



Agenda

Call to Order

Roll Call

Review of Agenda

Public Input

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
- Monthly Statistics

Personnel Report - Rochelle Brotsky

- Meet new staff
 - Alyssa Goranson, Children's Services Asst.
 - Diana Hyland, Customer Services Specialist
 - Aydan Tufton, Shelver

Treasurer's Report- Ron Dunworth

Friends & Foundation Report - Rochelle Brotsky

Reports of the Liaisons

Reports of the Board Members

Old Business

- Item 1 - Approve Minutes of the Oct. 28, 2021 meeting (Action)
- Item 2 - Board Openings for 2022 Update - Ann Kling, Library Director (Information)
- Item 3 - Facilities Plan Update - Ann Kling, Library Director (Information)
- Item 4 - Update on the Director's annual evaluation - Ann Kling, Library Director (Information)

New Business

- Item 1 - Second Reading of the 2022 Clearview Library District Draft Budget - Ann Kling, Library Director (Information)
- Item 2 - Review and Adopt the Board Calendar for 2022 - Ann Kling, Library Director (Action)
- Item 3 - Plan the Annual Board Evaluation - Kendra Adams, Board President (Information)



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 Purchasing a Property in Severance.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, December 9, 2021, 5:30 p.m. – Hybrid

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 - October, 2021

Districtwide Update - Director Ann Kling

Highlights

- Communications launched updates to the district's brand on Friday, Oct. 1, to staff. Materials will continue to be updated through the end of the year.
- The 2022 Draft Budget was submitted to the Library Board on Oct. 15. The first reading of the budget took place on Oct. 28 at the regular meeting of the library board.
- A special meeting of the library board was held on Thursday, Oct. 7. The board voted to hire Fransen Pittman as the Construction Manager at Risk for the three facilities projects.

Opportunities

- Interviews for library board positions were held on Thursday, Oct. 7 and Thursday, Oct. 14. Six candidates were interviewed. Three candidates were chosen and their names were referred to the Town Boards of Severance and Windsor and the Weld RE4 School Board for ratification. If ratified, the new board members will take office in January.
- A meeting of the Internal Strategy Committee was held on Thursday, Oct. 14. The staff discussed next steps and reported on the progress of their projects.

Challenges

- We said goodbye to Katie Messerli as she wrapped up her work at Clearview Library District and moved on to the Weld RE4 School District. Katie facilitated the facilities planning process which led to the Facilities Plan adopted by the library board in April, 2021. In addition, Katie has worked on the brand refresh and the new catalog as well as establishing connections with other communications professionals and media in our area.

Personnel

- No personnel changes for the month.
- The Brand Refresh was revealed to the staff at the All Staff Meeting on Oct. 1.

Board of Trustees Meeting Highlights - October, 2021

- First Reading of the 2022 Budget
 - Adoption of the Revised Privacy Policy
 - Adoption of the revised Internet Safety Policy
-



Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights:

- Katie Northern and Nancy Milliken staffed Windsor Charter Academy's Innovation Fair in early October. This annual event is an opportunity to showcase innovation in the community and we are always happy to set up a table to talk about the innovative things happening at the library district. We interacted with over 450 people at this event.
- October found the Public Services department participating in community Halloween events such as Severance Town Hall Trick or Treat, in which we supplied buttons and candy, and the Town of Windsor Trick or Treat event, in which we handed out branded frisbees. These events are a great way for us to outreach to our community and make people aware of the library.
- Alyssa Goranson started with the library district in early October as our newest part-time Children Services Assistant. Alyssa previously worked in a similar capacity with High Plains Library District. She is off to a wonderful start in the children's department.

Opportunities:

- Our teen and adult patrons are enjoying a return to the library for in-person programs. While we are still holding virtual events/programs for our youngest patrons, we are doing some in-person programs for teens and adults. Patrons overwhelmingly appreciate being back in person and we are seeing an uptick in program attendance due to this change.
- The mobile services team participated in the virtual ABOS conferences in October (American Bookmobile and Outreach Services). The conference was a great opportunity for the mobile services team to see what other libraries are doing / what is trending in mobile services / etc.

Challenges:

- We are seeing families continuing to sign up for Family Cooking Challenge and come in to receive their program kit, but we are not seeing the number of submissions come back to us as we were when this program began over a year ago. Due to this, we are going to try shaking things up in December and offer an art challenge instead. We hope this refresh will attract participation again.
 - Andrea Cleland, our Early Literacy Librarian of over ten years, stepped down in October. Andrea accepted a position with Loveland Public Library. The search for her replacement is currently in progress.
-

IT & Technical Services Update - IT & Technical Services Manager Bud Hunt

Highlights

- With the departure of our Communications Specialist, the IT team has been assisting in facilitation of several tasks and projects. We look forward to the launch of our new website in November!
- Cradlepoint testing on the Bookmobile is continuing - and we expect to be offering improved wifi service to patrons in the near future.

Opportunities

- As we work to implement some changes to the way we share files as an organization, we hope to increase access and improve security for all staff.
- We will be implementing multi factor authentication in all staff email and Google accounts beginning at the end of the month.

Challenges

- Sourcing hardware continues to be a challenge - we're making careful purchases as we find appropriate inventory and increasing our spare parts inventory as we can.
-

Resource of the Month

History Resources

<https://clearviewlibrary.org/databases>

- Ancestry Library Edition: This essential genealogy resource delivers billions of records for census data, vital records, directories, photos, and more. Request access by emailing hello@clearviewlibrary.org.
- Fold3: Fold3 offers convenient access to military records, including the stories, photos, and personal documents of the men and women who served.
- Newspapers.com Library Edition: Newspapers.com Library Edition is an extensive database that provides online access to 4,000+ historical newspapers dating from the early 1700s into the 2000s.
- Windsor Beacon: This database provides searchable access to digitized issues of the Windsor Beacon — 1908 - 1909, 1935 - June 1973, May 1977 - April 1982. You must be in the library to access this database.

Patrons Served			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Library 9,028	0.26%	-10.45%	
Bookmobile 3,553	113.52%	659.19%	
Outreach 451	-68.85%	-81.93%	
Total Patrons 13,032	7.55%	0.02%	

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

Month ▾
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020

Circulation			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Physical Circs 30,905	0.09%	-1.02%	
Digital Circs 7,851	-3.42%	-3.63%	
Database Usage 1,970	52.48%	43.48%	

For more detailed information, please visit <https://clearviewlibrary.org/data>



Programs			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Program Attendees 622	-54.70%	-36.01%	N/A
Total Programs 58	-35.56%	-21.62%	
Waitlisted People 23	-45.24%	-61.02%	
Waitlisted Programs 9	12.50%	-18.18%	

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

Month ▾
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020

Cardholders			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Active Cardholders 4,374	-0.57%	40.33%	
New Cardholders 188	-12.15%	26.17%	

Due to a reporting error, September's numbers were underreported. September's true count is 90 programs and 1,373 attendees.

Website Stats			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Pageviews 18,036	-0.67%	-4.92%	

For more detailed information, please visit <https://clearviewlibrary.org/data>



Clearview Library District Treasurer's Report For

10/31/2021

Current Assets

Checking/Savings/Cash

		9/30/2021	10/31/2021	Change +/-
1010 · Petty Cash	\$	149.05	\$ 140.65	\$ (8.40)
1015 · Cash on Hand	\$	433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$	3,350,440.95	\$ 3,350,488.50	\$ 47.55
1034 · Colo Trust Gen Fund Res 8005	\$	1,000,230.56	\$ 1,000,244.74	\$ 14.18
1038 · Colo Trust Operating Fund 8003	\$	2,156,672.05	\$ 1,995,727.78	\$ (160,944.27)
1040 · Colo Trust Capital Fund-8001	\$	1,129,387.40	\$ 1,129,403.46	\$ 16.06
1053 · Bank of Colorado--Checking	\$	106,378.63	\$ 45,917.52	\$ (60,461.11)
Total Checking/Savings		7,743,691.94	\$ 7,522,355.95	\$ (221,335.99)

August 2021 Close	\$	7,743,691.94
September 2021 Close	\$	7,522,355.95
Month To Month Change	\$	(221,335.99)

THINGS YOU SHOULD KNOW

GENERAL INFORMATION

Property Tax scheduled for 2021	\$	4,655,562.00
Payment recd year to date for Property Tax	\$	4,649,446.00
Percent Recd.		99.87%
2020 Delinquent Tax Due	\$	766,823.00
Payment of Delinquent Property Tax for 2020	\$	760,919.99
Interest on Delinquent Property Tax	\$	82,629.00

Clearview Library District

Revenue and Expenditures

Oct-21

Row Labels	Oct 21 Actual	2021 Actual	2021 Budget	% of Budget Used
Revenue				
General property tax	\$18,361	\$4,649,446	\$4,652,026	100%
Other revenue	\$2,043	\$894,684	\$47,407	1887%
Specific ownership tax	\$19,611	\$195,978	\$210,000	93%
Revenue Total	\$40,016	\$5,740,109	\$4,909,433	117%
Expense				
Bookmobile costs	\$147	\$16,107	\$25,400	63%
Building costs	\$4,500	\$69,662	\$108,500	64%
Capital outlays	\$7,673	\$767,588	\$304,000	252%
County treasurer's fee	\$296	\$82,658	\$69,780	118%
Electronic Databases	\$4,169	\$16,855	\$27,000	62%
Materials/periodicals	\$24,532	\$208,987	\$343,500	61%
Operating supplies	\$2,973	\$30,528	\$40,000	76%
Other Expenses	\$11,194	\$102,921	\$268,442	38%
Programming	\$2,524	\$26,646	\$58,000	46%
Public relations	\$16	\$9,570	\$67,915	14%
Related expenses	\$35,642	\$334,063	\$473,918	70%
Salaries	\$140,266	\$1,286,090	\$1,727,478	74%
Software/tech support	\$30,246	\$127,607	\$95,500	134%
Expense Total	\$264,179	\$3,079,283	\$3,609,433	85%
Net Income	-\$224,163	\$2,660,825	\$0	
Transfer to Reserve Funds		\$0	\$1,300,000	0.00%
Transfers Total		\$0	\$1,300,000	0%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,350,488.50
1034 · Colo Trust Gen Fund Res 8005	1,000,244.74
1038 · Colo Trust Operating Fund 8003	1,995,727.78
1040 · Colo Trust Capital Fund-8001	1,129,403.46
1053 · Bank of Colorado--Checking	45,917.52
Total Checking/Savings	7,522,355.95
Accounts Receivable	
1200 · Accounts Receivable	527.66
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	51,036.65
Total Other Current Assets	4,908,186.76
Total Current Assets	12431070.37
Other Assets	
1250 · Land	1,037,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,906,855.88
1270 · Furniture and Equipment Asset	854,924.37
Total Other Assets	5,946,260.25
TOTAL ASSETS	18377330.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	58,217.93
Total Accounts Payable	58,217.93
Credit Cards	
Pinnacle Bank - Ann 9399	1,948.19
Pinnacle Bank - Casey 2011	113.64
Pinnacle Bank - Hunt 2228	1,650.26
Total Credit Cards	3,712.09
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	127.67
2111 · Pera Payable (Library)	-104.86
2112 · Employee Health Insurance Pa...	1,199.56
2120 · Colorado W/H. Taxes Payable	-399.00
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
Total Other Current Liabilities	4,840,344.20
Total Current Liabilities	4,902,274.22

11/12/21

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of October 31, 2021

	<u>Oct 31, 21</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	10940628.65
Equity	
2860 · 2000 Fund Balance	2,289,503.00
2862 · TABOR Requirement	81,280.00
3900 · Retained Earnings	1,675,218.89
Net Income	3,390,700.08
Total Equity	<u>7,436,701.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>18377330.62</u></u>

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of October 31, 2021

	Oct 31, 21	Oct 31, 20	\$ 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	3,350,488.50	2,564,325.91	786,162.59	30.7%
1034 · Colo Trust Gen Fund Res 8005	1,000,244.74	679,368.26	320,876.48	47.2%
1038 · Colo Trust Operating Fund 8003	1,995,727.78	2,023,029.27	-27,301.49	-1.4%
1040 · Colo Trust Capital Fund-8001	1,129,403.46	220,134.59	909,268.87	413.1%
1053 · Bank of Colorado--Checking	45,917.52	49,884.70	-3,967.18	-8.0%
Total Checking/Savings	7,522,355.95	5,537,325.08	1,985,030.87	35.9%
Accounts Receivable				
1200 · Accounts Receivable	527.66	0.00	527.66	100.0%
Total Accounts Receivable	527.66	0.00	527.66	100.0%
Other Current Assets				
1150 · Delinquent Property Tax	6,294.11	6,232.00	62.11	1.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	51,036.65	41,275.53	9,761.12	23.7%
Total Other Current Assets	4,908,186.76	4,898,363.53	9,823.23	0.2%
Total Current Assets	12431070.37	10435688.61	1,995,381.76	19.1%
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	3,906,855.88	3,166,664.27	740,191.61	23.4%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
Total Other Assets	5,946,260.25	5,206,068.64	740,191.61	14.2%
TOTAL ASSETS	18377330.62	15641757.25	2,735,573.37	17.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	58,217.93	48,200.53	10,017.40	20.8%
Total Accounts Payable	58,217.93	48,200.53	10,017.40	20.8%
Credit Cards				
Pinnacle Bank - Ann 9399	1,948.19	0.00	1,948.19	100.0%
Pinnacle Bank - Casey 2011	113.64	0.00	113.64	100.0%
Pinnacle Bank - Hunt 2228	1,650.26	0.00	1,650.26	100.0%
Total Credit Cards	3,712.09	0.00	3,712.09	100.0%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	0.00	861.71	100.0%
2101 · Payroll Liabilities	42.13	42.13	0.00	0.0%
2110 · Pera Payable (Employee)	127.67	93.01	34.66	37.3%
2111 · Pera Payable (Library)	-104.86	0.00	-104.86	-100.0%
2112 · Employee Health Insurance Pa...	1,199.56	1,969.62	-770.06	-39.1%
2120 · Colorado W/H. Taxes Payable	-399.00	0.00	-399.00	-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	-11,948.17	-290.84	-2.4%
Total Other Current Liabilities	4,840,344.20	4,841,012.59	-668.39	0.0%
Total Current Liabilities	4,902,274.22	4,889,213.12	13,061.10	0.3%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of October 31, 2021

	<u>Oct 31, 21</u>	<u>Oct 31, 20</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	10940628.65	10927567.55	13,061.10	0.1%
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%
3900 · Retained Earnings	1,675,218.89	251,374.54	1,423,844.35	566.4%
Net Income	3,390,700.08	2,092,032.16	1,298,667.92	62.1%
Total Equity	7,436,701.97	4,714,189.70	2,722,512.27	57.8%
TOTAL LIABILITIES & EQUITY	<u>18377330.62</u>	<u>15641757.25</u>	<u>2,735,573.37</u>	<u>17.5%</u>

Draft Minutes (Unapproved)

Call to Order

Treasurer Ronald Dunworth called the meeting to order at 5:41 pm.

Roll Call

Present: Vice-President Rochelle Brotsky joined the meeting at 5:44 pm, Treasurer Ronald Dunworth, Secretary Brian Lampe to join meeting later, Board Member Ron Clark, Board Member/Town of Severance Liaison Frank Baszler, Weld RE-4 School District Liaison Lance Nichols, and Attorney William Garcia.

Absent: President Kendra Adams, Town of Windsor Liaison Scott Charpentier

Staff: Library Director Ann Kling, IT/Tech Services Manager Bud Hunt, Public Services Manager Casey Lansinger-Pierce, and Tech Services Assistant Natalie Wagner.

Review of Agenda

Nothing at this time.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling asked if there were questions at this time. There were none.
 - Director Kling reported that Jeremy Balderrama and Cole Gerstner will begin their Trustee positions January 1, 2022. They were ratified at the Town of Windsor Board meeting, and will be on the Town of Severance Board meeting agenda in November, and at the Weld RE-4 School District's board meeting also in November.
- Monthly Statistics
 - Director Kling asked if there were questions at this time. There were none.
 - Director Kling said statistics show that the library district is still recovering and is not at pre-pandemic levels.

Personnel Report - Rochelle Brotsky, Vice President

IT Assistant, Emma Malin introduced herself and shared that she is very excited to help support the library and its patrons. Rochelle reported that Communication's Specialist, Katie Messerli and Early Literacy Librarian, Andrea Cleland have resigned. Director Kling referenced the Director's Report for additional personnel information.

Treasurer's Report- Ronald Dunworth, Treasurer

Ronald reported that the library is still on target with the budget. Income was received on the 2020 delinquent property tax and the interest on that tax as well.

Motion by Ron Clark, second by Frank Baszler, to accept the Treasurer's Report as presented for September 2021; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported that there is some new membership, and asks board members to join and participate with the Friends and Foundation. Rochelle gave an update regarding the author talk, and that they are working on where the author will visit and any associated events. Words of Windsor Bookshop might partner with Clearview Reads and do something for this event. The Friends and Foundation are registered with Colorado Gives and will be an option for donations on Colorado Gives Day. Rochelle said a part time Development Officer job will be posted in November. Rochelle said FriendsGiving, an event for members of the Friends and Foundation, is being held 11/6/21 at the Windsor-Severance Library.

Reports of the Liaisons

Town of Windsor: Scott Charpentier absent.

Town of Severance: Frank Baszler reported that they are working on budgets, new water treatment options for the future, water transportation and purchasing more water. Severance is working on sidewalks and roadways.

Weld RE-4 School District: Lance Nichols reported that the board is concentrating on the bond, and hopes that they can move forward after the vote. He attended the school board annual conference. Lance said there was a school board meeting last Monday night, 10/18/21.

Reports of Library Board Members

A Board of Trustees Special Meeting was held October 7, 2021 to approve the hiring of a Construction Manager at Risk firm. The Design Advisory group and ultimately the Board of Trustees chose Franssen Pittman General Contractors.

Old Business

- Approve Minutes of the September 30, 2021 Regular Board Meeting
 - Minutes were approved.
 - Motion by Ronald Dunworth, second by Frank Baszler, to approve minutes of the September 30, 2021 Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the October 7, 2021 Board of Trustees Special Meeting
 - Minutes were approved.
 - Motion by Ronald Dunworth, second by Ron Clark, to approve minutes of the October 7, 2021 Board of Trustees Special Meeting; motion passed unanimously.
- Board Openings for 2022 Update - Ronald Dunworth, Committee Chair
 - Ronald reported that 6 people applied, 2 of which are current board members.
 - Ronald announced that Jeromey Balderrama (3-year term) and Cole Gerstner (2-year term) will begin their Trustee roles 1/1/2022. Also, Vice-President Rochelle Brotsky (3-year term) will retain her position.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling reported that the entire committee attended the 10/7/21 meeting and they talked about the best way to get started. The next meeting will be Friday, 11/5/21 to begin discussing the program of each project.
 - Ronald Dunworth said that Dennis Humphries is a competent architect and he is looking forward to working with him.
- Update on the Director's Annual Evaluation - Ann Kling, Library Director

- Director Kling reported that revising the Director's annual evaluation is a work in progress and she has sought out information from Employers Council and the State Library.
- Director Kling, Kendra, and Rochelle will meet to further discuss the evaluation process.

New Business

- Item 1 - First Reading of the 2022 Clearview Library District Draft Budget, Ann Kling, Library Director
 - Director Kling began by talking about how the Clearview Library District is working hard towards handling the growth of the surrounding communities.
 - Director Kling's budget presentation was a slide show. She expressed how important the budget is to be able to do all the things that the library district does.
 - It was discussed that the Mill Levy has remained the same since 2001, and revenue for the library district is based on property tax, specific ownership tax, and other tax (less than 1%). Oil and Gas revenue has dropped, commercial and industrial went up a bit, residential has grown and exceeds commercial and industrial and oil and gas. Residential are the consumers of services.
 - A second reading of the 2022 budget will be at the regular Board meeting in November, and the budget will be adopted at the regular Board meeting in December.
- Item 2 - Internet Safety Policy - Bud Hunt, IT/Tech Services Manager
 - Bud talked about the safety policy and any edits/revisions made to it.
 - Questions were asked about some usage of the internet and were addressed.
 - Motion by Ron Clark, second by Frank Baszler, to accept the Internet Safety Policy; motion passed unanimously.
- Item 3 - Privacy Policy - Bud Hunt, IT/Tech Services Manager
 - Bud talked about the privacy policy, and brought attention to the Colorado State Law requiring the privacy of user records.
 - Conversation was held concerning the use of third-party services, and the library will help patrons understand their rights and how their data is used.
 - Motion by Ronald Dunworth, second by Ron Clark, to accept the Privacy Policy; motion passed unanimously.
- Item 4 - Quarterly Update on the Strategic Plan - Ann Kling, Library Director
 - Director Kling referenced the quarterly update on the Strategic Plan as presented in the board packet, posted on the website, and communicated to committee members. There were no questions at this time.
- Item 5 - Quarterly Update on the Director's Goals - Ann Kling, Library Director
 - Director Kling referenced the quarterly update on the Director's Goals as presented in the board packet. There were no questions at this time.

Executive Session

An Executive Session Pursuant to Section 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 a Sales Contract for a Parcel of Land Owned by the Town of Severance.



Board of Trustees Regular Meeting

October 28, 2021 • 5:30 p.m.

<https://clearviewlibrary.org/library-board>

Motion by Ronald Dunworth, second by Ron Clark, to go into executive session pursuant to C.R.S. § 24-6-402(4)(e)(I); motion passed unanimously at 7:34pm.
Frank Baszler was rescued during the Executive session.

Vice-President Rochelle Brotsky called the regular meeting of the library board back to order at 8:37pm.
Present: Vice-President Rochelle Brotsky, Treasurer Ronald Dunworth, Secretary Brian Lampe (joined by phone at 8:37 pm), Board Member Ron Clark, Attorney Garica, and Director Kling.

- Item 6 - Approve Contract to Purchase Land for a Branch Library in Severance - Ann Kling, Library Director and Ron Dunworth, Board Treasurer
 - Motion by Ron Clark, second by Ronald Dunworth, to approve Attorney Garcia to continue to negotiate the Contract to Purchase Land for a Branch Library in Severance; motion passed unanimously.

Upcoming Agenda

Discuss the Board's Annual Evaluation
Second Reading of the 2022 Budget

Adjourn

Motion by Ron Clark, second by Ronald Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 8:38pm.

Upcoming Meetings

- Long Range Planning Committee Meeting, November 3, 2021, 1:00 p.m. - Hybrid (Hybrid, via Zoom)
- Board of Trustees Regular Meeting, November 18, 2021, 5:30 p.m. – Hybrid (Hybrid, via 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.

2022 Clearview Library District Draft Annual Calendar for Board Meetings

January 27	Regular Meeting	Decide on posting location for public notices of meetings. Review public access to information (website) Election of Board Officers and Committee Members
February 24	Regular Meeting	Policy review
March 24	Regular Meeting	Director Submits Annual Report Policy review
April 28	Regular Meeting	Annual Review of Bylaws Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals
May 26	Regular Meeting	Policy Review
June 30	Regular Meeting	Annual Review of Investments Review Holiday Closures for 2023
July 28	Regular Meeting	Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Review population and housing data for the district
August 25	Regular Meeting	Audit Committee Reports to the Board Review Insurance Plans for 2023 Notify Towns and School District of Board Openings
September 29	Regular Meeting	Director to share budget and staffing assumptions for 2023 Discuss/agree on evaluation process for the Director Approve insurance plans for 2023 Report on Colorado Assn of Libraries Conference
October 6		Interviews of Board applicants Tentative
October 15		Board Receives the Draft Budget from the Director Draft Budget is posted to the website
October 27	Regular Meeting	First Reading of the Budget Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Director Provides Preliminary Goals for 2023 Director Evaluation Forms are Distributed
November 3		Working Session on the Budget - Tentative
November 17	Regular Meeting	Second Reading of the Budget

Plan Board Evaluation
Review and Adopt Board Calendar for 2023

December 8	Regular Meeting	Adopt the Budget, Certify the Mill Levy, Appropriate Sums of Money Director's Evaluation Finalize Director's Goals for 2023 Complete Board Evaluation
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AK 11/11/2021