

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

Personnel Report - Rochelle Brotsky, Vice-President

Treasurer's Report - Ron Dunworth, Treasurer

- No financial reports will be presented at this meeting. October financial reports will be presented at the December board meeting. November and December financial reports will be presented at the January 2023 board meeting.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Reports of the Liaisons

Reports of the Board Members

Old Business

- Approve Minutes of the October, 2022 meeting (Action)
- Further By-laws Revisions - William Garcia, Attorney (Action)
- 2nd Reading of the 2023 Budget - Ann Kling, Library Director (Information)

New Business

- Presentation on Annuities as Investment - Barry Eastman, High Point Financial Group, (Information)
- Director's 3rd Quarter 2022 Goals - Ann Kling, Library Director (Information)
- Director's Goals for 2023 - Ann Kling, Library Director (Information)
- Meeting Room Policy - Policy Committee (Possible Action)
- Crime Insurance - Ann Kling, Library Director (Information, Possible Action)
- Board Calendar for 2023 - Ann Kling, Library Director (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, December 8, 2022, 5:30 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.

DIRECTOR'S REPORT - October 2022

Districtwide Update - Director Ann Kling

Highlights

- The first of the building projects embarked upon as a result of the facilities plan adopted by the library board in April 2021 became a reality when the IT and Technical Services Departments, along with Manager Beth Gallinger, moved out of the Windsor Severance Library and into the Central Services building on Ash St. Most of the punchlist had been completed and the remaining items did not have an impact on the move.
- Duplicate items from the collection at the Windsor Severance Library have been moved to the Ash St. storage location. Items are available in the online catalog and can be requested by patrons and delivered the following day, Monday through Friday.
- The draft 2023 budget was released to the board and the public on October 14. The budget hearing was held at the regular meeting of the board on October 27. Revenue for 2023 is higher than in 2022 due to oil and gas and residential growth.
- The Friends and Foundation held a book giveaway on Saturday and Sunday, October 22 - 23. Over \$800 was collected in free-will donations from patrons who were excited to take away library discards.

Opportunities

- Director Kling and Financial/HR Specialist Erin Mitchell continues to work with consultants from the Employers Council on salary and benefits surveys.
- Design meetings for the remodel of the Windsor Severance Library, and the new library in the northern part of the library district continue.
- Brooke Kardos of Webmer released a Request for Qualifications for a furniture dealer to help select furniture for the Windsor Severance Library remodel. Responses are due in early November and a selection should be made mid-November.

Challenges

- The heat at the Ash St. Administrative Services building continues to be problematic. NOCO energy has been called and has tried two solutions. The furnaces may need to be replaced.
- Recording equipment in the large meeting room has not been functioning properly. Several board meetings have had sound quality issues and are not audible and therefore have not been posted after the meetings. New equipment has been selected but is on backorder.

Personnel

- A very lively workshop on "weeding," aka deaccessioning library items, was held on Friday, October 7. The workshop was conducted by staff from CLIC, the Colorado Library Consortium, and was held in person at the Windsor Severance Library. The staff was very

enthusiastic about the information presented and were ready to start right in on cleaning up the library collections.

- Employees were given a one-time cost-of-living payment in recognition of the high rate of inflation over the past year.
- Baby Awden Triz arrived earlier than expected. Nathan, his wife Madelyn, big brother Dawes and Awden are doing well.
- Makenna Kueny, Customer Service Lead, who started her career at Clearview Library District as a shelver, resigned to take a full-time position in her field of study. We wish her well and know she will be a stellar employee wherever she lands.

Board of Trustees Meeting Highlights - October 2022

- The First Reading of the 2023 Draft Budget was presented by Director Kling.
 - The Board approved a one-time cost-of-living adjustment for the staff due to inflation.
 - The Board approved changes to the by-laws.
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Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- In October, the library was made aware that Dolly Parton's Imagination Library, a program designed to promote early literacy, was funded and officially made available for Weld County residents. This program sends a free book every month to 0-5-year-olds that live in an eligible county. The funding was made possible through the United Way of Weld County and is expected to remain sustainable in the future. We have worked closely with Communications Specialist Christine Henschler to spread the word and educate our community about this amazing resource.
- Jennifer Bradley, Adult Services Librarian, proposed and helped facilitate *The Great Book Give-Away*, along with the generous help and time of our Friends and Foundation group. Due to the massive weeding project, the library has undergone to make room for the remodel, we found ourselves with thousands of deaccessioned titles. The give-away (donations for Friends and Foundation were encouraged) was a success, and we hope to have another one in December with the books that didn't go out the door the first time around.
- Our Mobile Services team attended two Halloween events (Windsor and Severance) in October and engaged with tons of people at both events. Overall, they talked and engaged with over 2200 community members between the two events!

Opportunities

- In October, we facilitated a new partnership with Cycling Without Age, a not-for-profit

organization that provides trishaw rides to those that cannot engage in riding a bike themselves due to mobility issues. CWA offered rides to registrants around Eastman Park. We also used this opportunity to place art projects from our monthly, all-ages Family Art Challenge around Eastman Park so that those riding the trishaw could help vote on and enjoy the art projects.

- We have resumed (put on pause during the pandemic) family-friendly BINGO and trivia programs. Family and Children Services Librarian Trisha Parsons and Adult Services Assistant Maria Mulreaney have partnered twice now to offer these family-friendly events. We plan to offer some of these programs at local schools and some at the library in order to provide the most access possible.
- In October, we were invited to Windsor Charter Academy's Innovation Night. We have been attending this annual event for several years, and the staff we send always report enjoying the event and making many important connections. We bring our tech toys and library information with us to share. We interacted with over 400 individuals at this event.

Challenges

- Our Mobile Services Supervisor was out sick for the last half of September and much of October. She contracted West Nile Virus and was very ill. We are overjoyed that she has now made a full recovery and is back at work. She is an invaluable member of our team and we were worried sick about her.

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

Highlights

- The Ash St. network was fully installed and configured on October 7th, giving the IT department time to test and troubleshoot before staff moved into the building. So far, everything has been working as expected with very minimal adjustments.
- Technical Service staff moved over to the newly finished Ash. St. Administrative building on October 14th. After a few days of adjustments and getting used to the new processes, staff have been business as usual with their new processes to get new materials on the shelf and into our patron's hands.
- The collection development weeding project is going very well and our first book give-away was a success. We have forged a partnership with Dreambooks, a local book recycler which will take any of our materials that aren't sold/given away at our book events. Vince Cameron, our new Acquisitions specialist, has been working with the selectors to streamline processes and help with our weeding process.

Opportunities

- Now that staff has fully moved into the new administration building, we are working hard to

identify any issues that may occur now that we are a two building system. This will help us in the future when we open the library branch in Severance.

- IT staff are testing software that would allow patrons and staff to schedule appointments with them easily online. This could potentially be used for both scheduling time with IT staff and resources such as laptops or docking stations.
- The sound bar for videoconferencing has been installed in the Ash St. conference room. IT staff are testing it out and creating instructions for staff to use it. We are looking at this technology for all of our medium-sized conference rooms at both Windsor Severance Library and the north branch in Severance if we find it useful and easy to use.

Challenges

- The IT department is currently down one employee, which makes it difficult to have coverage for all shifts. We are looking at on-call shifts and other ways to support the library as well as moving to two full-time IT Assistants.
 - The large meeting room at Windsor Severance Library continues to have sound issues. At the last Clearview Library District Board of Trustees Meeting, the Zoom Webinar recording once again had sound issues for online participants, and the recording sound was garbled. We continue to wait for the new equipment which is delayed by supply chain issues.
 - With the heating issues on the Manager/IT side of Ash St, the IT department is having a rough time adjusting to their new offices. As the outdoor temperature drops, the building is often around 55 degrees when staff arrive in the morning, leading them to primarily work at the Windsor Severance Library.
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Patrons Served			
Counts for Oct 2022	% Change from Sep 2022	% Change from Oct 2021	Sparklines (data since Jan 2019)
Library 11,475	9.46%	27.10%	
Bookmobile 2,835	98.25%	-20.21%	
Outreach 1,144	-51.30%	153.66%	
Total Patrons 15,454	8.36%	18.59%	

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

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

Circulation			
Counts for Oct 2022	% Change from Sep 2022	% Change from Oct 2021	Sparklines (data since Jan 2019)
Physical Circs 30,624	-1.17%	-0.91%	
Digital Circs 9,400	-1.78%	19.73%	
Database Usage 3,299	49.75%	67.46%	

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



Programs			
Counts for Oct 2022	% Change from Sep 2022	% Change from Oct 2021	Sparklines (data since Jan 2019)
Program Attendees 1,692	-15.23%	172.03%	N/A
Total Programs 97	56.45%	64.41%	
Waitlisted People 133	44.57%	478.26%	
Waitlisted Programs 23	-8.00%	155.56%	

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

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

Cardholders			
Counts for Oct 2022	% Change from Sep 2022	% Change from Oct 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,664	-1.37%	6.63%	
New Cardholders 206	-25.90%	9.57%	

Website Stats			
Counts for Oct 2022	% Change from Sep 2022	% Change from Oct 2021	Sparklines (data since Jan 2019)
Pageviews 20,880	-0.41%	15.77%	

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



October 2022 Usage Stats

Highlights:

- The bookmobile had its biggest patron count all year, thanks to high attendance at the Halloween Carnival.
- Database usage continued to grow due to high EBSCO usage for the second month in a row.
- The active virtual borrowers count remained higher than the same time last year.

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>

Draft Minutes (Unapproved)

Call to Order

President Kendra Adams called the meeting to order at 5:30 p.m.

Roll Call

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ron Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Town of Windsor Liaison Julie Cline, and Attorney William Garcia.

Absent: Trustee Alternate/Town of Severance Liaison Frank Baszler, Weld RE-4 School District Liaison Aaron Smith

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, and Financial/HR Specialist Erin Mitchell.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

No changes at this time.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling referenced the Director's Report. No questions at this time.
- Monthly Statistics
 - Director Kling referenced the Director's Report. No questions at this time.
 - Kendra expressed thanks to Ann for all that she does and Ron sent thanks to the staff, who have already moved into the Ash Street location, for doing it so efficiently.

Personnel Report - Rochelle Brotsky, Vice-President

Rochelle reported that there are no updates at this time.

Treasurer's Report - Ron Dunworth, Treasurer

Ron shared a slide presentation on the library district's budget history over the last 37 years, and where it is going. Ron described how Director Kling, staff, and board members (who have served over the years) have worked so hard toward meeting the community needs and its growth. Ron talked about the long term planning committee meetings and how those meetings helped to determine where and how to move forward with the needs of the community, and how to apply the budget to these points. Kendra added that this presentation showed how much money came out of reserves and that the library was able to pay 40% of the total expenditures out of reserves while also leaving money in the reserves.

Motion by Rochelle Brotsky, second by Jeromey Balderrama, to accept the Treasurer's Report as presented for September 2022; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported that the Friends and Foundation membership is growing. They have 115 members! Rochelle reported that the F&F received \$800.00, in at-will donations, from the free Book Give-Away event that was held 10/22-10/23/23 at the Windsor Severance Library. Rochelle reported that the Friendsgiving is coming up soon and that invitations have been sent out to members. Friendsgiving will be held at the Windsor Severance Library on 11/11/22. Rochelle updated on the F&F still considering moving money into Edwards Jones, and discussion is still being held about hiring a Director. F&F may postpone hiring a Director until there is a cause to raise money for.

Reports of the Liaisons

Town of Windsor: Julie Cline reported that there will be a sales tax decrease, due to paying off the CRC early. Julie reported on the 3F ballot measure and that if this were to pass then the new sales tax would be at 3.65%. Julie reported on the town's Comprehensive Plan being worked on over the next months, to be completed in 2024. Julie reported that the archery range and the artist mural are both completed. Julie also reported on upcoming town events, on the Future Legends Sports Complex, and on Howlers and Growlers.

Town of Severance: Frank Baszler absent.

Weld RE-4 School District: Aaron Smith absent.

Reports of the Board Members

Nothing to report at this time.

Old Business

- Approve Minutes of the September 29, 2022 Regular Board Meeting
 - Minutes were approved.

- Motion by Cole Gerstner, second by Rochelle Brotsky, to approve the minutes of the September 29, 2022, Regular Board Meeting; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling reported that the Administrative Services Building (Ash Street location) is currently being used by the IT and Technical Services Department. The Administrative staff are planning on moving into the building in November. The Administrative furniture and some office supplies are being donated by Wildlife Pharmaceuticals, LLC/ZooPharm, LLC. The Clearview Library District is thankful for this wonderful and large donation.
 - Director Kling reported on the Windsor library location renovation and that it is slated to begin on January 9, 2023.
 - Director Kling reported on the Severance location and on the public hearing that may be held in January. Director Kling also reported on the upcoming meeting at Severance Town Hall being held Tuesday, November 1, 2022. This meeting is an update on the architectural building plans. RATIO, Wember, and Director Kling will be present.
- By-Laws, Revisions as suggested at the September, 29, 2022, Regular Meeting of the Board - Ann Kling, Library Director
 - Attorney Garcia reported on the updates to the Bylaws of the Clearview Library District and that they are prepared.
 - Motion by Cole Gerstner, second by Jeromey Balderrama, to approve the updated By-Laws; motion passed unanimously.
- By-Laws, Discussion on Further Revisions - Ann Kling, Library Director
 - Cole discussed 4.2.1 regarding having a Trustee serve as the Chairperson of the Interview Committee. Cole added that if someone is not available to represent then the board may choose someone to fulfill the term of that vacancy.
 - Attorney Garcia will make these adjustments per the board and will present on these at the next board meeting.

Trustee Rochelle Brotsky left the meeting at 6:28 p.m.

- Further Discussion on Library District Investments - Ann Kling, Library Director
 - Director Kling reported on several options that Mr. Barry Eastman, of High Point Financial Group, can discuss further with the board. Ron talked more about these options and what they mean as an investment. Cole asked Attorney Garcia to investigate what funds can be used by Colorado law. Mr. Eastman will be invited to the November meeting.

New Business

- 2023 Draft Budget Hearing - Ann Kling, Library Director
 - Director Kling reported that this is the first reading of the 2023 budget, there will be a 2nd reading at November's meeting, and then adoption of the budget in December. Director Kling stated that the library always strives toward the mission and the vision of the library district, in everything it does – especially in programs and events.
 - Director Kling presented the budget with a slideshow. Prior to this meeting, Director Kling meets individually with board members about the budget.
 - Kendra expressed how well the Summer Reading Program went due in large part to Casey. Kendra thanked Ann and Chrissie for their work on the DOLA grant, and Kendra thanked Beth for her contributions since joining the district. Ron added that hiring more full-time staff is a good thing and he shared how much the board cares about the library's staff.
- Cost of Living Adjustment for Staff- Ann Kling, Library Director
 - Director Kling presented options to the board and board members held discussion on them. Director Kling was asked to give her recommendation.
 - The board came to an agreement to do a one-time payment that included Director Kling.
 - Motion by Ron Dunworth, second by Cole Gerstner, to approve the Cost of Living Adjustment, Option 2, for Staff and for Director Kling; motion passed unanimously.
- Additional Closings for 2022 - Ann Kling, Library Director
 - Director Kling reported that the Friends and Foundation would like to use the library for their Friendsgiving event, which would require the library to close an hour early on 11/11/22. Director Kling reported that the library Staff Day Committee is asking to close the library for the entirety of the day for this event. This all-day staff day training event is scheduled for Friday, 12/16/22.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the Additional Closings for 2022; motion passed unanimously.
- Hiring an Accountant - Ann Kling, Library Director
 - Director Kling reported that she and Ron believe it would be beneficial to have an Accountant for the library district, hired as a consultant. Ron and Ann will investigate hiring an Accountant and determining fees.

Upcoming Agenda

Trustee Survey

2nd Reading of the Budget

Director's 3rd Quarter Goals for 2022

Director's Goals for 2023

Meeting Room Policy

Adjourn

Motion by Cole Gerstner, second by Jeromey Balderrama, to adjourn; motion passed unanimously. The meeting adjourned at 7:23 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, November 17, 2022, 5:30 p.m. – Hybrid Meeting, Windsor Severance Library and Zoom.

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

DRAFT

**BYLAWS
OF THE
CLEARVIEW LIBRARY DISTRICT**

**ARTICLE 1
NAME**

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

**ARTICLE 2
COMPOSITION OF THE LIBRARY BOARD**

Section 1
Appointment of Trustees; Term of Trustees

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

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

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

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

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

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

Section 2
Salaries

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

Section 3
Removal

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

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

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

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

Section 4
Conditions for and Method of Selection of Trustees

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

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

4.1.2 Vacancies – Unexpired Terms. Trustees shall be chosen to fill the unexpired Term of a departing Trustee. [Upon resignation, death, or removal of a Trustee, an interview committee will be formed consisting of the remaining Library Board. The interview committee by a majority vote shall fill the vacancy for the remainder of the unexpired term. The procedure for selection of candidates shall follow Sections 4.3.1 through 4.3.6.2](#)

Section 4.2 Upon the creation of a Vacancy [under 4.1.1](#), the President of the Library Board shall notify the Library Board, the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, the Greeley City Council and the Clearview Library District Friends & Foundation that a Vacancy exists and that the Library Interview Committee (the “Interview Committee”) must be formed. The Interview Committee shall be selected as follows:

4.2.1 The Library Board shall appoint one of its currently serving Trustees to serve on the Interview Committee. [The appointee from the Library Board shall be the Chairman of the Interview Committee.](#)

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

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

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

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

4.2.6 The President of the Clearview Library District Friends & Foundation shall appoint a member of its board who resides in the Clearview Library District’s legal service area to serve on the Interview Committee. The appointee from the Clearview Library District Friends & Foundation will initially be a non-voting member of the Interview Committee, however, shall be elevated to a voting member in the event of a failure to appoint a total of five (5) voting members to the Interview Committee by the deadline to submit applications for the Vacancy or in the event that previously

appointed member of the Interview Committee is not available to participate in the interviews.

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

4.2.8 The President of the Clearview Library District Friends & Foundation shall appoint a second member of its board who resides in the Clearview Library District's legal service area to serve as a non-voting member, unless and until, after the Vacancy application deadline has passed, that there is an even number of voting members, the non-voting member may be elevated to a voting member by the Chairman of the Interview Committee.

Section 4.3 All Vacancies shall be filled as follows:

4.3.1 The Library Board will advertise that a Vacancy exists.

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

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

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

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

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

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

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

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

Section 4.4 The Interview Committee, [empaneled under Section 4.1.1 for any vacancy due to an expired term](#), will review the applications and select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

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

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

4.4.3 Appointees will take office as follows:

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

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

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

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

Section 5 Meetings

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

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

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

Section 5.4 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

Section 6 Quorum

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

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

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

Section 7 Powers and Responsibilities

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

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

Section 9
Proceedings

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

ARTICLE 3
OFFICERS

Section 1
Designation of Officers

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

Section 2
Terms of Officers

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

Section 3
Removal

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

Section 4
Vacancies

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

Section 5
President

The President shall, subject to the direction and supervision of the Library Board, be the principal executive officer of the Clearview Library District. The President shall preside at all meetings of the Library Board, shall sign any leases, deeds, mortgages, contracts, or other instruments which the Library Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board from time to time.

Section 6
Vice President

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

Section 7
Secretary

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

Section 8
Treasurer

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

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

**ARTICLE 4
LIBRARY DIRECTOR AND STAFF**

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

**ARTICLE 5
APPOINTMENT OF COMMITTEES, ALTERNATE TO THE BOARD**

Section 1
Appointment

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

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

Section 2 Standing Committees

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

2.1.1 The Audit Committee, which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.

2.1.2 The Long-Term Planning Committee, which may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board.

2.1.3 The Personnel Committee, which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) when such actions may create public attention, lead to legal action, or require changes to appropriated budget funds, as determined in the discretion of the Library Director.

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

Section 3 Advisory Nature

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

Section 4 Appointment of Alternate to the Board of Trustees

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

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

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

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

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

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

Section 5 Capital Committee

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

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

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

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

ARTICLE 6 ADMINISTRATIVE PROVISIONS

Section 1 Fiscal Year

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

Section 2
Amendment

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

Section 3
Construction

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

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

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

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

Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13, 07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21, 10/27/22



Budget Message – 2023 Draft Budget ***Clearview Library District***

October 15, 2022

Dear Clearview Library Board of Trustees and Clearview Library District Taxpayers:

It is my pleasure to submit to you our 2023 budget. This budget was prepared by the library director with input from the Clearview Library District administrative team.

In 2022, the library district embarked on three capital projects as outlined in the Facilities Plan adopted by the library board in April 2021. An office building in Windsor was purchased late in 2021. A building team was hired consisting of an owner's representative, an architectural design firm and a construction management firm. The architectural firm prepared a design which was approved by a building committee consisting of board members, administrative staff and the owner's representative. Work began on the project in August, 2022 and will be completed by the end of December, 2022. The design of a remodel for the Windsor Severance Library also began in 2022 and construction will begin in January, 2023. The third project, building a branch library in the northern part of the library district also began in 2022. The library district purchased land from the Town of Severance and the architectural team began designing the building. The site plan has been submitted to the Town of Severance Planning Dept. for review. To finance the library in Severance, the district obtained a lease from Glacier Banks which will fund a large portion of the project. A \$500,000 grant was also received from the Colorado Department of Local Affairs(DOLA). The remaining funds will come from the district's reserves.

The district will experience increased operating costs in 2023 with the addition of the administrative services building on Ash St., operation of a courier van and the increased costs of materials and supplies due to inflation. Staff salaries and benefits are also increasing as the district replaces some of the part-time positions with full-time positions with benefits in order to increase staff retention. Salaries and benefits have been added to the budget for the last quarter of 2023 for the branch library in Severance which is tentatively scheduled to open late in 2023.



Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The property assessment figure from Weld County for the 2023 budget cycle is \$ 1,604,147,993 which will generate \$5,688,308 in property tax revenue for the library district. Revenue from sources other than property taxes totals \$383,107. The total anticipated operating revenue for the Clearview Library District for 2023 is \$ 6,071,415. This is a 38% increase from 2022 revenue.

The lease funding obtained in 2022 from Glacier Banks, reserve funds, and a DOLA grant of \$500,000 will fund construction costs for the 10,000 sq. ft. branch in the northern part of the library district. Reserve funds will be used to fund the Windsor Severance Library renovation.

Highlights of Expenditures

Projected operating expenditures for 2023 are \$463,332 or 11% more than the 2022 budgeted expenditures. This increase can be attributed to the full year of the payment and interest on the lease for the branch library in Severance, increased staffing costs including higher health insurance costs, and increased operating costs for the administrative services facility.

Salaries and Related Expenses, \$2,980,647 or 63% of the district's projected expenditures is attributable to an increase in the number of full-time positions and increases in the cost of benefits. Part-time positions were converted to full-time positions to increase staff retention rates.

Materials, \$411,500 or 9% of the projected expenditures. The library district continues to see an increase in the use of ematerials and streaming services. The branch in the northern part of the district will increase the number of books and other materials to be purchased.

Lease Payment, \$356,622 or 8%of the projected expenditures. This is the annual payment plus interest on the lease to fund the construction cost of a branch library in the northern part of the library district. The lease will be paid off in 2041 and may be paid off earlier if funding allows.

IT, \$213,750 or 4% of the projected expenditures. Having 2 facilities and a third by the end of 2023 will increase IT costs.



Clearview Library District 2023 Draft Budget

	2022 Budget	Projected 2022	2023 Budget
Revenue			
Property Tax	\$ 4,155,604	\$ 4,081,786	\$ 5,688,308
Specific Ownership Tax	\$ 210,000	\$ 247,450	\$ 230,000
Other Income	\$ 22,914	\$ 194,692	\$ 153,107
Total Operating Revenue			
Total Operating Revenue	\$ 4,388,518	\$ 4,523,928	\$ 6,071,415
Expense			
Bookmobile	\$ 19,500	\$ 16,616	\$ 22,000
IT	\$ 187,150	\$ 226,661	\$ 213,750
Materials	\$ 398,000	\$ 282,894	\$ 411,500
Operating Expenses	\$ 519,203	\$ 385,064	\$ 500,625
Programming	\$ 59,000	\$ 50,102	\$ 60,000
Public Relations	\$ 98,400	\$ 25,844	\$ 98,400
Salaries and Wages	\$ 2,015,268	\$ 1,614,479	\$ 2,291,672
Benefits	\$ 569,982	\$ 431,724	\$ 688,975
Professional Development	\$ 14,000	\$ 14,526	\$ 24,600
Capital	\$ 45,000	\$ 2,041	\$ 83,707
Lease Payment - Branch	\$ 363,015	\$ 270,393	\$ 356,622
Total Operating Expense			
Total Operating Expense	\$ 4,288,518	\$ 3,320,343	\$ 4,751,850
Total Capital Expense			
Total Capital Expense	\$ 8,530,003	\$ 1,698,810	\$ 8,683,478
Total Expense			
Total Expense	\$ 12,818,521	\$ 5,019,153	\$ 13,435,328
Branch Lease - Glacier Banks			
Branch Lease - Glacier Banks	\$ 5,686,076	\$ 5,165,294	\$ 5,165,294
DOLA Grant			
DOLA Grant			\$ 500,000
Transfers			
Transfer from Reserves	\$ 2,643,927	\$ 495,225	\$ 1,698,619
Transfer to Reserves	\$ 100,000	\$ -	\$ -
Net Income			
Net Income	\$0	\$0	\$0



The public is invited to attend the budget hearing for the 2023 budget at 5:30pm, October 27, 2022 at the regular meeting of the library board.

Respectfully submitted,
Ann Kling, Library Director
October 14, 2022



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: November 17, 2022

Re: Director's 3rd Quarter 2022 Goals

Item 5.2: New Business

Background / Discussion

Each year the library director sets goals for the following year. The Board approves the Trustees' goals at the December board meeting.

Attachments

Director's 2022 Goals - 3rd Quarter Update



Clearview Library District

Director's Goals – 2022 – Third Quarter Update, Nov. 17, 2022

1. Ash St. Central Services Hub. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the building renovation and move administrative, IT, and technical services staff into the building by Summer, 2022.

The IT/Technical Service Staff and IT/Technical Services Manager, Beth Gallinger, moved into the building in October, 2022. The rest of the Administrative Staff will be moving into the building the week of Nov. 21.
2. Renovation of the 3rd St. Library. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the renovation design by June, 2022. Continue working with the team to complete the renovation by Jan. 1, 2023.

The renovation of the 3rd St. Library hit some snags with the retirement of principal architect, Dennis Humphries. The project is back on track and is scheduled to begin on Jan. 7, 2023. An RFQ was released by Wember for a furniture dealer. A selection has been made and a meeting scheduled for the week of Nov. 14. The library doors will be closed for 3 weeks (online services, curbside pickup, and limited access to the bookmobile will be available) while the bulk of the construction work will be done. The project is anticipated to take 6 to 8 weeks.
3. Branch in Severance. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, the Building Committee, and representatives of the community in Severance to complete the design of the building, apply for permitting and prepare for a ground-breaking in the Fall of 2022.

The site plan has been submitted to the Planning Dept. at the Town of Severance. Questions from the Planning Dept. have been referred to Ratio for response. Once the plan is approved, construction drawings will be done and work on the interior design will continue. The ground-breaking is expected to take place in the Spring of 2023. The building is anticipated to open in December, 2023.
4. Strategic Plan, 2023 - 2025. Work with the Internal Strategy staff team to formulate a plan for completing a strategic plan and begin gathering information to develop the plan by July, 2022.

A plan has been put in place. Beth Gallinger has held preliminary input meetings with staff, asking the question, "What would you like the library to accomplish in the next few years? The Management team has been pressed for time with the building projects and will dedicate time to the strategic planning process in January, 2023.

5. Coach and support my direct reports, providing clear expectations and meaningful feedback throughout the year. Survey staff to measure results.

A 360 evaluation is in the works for the Director's annual evaluation to take place at the December meeting of the board. While the survey is anonymous, the management team, administrative support team and supervisors are given a separate group of questions about the director's performance. Throughout the year regular Administrative meetings are held and my door is open to the team at all times.

6. Examine staffing levels in all library departments and make adjustments as needed throughout the year. Survey staff to determine satisfaction levels.

Staffing has been adjusted and part-time positions have been converted to full-time positions in the Customer Service, IT, and Mobile Services Departments. A separate survey has not been taken, however, the 360 Evaluation should reflect staff satisfaction or dissatisfaction.

7. Review staff benefits with a team of staff and the Personnel Committee and make recommendations for changes by Sept. 2022.

Financial/HR Specialist, Erin Mitchell and I have been working with Employer's Council on a Benefits Study. Once the study is complete we will be taking it to a staff committee and the Board's Personnel Committee to gather feedback.

8. Continue to work with the Long Range Planning Committee to monitor growth in the district, build relationships and identify opportunities for the future.

The Long Range Planning Committee did not meet in 2022. The members of the Committee were heavily involved in the Building Committee meetings. The Committee will begin meeting again in 2023.

9. Revise the job description for Office Manager and hire by mid-year.

The Office Manager position was filled mid-year.

November 17, 2022



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: November 17, 2022

Re: Director's Goals for 2023

Item 5.3 New Business

Background / Discussion

Each year the library director sets goals for the following year. The goals are approved by the Board of Trustees at the December meeting of the Board.

Recommendation(s)

The Director welcomes input from the Board on additional goals for 2023.

Attachments

Director's Draft Goals - 2023



Clearview Library District Director's Draft Goals - 2023

1. Renovation of the 3rd St. Library. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the renovation by March, 2023.
2. Branch in Severance. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, the Building Committee, and representatives of the community in Severance to complete the building project by December, 2023.
3. Strategic Plan, 2023 - 2025. Work with the Strategic Planning Committee and staff to complete the strategic plan by April, 2023.
4. Coach and support my direct reports, providing clear expectations and meaningful feedback throughout the year. Survey staff to measure results.
5. Begin meetings of the Long Range Planning Committee to monitor growth in the district, build relationships and identify opportunities for the future.

November 17, 2022



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Director

From: Policy Committee

Date: November 17, 2022

Re: Meeting Room Policy

Item 5.4: New Business

Background / Discussion

The district has had a Meeting Room Policy for many years. Minor changes have been recommended to the current policy. The policy has been reviewed by the Policy Committee. The library district's attorney will provide input at the board meeting.

Recommendation(s)

The Policy Committee recommends the adoption of the Meeting Room Policy as revised.

Attachments

Working product documents will be distributed to board members at the meeting.



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: November 17, 2022

Re: Crime Insurance

Item 5.5 New Business

Background / Discussion

In the process of adopting revised financial policies earlier in 2022, the issue of bonding or crime insurance was raised. The library district has received a quote from Flood and Peterson, the district's insurance broker, for consideration at the November board meeting.

Budget Considerations

There are funds available to add crime insurance to the district's insurance policies.

Recommendation(s)

The Director recommends approval.

Attachments

A Work Product Document will be distributed to the Library Board.



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: November 17, 2022

Re: Board Calendar for 2023

Item 5.6: New Business

Background / Discussion

At the November meeting of the Board, the Board sets the dates for meetings and potential agenda items for the next year.

Recommendation(s)

The Director recommends adoption with any suggested changes.

Attachments

Draft Board Calendar for 2023

2023 Clearview Library District Draft Annual Calendar for Board Meetings

January 26	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 23	Regular Meeting	Policy review
March 30	Regular Meeting	Director Submits Annual Report Policy review
April 27	Regular Meeting	Annual Review of Bylaws Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Policy Review
May 25	Regular Meeting	Policy Review
June 29	Regular Meeting	Annual Review of Investments Review and Approve Holiday Closures for 2024 Policy Review
July 27	Regular Meeting	Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Review population and housing data for the district Policy review
August 31	Regular Meeting	Audit Committee Reports to the Board Notify Towns and School District of Board Openings Policy Review
September 28	Regular Meeting	Director to share budget and staffing assumptions for 2024 Discuss/agree on evaluation process for the Director Report on Colorado Assn of Libraries Conference
October 5		Interviews of Board applicants Tentative

2023 Clearview Library District Draft Annual Calendar for Board Meetings continued

October 15		Board Receives the 2024 Draft Budget from the Director Draft 2024 Budget is posted to the website
October 26	Regular Meeting	First Reading of the Budget/Budget Hearing Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Director Provides Preliminary Goals for 2024
November 16	Regular Meeting	Second Reading of the Budget President Distributes Board Evaluation Forms Review and Adopt Board Calendar for 2024
December 7	Regular Meeting	Adopt the Budget, Certify the Mill Levy, Appropriate Sums of Money Director's Evaluation Finalize Director's Goals for 2024 Complete Board Evaluation