023	% Change from Feb 2022	Sparklines (data since Jan 2019)
Physical Circs 7,714	-6.75%	-72.79%	
Digital Circs 9,883	-2.75%	20.55%	
Database Usage 1,852	-7.07%	19.25%	

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



Programs			
Counts for Feb 2023	% Change from Jan 2023	% Change from Feb 2022	Sparklines (data since Jan 2019)
Program Attendees 1,290	-3.01%	88.32%	N/A
Total Programs 71	-11.25%	18.33%	
Waitlisted People 53	65.63%	194.44%	
Waitlisted Programs 13	0.00%	8.33%	

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

Month ▾
Feb 2023
Jan 2023
Dec 2022
Nov 2022
Oct 2022
Sep 2022
Aug 2022
Jul 2022
Jun 2022
May 2022
Apr 2022
Mar 2022
Feb 2022
Jan 2022

Cardholders			
Counts for Feb 2023	% Change from Jan 2023	% Change from Feb 2022	Sparklines (data since Jan 2019)
Active Cardholders 3,356	-1.12%	-19.62%	
New Cardholders 282	129.27%	71.95%	

Website Stats			
Counts for Feb 2023	% Change from Jan 2023	% Change from Feb 2022	Sparklines (data since Jan 2019)
Pageviews 18,870	-11.84%	31.84%	

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



CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	85.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,117,746.38
1034 · Colo Trust Gen Fund Res 8005	2,131,136.11
1038 · Colo Trust Operating Fund 8003	2,061,277.25
1040 · Colo Trust Capital Fund-8001	1,157,891.91
1053 · Bank of Colorado--Checking	120,708.34
1054 · Bank of San Juans, Glacier FB	5,165,294.18
Total Checking/Savings	<u>12,754,572.87</u>
Accounts Receivable	
1200 · Accounts Receivable	527.66
Total Accounts Receivable	<u>527.66</u>
Other Current Assets	
1150 · Delinquent Property Tax	62.11
1151 · Current Prop. Taxes Rec.	4,652,026.00
1170 · Prepaid Expenses	30,064.01
Total Other Current Assets	<u>4,682,152.12</u>
Total Current Assets	<u>17,437,252.65</u>
Other Assets	
1250 · Land	1,047,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,926,855.88
1270 · Furniture and Equipment Asset	829,671.37
Total Other Assets	<u>5,951,007.25</u>
TOTAL ASSETS	<u>23,388,259.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	386,458.14
Total Accounts Payable	<u>386,458.14</u>
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	10,737.65
2101 · Payroll Liabilities	39,416.36
2110 · Pera Payable (Employee)	-22,312.08
2111 · Pera Payable (Library)	-596.78
2112 · Employee Health Insurance Payab	12,353.57
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	-1.16
2200 · Deferred Revenue - Property	4,652,026.00
2210 · Deferred Revenue - Grant	-0.01
Total Other Current Liabilities	<u>4,691,224.47</u>
Total Current Liabilities	<u>5,077,682.61</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	<u>11,116,037.04</u>

03/21/23

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of February 28, 2023

	<u>Feb 28, 23</u>
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	9,775,787.91
Net Income	<u>125,651.95</u>
Total Equity	<u>12,272,222.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,388,259.90</u></u>

Clearview Library District
February 2023 Revenue and Expenditures

	Feb 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	\$1,072,665	\$1,110,927	\$5,736,273	19%
Specific Ownership Tax	\$17,910	\$37,704	\$230,000	16%
Other Income	\$26,019	\$53,724	\$153,107	35%
Total Operating Revenue				
Total Operating Revenue	\$1,116,594	\$1,202,355	\$6,119,380	20%
Expense				
Bookmobile	\$2,523	\$2,724	\$22,000	12%
IT	\$15,206	\$38,995	\$213,750	18%
Materials	\$14,875	\$46,383	\$411,500	11%
Operating Expenses	\$52,657	\$94,072	\$391,494	24%
Programming	\$4,341	\$6,928	\$50,000	14%
Public Relations	\$369	\$4,399	\$25,000	18%
Salaries and Wages	\$169,391	\$337,882	\$2,139,864	16%
Benefits	\$44,460	\$89,446	\$705,608	13%
Professional Development	\$906	\$4,218	\$32,500	13%
Capital	\$0	\$0	\$83,707	0%
Lease Payment - Branch	\$0	\$0	\$356,622	0%
Total Operating Expense				
Total Operating Expense	\$304,729	\$625,048	\$4,432,045	14%
Total Capital Expense				
Total Capital Expense	\$340,324	\$903,311	\$8,683,478	10%
Total Expense				
Total Expense	\$645,053	\$1,528,359	\$13,115,523	12%
Branch Lease - Glacier Banks				
Branch Lease - Glacier Banks		\$5,165,294	\$5,165,294	100%
DOLA Grant				
DOLA Grant			\$500,000	0%
Transfers				
Transfer from Reserves		\$495,225	\$1,747,909	28%
Transfer to Reserves		\$0	\$0	
Net Income				
Net Income	\$471,541	\$169,222	\$0	

Clearview Library District Treasurer's Report

Feb-23

Current Assets

Checking/Savings/Cash	1/31/2023	2/28/2023	Change +/-
1010 · Petty Cash	\$ 85.40	\$ 85.40	\$ -
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 2,651,788.53	\$ 2,117,746.38	\$ (534,042.15)
1034 · Colo Trust Gen Fund Res 8005	\$ 2,123,405.42	\$ 2,131,136.11	\$ 7,730.69
1038 · Colo Trust Operating Fund 8003	\$ 888,955.74	\$ 2,061,277.25	\$ 1,172,321.51
1040 · Colo Trust Capital Fund-8001	\$ 1,153,691.68	\$ 1,157,891.91	\$ 4,200.23
1053 · Bank of Colorado--Checking	\$ 88,763.27	\$ 120,708.34	\$ 31,945.07
1054 - Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 5,165,294.18	\$ -
Total Checking/Savings	\$ 12,072,417.52	\$ 12,754,572.87	\$ 682,155.35
January 2023 Close	\$ 12,072,417.52		
February 2023 Close	\$ 12,754,572.87		
Month To Month Change	\$ 682,155.35		

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the meeting to order at 5:31 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner (left the meeting at 7:41 p.m.), Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky (joined the meeting at 5:40 p.m.), Town of Severance Liaison Frank Baszler (joined the meeting at 5:37 p.m.), Town of Windsor Liaison Julie Cline, Weld RE-4 School District Liaison Raymond Ruth (joined the meeting at 5:35 p.m.)

Absent: Attorney William Garcia

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Tech Services Manager Beth Gallinger, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, Financial/HR Specialist Erin Mitchell, and Digital Communications Coordinator Brad Vogler.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Nothing at this time.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling reported, at this time, having received three applications for the Board opening at this time.
- Monthly Statistics
 - Director Kling reported that some stats are low due to the continued renovation of the Windsor Severance Library building.

Personnel Report - Cole Gerstner, Vice-President

Director Kling reported that a part-time Customer Services Assistant has recently resigned as they are moving out of state.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported on the budget and that revisions to the Chart of Accounts are projected to be worked on at the end of this year.

Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for January 2023; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Trustee

Rochelle reported on the Sip, Swap, and Shop event at Words of Windsor on March 14, 2023, at 6:00 - 8:00 p.m. and that 20% of a purchase goes to the Friends and Foundation. F&F is working alongside Brad Vogler on Nation Builder information. F&F is also working on marketing to distribute their information when a new patron registers for a library card. They are also brainstorming ways to get more community involvement and memberships. Rochelle announced an upcoming work session with the library board and the F&F board.

Old Business

- Approve Minutes of the January 26, 2023, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve Minutes of the January 26, 2023, Regular Board Meeting; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling reported that all materials are on shelves, painting is still happening, most of the flooring is installed, children's areas are still receiving items, and interior doors are being worked on. The furniture is slated to arrive March 6, 2023.
 - Director Kling reported on the Severance library and that Safe Built has a list of questions for RATIO. Attorney Garcia is working on the development plan, and that the site plan approval should be on the Town of Severance board meeting agenda in March.

New Business

- Changes to the Board Meeting Agenda Format - Jeromey Balderrama, President
 - Jeromey reported that there will be changes in the agenda to help maximize efficiency in regular board meetings. Jeromey asked Liaisons to send in a report to him by Thursday prior to board meetings, allowing board members time to ask questions of their reports.
 - Jeromey asked that Trustees provide an overview of meetings or events they have attended and submit a report to the Board. He expressed the importance of Trustee's attending town meetings, school board meetings, and the like.

- Additional Expenditure Request, Windsor Severance Library District Renovation - Ann Kling, Library Director
 - Director Kling reported on shelving for the renovation at the Windsor Severance Library building and that RATIO had made a mistake. She explained the situation with RATIO and the invoice for the additional new shelving.
 - Motion by Rochelle Brotsky, second by Ron Dunworth, to approve Additional Expenditure Request, Windsor Severance Library Renovation; motion passed unanimously.
- Clearview Library District Brand - Christine Henschler, Communications Specialist
 - Christine Henschler shared information on the history of Clearview Library District marketing and asked the board for feedback throughout her and Brad's presentation.
 - Digital Communications Coordinator Brad Vogler spoke of the library district brand refresh that started in July 2020 - how it began, the processes of it, staff involvement, and the end result (October 2021).
 - Throughout the presentations board members were asked for their feedback, and thoughts toward future marketing.

Upcoming Agenda

Facilities Updates
Bookmobile Policy
Social Media Policy

Adjourn

Motion by Ron Dunworth, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 7:48 p.m.

Upcoming Meetings

- Board of Trustees Special Meeting, March 6, 2023, 6:00 p.m. - Administrative Services Building and Zoom
- Board of Trustees Work Session, March 23, 2023, 6:00 p.m. - Administrative Services Building and Zoom
- Board of Trustees Training, March 25, 2023, 9:00 a.m. - Administrative Services Building
- Board of Trustees Regular Meeting, March 30, 2023, 5:30 p.m. - Administrative Services Building 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.

DRAFT

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the special session to order at 6:00 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, and Attorney William Garcia

Absent: Trustee Rochelle Brotsky

Staff: Library Director Ann Kling and Office Manager Natalie Wagner

Candidates: Kendra Adams, Trustee Lisa Gagliardi, Mary Jo Lawrence, Jennifer Mulch, and Julie Stout

Review of Agenda

No changes at this time.

Public Input

No public comment at this time.

New Business

- Library Board Candidate Interviews - Jeromey Balderrama, President
 - Candidate interview order was randomly chosen: Lisa Gagliardi, Kendra Adams, Jennifer Mulch, Julie Stout, and Mary Jo Lawrence. Q&A was held for each candidate and each candidate was able to ask questions to the board.
 - Jeromey asked for a 10-minute recess at 7:05 p.m.
 - Jeromey called the special session back to order at 7:15 p.m. and asked the board for their nominations.
 - Ron Dunworth nominated Kendra Adams. No other nominations were made.
 - Jeromey Balderrama, Cole Gerstner, and Ron Dunworth voted (by roll call) and appointed Kendra Adams to the board subject to ratification per the By-laws. Kendra Adams accepted the nomination.

Adjourn

Motion by Cole Gerstner, second by Ron Dunworth, to adjourn; motion passed unanimously. The special session adjourned at 7:26 p.m.

Upcoming Meetings

- Board Working Session, March 23, 2023, 6:00 p.m. - Administrative Services Building
- Board Training, March 25, 2023, 9:00 a.m. - Administrative Services Building
- Board of Trustees Regular Meeting, March 30, 2023, 5:30 p.m. – Administrative Services Building and Zoom
- Joint Work Session of the Library Board and the Friends and Foundation Board, April 6, 2023, 6:00 p.m. - Windsor Severance Library

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.

DRAFT



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Jeromey Balderrama, Chair, Policy Committee

Date: March 30, 2023
Re: Social Media Policy
Item 5.1: New Business

Background / Discussion

Social Media is a valuable tool in promoting library services and events. With its ability to reach a wide audience in a matter of seconds, it can inform the public about programs, events, and library and bookmobile closures and also be used to gather feedback from our patrons. Social Media posts can also attract comments that do not provide useful feedback and, in some cases, be inappropriate. The Social Media Policy clearly states when comments will be hidden or removed and provide a disclaimer about such comments.

Recommendation(s)

The Policy Committee and the Administrative Team recommend the updated Social Media Policy for adoption.



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Casey Lansinger-Pierce, Public Services Manager

Date: March 30, 2023
Re: Teen Space Policy
Item 5.2: New Business

Background / Discussion

In anticipation of the new teen space and teen video game room at Windsor-Severance Library, a policy is necessary to ensure the library district sets appropriate expectations for the use of the new space. Prior to the Windsor-Severance Library remodel, minimal square footage was dedicated to the young adults in our community. Due to the lack of space, few teens could congregate in the teen area at any given time, thus teen foot traffic was nominal. The space now offers teens approximately 600 square feet to browse the collection, study, and socialize with peers. In addition, there is a space for teens to play video games.

In preparation of drafting the teen space policy, Teen Librarian Amy McFadden called and spoke with librarians at five different libraries in the state of Colorado, including Loveland Public Library, Arapahoe Library District, Lafayette Public Library, Anythink Libraries, and Pikes Peak Library District. These libraries were identified because they offer dedicated teen space for ages 12-18 and video gaming access for teens. Amy compiled her notes from these phone calls, and they proved integral when we sat down to draft the teen space policy.

This policy allows the library district to serve the teens in our community in a safe, secure, and welcoming environment.

Recommendation(s)

The Library Director and the Public Services Manager recommend the adoption of the Teen Space Policy.



MEMORANDUM

To: Library Board of Trustees
From: Ann Kling, Library Director
Date: March 30, 2023
Re: Bookmobile Replacement
Item 5.3: New Business

Background / Discussion

The library District's bookmobile was purchased in 2010. Since then, the Mobile Services Department has become an integral part of the District's overall services to the community. Young and old are delighted to see the bookmobile appear in their neighborhoods, schools, soccer games, or large events such as Harvest Festival and Severance Days.

As it is with all vehicles, the bookmobile will not last forever. To be prepared for the future and to explore options for the district, Mobile Services Supervisor Katie Northern, was tasked with investigating replacements. This is the first step in determining what mobile services will look like for the district in the future.