

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 April 27, 2023, Regular Board Meeting (Action)
- Postings, Promotional Materials, Displays and Exhibits Policy, Second Reading - Jeromey Balderrama, Chair, Policy Committee (Action)
- Facilities Update - Ann Kling, Library Director (Information)
 - Branch Library in Severance
- Security Consultant Update - Ann Kling, Library Director (Information)
- Strategic Planning Update - Ann Kling, Library Director (Information)

New Business

- Summer Adventure Program - Casey Lansinger-Pierce, Public Services Manager (Information)
- Annual Review of the Bylaws, First Reading - Cole Gerstner, Vice-President (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, June 29, 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 - April 2023

Districtwide Update - Library Director Ann Kling

Highlights

- On April 19, 2023, the Town of Severance Planning Commission unanimously approved the site development plan for the branch library in Severance. The plan will now go to the Town Council for approval on May 9, 2023.
- All of the shelving ordered as part of the renovation was received and installed at the Windsor Severance Library during the month of April.
- The Friends and Foundation held the annual Clearview Reads at the Arts and Heritage Museum on Saturday, April 22, 2023. A tea party was held along with the author talk by Nina Kunze, who wrote the book, Ann Wolfrom Dove and the Wigwam Tea Room. Tickets for the event were sold out.
- On Sunday, April 23, 2023, the Grand Re-opening of the Windsor Severance Library was held from 1-3 pm. Library Board President Jeromey Balderrama opened the celebration with remarks followed by remarks from Mayor Matthew Fries of Severance, Weld RE 4 School Superintendent Michelle Scallon, Windsor Mayor, Paul Rennemeyer and Windsor Town Board member, Julie Cline. The Severance Chamber of Commerce presented the Library District with a certificate. Tours of the building were provided by staff. Architects Dennis Humphries and Eric Grebliunas, as well as Dan Spystra and Brooke Kardos from Wember and Tommy Sporleder and Jeremy Zirbel from Fransen Pittman, were on hand. Library Board members Kendra Adams, Ron Dunworth, and Lisa Gagliardi were also present. Feedback on the remodel has been very positive.

Opportunities

- On Thursday, April 6, 2023, a joint working session of the library board and the Friends and Foundation Board was held at the Windsor Severance Library. Information on the history of the Friends and Foundation was presented to the library board. Executive Director of the Estes Valley Library Foundation, Sarah Walsh and Executive Director of the Weld RE4 Foundation, Kelly Moll spoke to the boards on the work of their foundations and offered valuable advice on how to become successful at building relationships and raising funds. The Board took part in a prioritizing dot exercise to see what the expectations would be for a part-time Foundation Director. Ann Kling will prepare a summary of the meeting and bring it to both boards. The goal is to hire a part-time foundation director by mid-year.
- With the remodel of the Windsor Severance Library, the library district gained several new meeting spaces for the public. The next task will be to create an awareness in the community of the spaces that are now available for use by the public.
- Director Kling was invited to the Severance Town Council meeting on April 11, 2023, to present an update on the library district to the Council members.
- Board President Jeromey Balderrama and Director Kling conducted Liaison Onboarding for

Town of Windsor Liaison, Julie Cline and Weld Re4 School Board Liaison, Ray Ruth on Thursday, April 13. A tour of the remodeled library was included. Liaisons are a valuable avenue of communication between the library district and the towns and school districts. They provide an opportunity to share information and to bring partnership opportunities forward.

Challenges

- Finalizing all of the paperwork in time for the April 19 meeting of the Severance Planning Commission, including getting the blueprint mylars signed by the Bank of San Juans, proved to be a challenge. The mylars were overnighted to Grand Junction via FedEx. They were signed and overnighted back, but when received by the local FedEx vendor, they were rejected and put in the pipeline to be returned to Grand Junction. Thanks to the hard work and persistence of Financial/HR Specialist Erin Mitchell and Office Manager Natalie Wagner, the mylars were tracked down in Greeley and returned to Windsor in time for them to be delivered to the Town of Severance.
- Working through the punch list of items that need to be completed for both Ash St. and the Windsor Severance Library is taking much longer than expected. Supply chain delays for lighting, doors, glass, and door locks are holding up the closeout of the projects.

Personnel

- Jacob Gentrup, Customer Service Specialist, submitted his resignation effective at the end of May.
 - Beth Gallinger, IT/Tech Services Manager presented information on cybersecurity.
 - A job opening for a part-time communications assistant will be posted in the coming weeks.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- The annual Clearview Reads event was held on April 22 at the Arts and Heritage Center in Windsor. This year the Clearview Library District Friends and Foundation hosted Nina Kunze, author of Anna Wolfrom Dove and The Wigwam Tea Room. The event was sold out, and participants enjoyed a lively discussion with the author and high tea afterward.
- Trisha Parsons (Children and Family Services Librarian) and Diana Hyland (Children's Services Assistant) attended Tozer Elementary Schools Family Fitness Night on April 6. This event - which we have attended in the past as well - provides Tozer families with a night of activity and fitness education. Our staff provided activities for families while informing attendees about our upcoming Summer Adventure Program. We interacted with approximately 650 community members during this event.
- Our adult services team began partnering with Dementia Together, a local organization that

supports those experiencing dementia and their caregivers. We will be partnering with this non-profit on a regular basis to co-host programming catered specifically to these audiences.

Opportunities

- The new teen space really came together during the month of April. Staff worked hard to get the video game room decorated and ready for the teens to use. We rolled out video gaming in late April and have seen several teens take advantage of this new service. Additionally, Amy (Teen Librarian) saw an increase in teen program attendance in April as she held many programs in the new teen space; we are already seeing a positive response to this exciting space.
- Several members of our children's services staff made visits to local preschools and elementary schools to share information about our upcoming Summer Adventure Program (May 30 - July 28). Staff bring flyers to pass out and share all of the highlights of the fun summer that we have planned. We also bring flyers with us to BAM (Books and More), which serves local junior and high schools.
- Amy McFadden (teen librarian) and Jennifer Bradley (adult services librarian) attended the Town of Windsor's Volunteer Opportunity Expo on April 19. They shared information about volunteer opportunities that the District currently has and opportunities we may have in the future.

Challenges

- We welcomed author Liesl Shurtliff for a virtual visit in late April. Our family book club, Imagine Stories Together, and children's book club, Not Your Boring Book Club, recently read titles by Shurtliff. Unfortunately, we saw a lower-than-usual turnout for this event, despite our best efforts to market and spread the word. We are considering what may have contributed to the low turnout and are considering only offering in-person author visits in the future. Despite the low turnout, the author was incredibly engaging, and those that attended enjoyed their time with the author.

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

Highlights

- All of the digital signage is now up and running at the Windsor Severance Library. This was a joint project between the IT department, communications, and programming staff to get everything in place. Jesse Feavel and Brad Vogler took lead roles in making this happen, and we are very happy with the results.
- Beth Gallinger and Diane Cabrera conducted staff meetings to help design and determine what would be on the new staff Intranet site. In the end, they developed a basic framework

for the intranet site that was submitted to Proof Studio, our web developer, to start work on the new site. This new staff-only website will help staff organize information and communicate across the organization.

- IT assistants finished moving all services off of our CLD-Management server and decommissioned the server. This is the second old server that has been completely decommissioned and is well ahead of our October deadline, where the server operating system will no longer be supported. The final server will be the biggest challenge because it hosts our active directory and domain controller. We have plans to create multiple domain controllers in the future to provide extra security and make sure we don't encounter this challenge in the future.
- IT assistants performed staff laptop check-ins with all staff who use a laptop to make sure laptops were functioning correctly. They also completed updates and sent in any problematic ones for warranty repair.

Opportunities

- Our April all-staff meeting focused on cybersecurity and kicked off training for all staff. Staff and Board of Trustees members have all been assigned four short videos and a game to complete by the end of May. IT will continue to send out fake phishing emails and other campaigns to continue to test the staff's ability to identify these types of threats.
- The CLD IT department took a tour of the City of Fort Collins meeting spaces with our current AV vendor, Rockfan. This was to get ideas for the meeting spaces at the new branch library in Severance. The goal of this was to find easy-to-use solutions for the rooms that will be used after hours with minimal support.
- Technical services staff started working on an import profile and item templates for the new Severance opening day collection. We are continuing to work with Ingram, our main print collection vendor, and will soon start to work with Midwest Tape for the DVD collections. We are also working with Ratio and Wember for our self-counts.

Challenges

- The game cubes that maintain inventory and check out video games to patrons have continued to be problematic. We are working with the vendor to replace the PCs that run the machines and other moving parts.
- IT assistants discovered a grinding noise coming from the Windsor Severance Library server room. Further investigation found that it was a fan from the server rack, which was not a big issue, but it showed us how vulnerable we are with no redundancy. A secondary domain controller, DNS server, and better backups are all planned for this summer and cannot come soon enough.

April 2023 Usage Stats

Key Takeaways:

- The door counter was not tracking patrons for the month of April, so the patron count is an estimate based on March traffic.
- Outreach and programming saw a big boost in patrons. Battle of the Books and Family Fitness Night were big contributors to these counts.
- Database usage also saw a significant increase, mainly from EBSCO sessions.



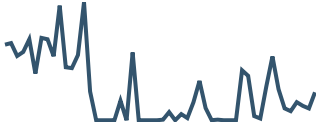

About the Dashboards:

- 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 April 2023	% Change from Mar 2023	% Change from Apr 2022	Sparklines (data since Jan 2019)
Library 3,785	0.00%	-63.91%	
Bookmobile 1,004	2.76%	65.95%	
Outreach 1,029	136.55%	-44.08%	
Total Patrons 5,818	11.95%	-55.01%	




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

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

Circulation			
Counts for Apr 2023	% Change from Mar 2023	% Change from Apr 2022	Sparklines (data since Jan 2019)
Physical Circs 29,234	-6.67%	-6.81%	
Digital Circs 9,801	-8.39%	26.61%	
Database Usage 3,303	65.73%	119.76%	



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

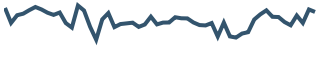


Programs			
Counts for Apr 2023	% Change from Mar 2023	% Change from Apr 2022	Sparklines (data since Jan 2019)
Program Attendees 3,172	83.67%	103.86%	N/A
Total Programs 130	32.65%	136.36%	
Waitlisted People 83	62.75%	10.67%	
Waitlisted Programs 24	60.00%	9.09%	

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

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

Cardholders			
Counts for Apr 2023	% Change from Mar 2023	% Change from Apr 2022	Sparklines (data since Jan 2019)
Active Cardholders 4,923	-2.78%	13.15%	
New Cardholders 188	-40.69%	-34.49%	

Website Stats			
Counts for Apr 2023	% Change from Mar 2023	% Change from Apr 2022	Sparklines (data since Jan 2019)
Pageviews 22,611	-3.56%	47.92%	

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



CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of April 30, 2023

05/17/23

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	85.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	1,860,811.80
1034 · Colo Trust Gen Fund Res 8005	2,148,807.63
1038 · Colo Trust Operating Fund 8003	4,549,784.16
1040 · Colo Trust Capital Fund-8001	1,167,493.24
1053 · Bank of Colorado--Checking	114,902.61
1054 · Bank of San Juans, Glacier FB	5,165,294.18
	<hr/>
Total Checking/Savings	15,007,612.32
Accounts Receivable	
1200 · Accounts Receivable	527.66
	<hr/>
Total Accounts Receivable	527.66
Other Current Assets	
1150 · Delinquent Property Tax	62.11
1151 · Current Prop. Taxes Rec.	4,652,026.00
1170 · Prepaid Expenses	30,064.01
	<hr/>
Total Other Current Assets	4,682,152.12
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Total Current Assets	19,690,292.10
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
	<hr/>
Total Other Assets	5,951,007.25
	<hr/>
TOTAL ASSETS	<u>25,641,299.35</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	69,803.56
	<hr/>
Total Accounts Payable	69,803.56
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	10,737.65
2101 · Payroll Liabilities	39,416.36
2110 · Pera Payable (Employee)	-19,194.04
2111 · Pera Payable (Library)	-25,254.03
2112 · Employee Health Insurance Payab	11,654.22
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
	<hr/>
Total Other Current Liabilities	4,668,985.91
	<hr/>
Total Current Liabilities	4,738,789.47
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
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Total Long Term Liabilities	6,038,354.43
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Total Liabilities	10,777,143.90

05/17/23

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of April 30, 2023

	<u>Apr 30, 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>2,717,584.54</u>
Total Equity	<u>14,864,155.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,641,299.35</u></u>

Clearview Library District
April 2023 Revenue and Expenditures

	Apr 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	\$ 3,070,521	\$4,426,609	\$5,736,273	77%
Specific Ownership Tax	\$ 18,366	\$77,639	\$230,000	34%
Other Income	\$ 28,488	\$107,744	\$153,107	70%
Total Operating Revenue				
Total Operating Revenue	\$ 3,117,375	\$4,611,991	\$6,119,380	75%
Expense				
Bookmobile	\$ 457	\$3,518	\$22,000	16%
IT	\$ 6,854	\$52,335	\$213,750	24%
Materials	\$ 28,113	\$106,631	\$411,500	26%
Operating Expenses	\$ 71,850	\$188,648	\$391,494	48%
Programming	\$ 3,941	\$17,658	\$50,000	35%
Public Relations	\$ 1,526	\$8,170	\$25,000	33%
Salaries and Wages	\$ 171,282	\$676,030	\$2,139,864	32%
Benefits	\$ 49,191	\$184,783	\$705,608	26%
Professional Development	\$ 1,966	\$6,358	\$32,500	20%
Capital	\$ 5,125	\$6,327	\$83,707	8%
Lease Payment - Branch		\$0	\$356,622	0%
Total Operating Expense				
Total Operating Expense	\$ 340,305	\$1,250,457	\$4,432,045	28%
Total Capital Expense				
Total Capital Expense	\$ 12,721	\$1,287,899	\$8,683,478	15%
Total Expense				
Total Expense	\$ 353,026	\$2,538,356	\$13,115,523	19%
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	\$2,764,349	\$2,568,860	\$0	

Clearview Library District Treasurer's Report

Apr-23

Current Assets

Checking/Savings/Cash	3/31/2023	4/30/2023	Change +/-
1010 · Petty Cash	\$ 85.40	\$ 85.40	\$ -
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 1,853,139.96	\$ 1,860,811.80	\$ 7,671.84
1034 · Colo Trust Gen Fund Res 8005	\$ 2,139,948.45	\$ 2,148,807.63	\$ 8,859.18
1038 · Colo Trust Operating Fund 8003	\$ 1,800,296.13	\$ 4,549,784.16	\$2,749,488.03
1040 · Colo Trust Capital Fund-8001	\$ 1,162,679.86	\$ 1,167,493.24	\$ 4,813.38
1053 · Bank of Colorado--Checking	\$ 175,408.69	\$ 114,902.61	\$ (60,506.08)
1054 · Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 5,165,294.18	\$ -
Total Checking/Savings	\$ 12,297,285.97	\$15,007,612.32	\$2,710,326.35
March 2023 Close	\$ 12,297,285.97		
April 2023 Close	\$ 15,007,612.32		
Month To Month Change	\$ 2,710,326.35		

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 (joined via Zoom @ 5:51 p.m.), Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams, Town of Severance Liaison Frank Baszler (joined via Zoom @ 5:51 p.m.), Town of Windsor Liaison Julie Cline, and Attorney Chris Schmidt

Absent: Weld RE-4 School District Liaison Raymond Ruth

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Technical Services Manager Beth Gallinger, Communications Specialist Christine Henschler, and Office Manager Natalie Wagner

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 and Monthly Statistics
 - Director Kling referenced the Director's Report and asked if there were any questions. There were none at this time.
 - Director Kling reported on an upcoming joint meeting of the boards on June 7th. The boards being: Clearview Library District, Windsor Severance Fire Rescue, the Town of Windsor, and the Town of Severance. Location to be determined by the Town of Windsor, it's their turn to host.
 - Director Kling reported that Adult Services Assistant Maria Mulreaney is retiring in May. Also, Early Literacy Librarian Nancy Milliken is in recovery and doing well.

Follow Up Questions to Board/Liaison Reports

Director Kling reported that Julie Cline submitted her report online and it was printed in the board packet. Frank Baszler and Raymond Ruth each shared a short report.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported on the budget, spoke of Weld County taxes collected so far this year, and the status of the district's reserves.

Motion by Kendra Adams, second by Lisa Gagliardi, to accept the Treasurer's Report as presented for March 2023; motion passed unanimously.

Jeromey announced that Lisa Gagliardi can vote at this time and throughout the rest of the meeting.

Friends & Foundation Report - Rochelle Brotsky, Trustee

Rochelle reported on the High Tea & Historical Talk that was held at the Arts & Heritage Center in Windsor; the event was sold out. This past Tuesday, the Friends provided a coffee truck and treats for staff in celebration of National Library workers day. Staff were very happy and thankful for the coffee drinks and treats. The Friends supported the library at the Windsor-Severance Library Grand Re-opening helping to serve cake. They also had a Friends table set up and visited with patrons.

Old Business

- Approve Minutes of the March 23, 2023 Work Session
 - Minutes were approved.
 - Motion by Ron Dunworth, second by Rochelle Brotsky, to approve Minutes of the March 23, 2023 Work Session; motion passed unanimously.
- Approve Minutes of the March 30, 2023 Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Ron Dunworth, to approve Minutes of the March 30, 2023 Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the April 6, 2023 Joint Work Session of the Board and the Friends and Foundation Board
 - Minutes were approved.
 - Motion by Ron Dunworth, second by Cole Gerstner, to approve Minutes of the Joint Work Session of the Board and the Friends and Foundation Board; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling reported on getting a close out cost on the Administrative Services Building. The Windsor-Severance Library costs are not ready yet, there is work still being completed.

- The Severance library site plan was approved and is going to the Town Council on May 9th. Director Kling will do a presentation. Joel of RATIO Architects will attend and be available for any questions.
- Director Kling announced that there will be a groundbreaking ceremony on Monday, May 22nd at the Severance branch location, 5 Timber Ridge Pkwy. Fransen Pittman will provide shovels and Wember Inc, will provide cookies and water. Photos will be taken.

New Business

- Approve Increase in Charges for Owner's Representative - Ann Kling, Library Director
 - Director Kling reported that when the library contracted with Wember, Inc it wasn't envisioned that there would be delays in the projects. Delays lead to an extension in the original timeline going into next year to coincide with the project and when the project wraps up. Director Kling recommends increasing their fee, the additional \$70,000 to get through the Severance building project.
 - Motion by Rochelle Brotsky, second by Ron Dunworth, to approve Increase in Charges for Owner's Representative; motion passed four to 1.
- Bookmobile Policy Review - Jeromey Balderamma, Chair, Policy Committee
 - Jeromey reported on the updated Bookmobile Policy.
 - Motion by Kendra Adams, second by Rochelle Brotsky, to accept the updated Bookmobile Policy; motion passed unanimously.
- Postings, Promotional Materials, Displays and Exhibits Policy Review - Jeromey Balderrama, Chair, Policy Committee
 - Jeromey and Director Kling reported on the updated postings, promotional materials, displays and exhibits policy.
 - Director Kling shared background and current information in regards to postings.
 - Kendra requested a second reading of the policy. Additionally Attorney Garcia will be consulted about some wording.
- Security Measures for the Clearview Library District - Ron Dunworth, Treasurer
 - Ron presented a slideshow and shared his ideas on taking different measures to provide security and costs of those.
 - Ron requested action from the board and broke down the requests of suggested needs. Conversation was had with board members and staff.
 - Director Kling suggested having a security consultant come to the library district. Director Kling will gather information and report back to the board.
- Quarterly Update on the Director's Goals - Ann Kling, Library Director
 - Director Kling reported on her goals that were submitted in the board packet.
 - Director Kling asked for 2 board members to volunteer for:
 - Long Range Planning Committee: Ron Dunworth and Kendra Adams

- Strategic Planning Committee: Cole Gerstner and Lisa Gagliardi
 - Kendra asked to schedule a long term planning meeting.
 - Director Kling reported that the Attorney is working on a MOU concerning school library cards with the Weld RE-4 School District. Beth highly recommends an MOU and stated that they are common in other libraries in Colorado.

Upcoming Agenda

Second Reading of the Posting Policy
Bylaws
Security Information Update

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 7:22 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, May 25, 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.

Postings, Promotional Materials, Displays, and Exhibits Policy

Clearview Library District makes limited, designated space for community flyers, notices, posters, displays, and exhibits available to Clearview Library District nonprofit organizations, agencies, and individuals engaged in intellectual, charitable, civic, cultural, educational, or recreational activities in the library district. The purpose of the designated space is to promote current or seasonal information about events and initiatives sponsored by or benefiting these organizations, agencies, and individuals, which in turn serves to benefit the community.

Posting or displaying such materials by the district does not indicate district endorsement of the ideas, issues, or events promoted by these materials.

Designated Posting Space Guidelines and Restrictions

1. All materials must be submitted to district staff for posting and display.
2. Materials that have not been submitted for approval will be removed.
3. Priority is given to organizations located within the library district. If space permits, materials from northern Colorado organizations, outside of the library district, will be considered.
4. The district assumes no responsibility for the preservation or protection of the submitted materials.
5. Commercial advertisements / promotions, events, or materials for businesses or for-profit organizations will not be permitted, with the exception of an event that a business is sponsoring or co-sponsoring for a nonprofit organization.
6. The following items are prohibited from being displayed or distributed at the designated posting space:
 - a. Advertisements of personal services or products sold for profit
 - b. Petitions
 - c. Job postings
 - d. Rental announcements
 - e. Campaign literature and partisan political materials

Adopted, April 24, 2014, Revised, Feb. 25, 2021



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Jeromey Balderrama, Board President

Date: May 25, 2023
Re: Postings, Promotional Materials, Displays and Exhibits Policy Second Ready
Item 4.2: Old Business

Background / Discussion

A work product document was shared with the Board of Trustees at the April meeting of the Library Board. A second reading was called for by Trustee Kendra Adams. After additional review by legal counsel, the policy was revised.

Recommendation(s)

The Policy Committee and Library Management Team recommend adoption of the revised policy.

Attachments

A draft copy of the policy is included in the board packet.

MEMORANDUM

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

Date: May 25, 2023
Re: Summer Adventure Program aka SAP
Item 5.1: New Business

Background / Discussion

The Library District has planned a summer reading program, known as the Summer Adventure Program, for many years. This ever popular program is for all ages, including adults. Keeping children actively involved in learning prevents "summer slide". Having adults involved is good role modeling for the children.

Relationship to Mission and Vision

Cultivate Curiosity and Strengthen the Community

Budget Considerations

The costs of the Summer Adventure Program are covered in the library district's annual budget.

Recommendation(s)

The Management Team recommends that all Board Members and Liaisons sign up for Summer Adventure and that they encourage friends and family to sign up too.



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director

From: Cole Gerstner, Library Board Vice-President

Date: May 25, 2023

Re: Annual Review of the Bylaws, First Reading

Item 5.2: New Business

Background / Discussion

Each year the Library Board reviews the by-laws to be sure they are providing a sound structure for the operation of the library board. Proposed changes have been reviewed by legal counsel.

Attachments

A work product document has been shared with all board members and liaisons.