

AGENDA

Call to Order

Roll Call

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Public Input

[In Person]

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

[Zoom]

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

Director's Report - Ann Kling, Library Director

- Communication
- Monthly Statistics

Follow Up Questions to Board/Liaison Reports

Treasurer's Report - Ron Dunworth, Treasurer

Friends & Foundation Report - Rochelle Brotsky, Trustee

Old Business

- Approve Minutes of the March 23, 2023, Work Session (Action)
- Approve Minutes of the March 30, 2023, Regular Board Meeting (Action)
- Approve Minutes of the April 6, 2023, Joint Work Session of the Board and the Friends and Foundation Board (Action)
- Facilities Update - Ann Kling, Library Director (Information)

New Business

- Approve increase in charges for Owner's Representative- Ann Kling, Library Director (Action)
- Bookmobile Policy Review- Jeromey Balderrama, Chair, Policy Committee (Action)
- Postings, Promotional Materials, Displays and Exhibits Policy Review - Jeromey Balderrama, Chair, Policy Committee, (Action)
- Security Measures for the Clearview Library District - Ron Dunworth, Board Treasurer (Information)
- Quarterly Update on the Director's Goals, Ann Kling, Library Director (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, May 25, 2023, 5:30 p.m. – Windsor Severance Library and Zoom

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

DIRECTOR'S REPORT - March 2023

Districtwide Update - Library Director Ann Kling

Highlights

- On Monday, March 6, Workplace Resources delivered new furniture to the Windsor Severance Library. It took most of the week to assemble and set the furniture in place. By Monday, March 13, the library was ready for patrons to come in and enjoy the furniture and new spaces created in the remodel. While everything was not yet complete, staff and contractors continued to add details that enhance the user experience.
- On Friday, March 10, Public Services Manager, Casey Lansinger-Pierce, IT/Technical Services Manager Beth Gallinger, and Director Ann Kling, along with Owner's Representative, Brooke Kardos, visited two furniture company showrooms in Denver to view furniture for the library in Severance.
- Interviews of Board Candidates were held at a public meeting of the board on Monday, March 6 at an open meeting of the board. An opening on the board was created by the resignation of Cheryl Brown, who was appointed to the Board in the Fall of 2022. Five candidates were interviewed. Kendra Adams was selected. Her appointment was sent to the Boards of the Towns of Windsor and Severance, the Greeley City Council, and the Weld RE4 School Board for ratification.

Opportunities

- A work session of the Board was held on Thursday, March 23, IT/Tech Services Manager, Beth Gallinger led the board through a Strategic Planning Exercise. The management staff will now compile all of the information gathered from staff and the board and convene a strategic planning committee.
- On Saturday, March 25, Board Members received board training from Sharon Morris and Kieran Hixon from the Colorado State Library.
- The kickoff meeting for Owner, Architect, and Construction meetings on the branch in Severance was held on Tuesday, March 28. It was the first of many OAC meetings that will be held until the branch in Severance is completed.
- Director Kling submitted an application to Senators Hickenlooper's and Bennett's offices for Congressionally Directed Spending funds to assist in funding the library in Severance.

Challenges

- Work continues on gathering the final documents needed to submit the final site plan to the Severance Planning Department.

Personnel

- On Friday, March 3, in place of an All Staff monthly meeting, all staff who had not previously seen the Administrative Services Building were invited for a tour.
 - Early Literacy Librarian Nancy Milliken requested sick leave.
-

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

Highlights

- The public services team resumed in-library programming in early March after being on hiatus for two months due to the Windsor-Severance Library remodel.
- Our children's department staff - specifically Becca Sharp, Nancy Milliken, Trisha Parsons, and Amy McFadden - dedicated much of their time in March ensuring our children and teen spaces were in perfect shape after the remodel. They found toys for our early literacy play space -- cleverly called Clearview Campground -- that align with the outdoor/camping theme; they purchased new games for the Stargazer's Station area (for ages 7+); and they decked out the teen video game room with lights and a neon 'Game On' sign. We've been excited to welcome our community into these newly imagined spaces.

Opportunities

- Amy McFadden hosted her first teen video game night in our new teen video game room. IT Assistant, Tyler Mooney, assisted Amy with technical needs and even printed 3D trophies for the winners of the tournament. On April 17, we will officially open up video gaming to all teens visiting the library. We hope this space is a huge draw for ages 12-18 visiting the library.
- Several children's services team members attended the annual CATS workshop (Children and Teen Services) at Loveland Public Library. This workshop provides our team with hands-on learning opportunities and provides an opportunity for staff to network with children's services professionals from other libraries.
- Several of our children's services staff participated in Tozer Elementary's Read Across America Day. This day -- celebrated annually on Dr. Suess' birthday -- encourages children to read at school throughout the day. We have participated in this event over the last few years, and we love being a part of promoting literacy.
- Jennifer Bradley is currently reaching out to neighboring library districts to inquire about homebound services. We are determining if there is a need in our community and if this is a service we could feasibly offer in the future.
- Our mobile services staff attended a vendor and resource fair at the 55+ Resort (where we also feature a weekly and very popular bookmobile stop). The fair connected seniors with community resources; we promoted library services and the bookmobile schedule, and we signed a few residents up for a library card.

Challenges

- With our Early Literacy Librarian out on medical leave, we've found ourselves scrambling to get her many programs and services covered. Our staff, as usual, have been flexible and incredibly helpful with pitching in and helping out. Becca Sharp, Children's Librarian II, has gone above and beyond to cover early literacy efforts.

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

Highlights

- The IT team taught 4 one-hour-long Tech Time classes at 55 Resort Apartments. Classes were taught on smartphones, tablets, cybersecurity, and library tech tools. Each IT staff member, Jesse Feavel, Diane Cabrera, Tyler Mooney, and Beth Gallinger, took a topic and joined mobile services to teach a class. Communications Specialist Christine Henschler from the communications department took the session on the 5th week and presented on social media platforms and best practices. We look forward to more partnerships to increase our community involvement!
- All public workstations, including internet and catalog computers, are back in service for patron use. IT staff have worked hard at cable management and getting everything ready for the grand reopening of the Windsor-Severance Library.
- Staff huddle room AV bar installation and Large meeting room AV upgrade have both been completed. Both of these systems are meant for staff and patrons to set up presentations or online meetings with ease. We will spend the month of April assessing these systems for any necessary adjustments, and our AV vendor, Rockfan, will be back to make any changes we need in May.

Opportunities

- The Discovery layer committee met for the first time and started working on requirements for a discovery tool that will change how patrons and staff search for library materials, events, and online tools. Now that we have defined and agreed upon criteria, we will be demoing three different discovery layers and evaluating them. We have a goal of implementing this tool in 2024.
- We made progress at moving services from an old server at the Windsor Severance Library and are close to decommissioning another old server that is at end of its life. We have one last service to move: our print server, which is planned to be fixed by May 1 in conjunction with our staff computer refresh/updates.

Challenges

- We had an internet outage at Ash St, which resulted in taking system-wide functions out. We are working on a better backup plan for these types of outages and looking to see how they can be prevented.
- The Weld RE4 school district would like to make changes to how often they send student information and make the process better. We have discovered that there is no agreement in

place between the two entities and would like one in place so that we can be sure to have policies and procedures to match student data privacy laws. Beth Gallinger will get in touch with Bill Garcia to talk through what needs to be done next.

- The game cubes that maintain inventory and check out video games to patrons have been especially problematic since the remodel. Circulation staff and patrons are very frustrated with the issues and no longer expect the machines to function properly. IT staff have been working with Lat Corp, the game cube vendor, to figure out the next steps and if any replacements need to be made.
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March 2023 Usage Stats

Key Takeaways:

- Patron counts are slowly moving back towards normal, though construction still deterred most visitors in March.
- Physical circulation and active borrowers made a huge recovery. With automatic renewals in play again, circulation returned to normal.
- The virtual library remains popular, with a high amount of digital circulations and the highest count of active virtual borrowers ever.

About the Dashboards:

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

About the Metrics:

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

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

Patrons Served			
Counts for Mar 2023	% Change from Feb 2023	% Change from Mar 2022	Sparklines (data since Jan 2019)
Library 3,785	26.89%	-61.55%	
Bookmobile 977	255.27%	53.38%	
Outreach 435	-17.92%	No data	
Total Patrons 5,197	37.20%	-50.41%	

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

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

Circulation			
Counts for Mar 2023	% Change from Feb 2023	% Change from Mar 2022	Sparklines (data since Jan 2019)
Physical Circs 31,324	306.07%	-0.51%	
Digital Circs 10,699	8.26%	31.57%	
Database Usage 1,982	0.81%	21.30%	

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



Programs			
Counts for Mar 2023	% Change from Feb 2023	% Change from Mar 2022	Sparklines (data since Jan 2019)
Program Attendees 1,659	28.60%	80.13%	N/A
Total Programs 98	38.03%	63.33%	
Waitlisted People 51	-3.77%	27.50%	
Waitlisted Programs 15	15.38%	50.00%	

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

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

Cardholders			
Counts for Mar 2023	% Change from Feb 2023	% Change from Mar 2022	Sparklines (data since Jan 2019)
Active Cardholders 5,064	50.89%	15.01%	
New Cardholders 317	12.41%	-7.58%	

Website Stats			
Counts for Mar 2023	% Change from Feb 2023	% Change from Mar 2022	Sparklines (data since Jan 2019)
Pageviews 23,446	24.25%	68.31%	

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



Liaison Reports - April 2023

Town of Windsor, Julie Cline, Town Board

Windsor Catalytic Converter DIY Theft Prevention Kit - Presented by Windsor Police Department

Saturday, May 13, 2023, 8am-noon, at the Windsor Police Department, 200 N. 11th Street, Windsor, CO. Windsor Residents Only.

Windsor Police are partnering with the Colorado Auto Theft Prevention Authority (CATPA) to host a free Catalytic Converter DIY Theft Prevention Kit giveaway event on Saturday, May 13 (rain or shine), 8am to noon, at the Windsor Police Department.

On the day of the event, be prepared to bring your vehicle registration for each anti-theft kit you are requesting so it can be registered back to your vehicle. The event is a drive-through event, so participants should plan to pull through the police department roundabout to receive their kit. Once home, residents will use the easy-to-follow etching instructions.

This event is FOR WINDSOR RESIDENTS ONLY.

Windsorgov Mobile App Launch - Download on the App Store

Once in the app, users will have access to things like Windsor news, utility payments, program registration, and more. This app was created to give users an easy to use experience with access to online services in one place. Residents can search for job opportunities with the town, access agendas and minutes as they are released, and report a concern. Residents can also be notified through the app with important town happenings.

Pool Passes

Chimney Park Pool passes are half off now through Friday, May 5, 2023. Discounted pricing is \$225 per family of 4, \$35 per child 5 and under, \$57.50 per child ages 6-17, \$65 per person 18 and over, and \$60 per person ages 50 and over. Chimney Park Pool passes will go back to regular pricing Saturday, May 6.

Chimney Park Pool Opening Weekend

May 27, 2023 - May 28, 2023, at Chimney Park Pool, 421 Chimney Park Dr, Windsor, CO.

Spring Clean-Up Event

May 12 & May 13, 2023, 9:00 AM - 3:00 PM at the Windsor Public Services Campus, 922 15th St, Windsor, CO.

Join Windsor Utilities in participating in the 2023 Spring Clean Up event! Windsor Utility customers are invited to attend the event at no additional cost held at the Public Services facility located at



922 N. 15th St. An original voucher is required in order to participate and can be found on the back page of the spring Windsor Matters magazine mailed to all Windsor residents.

Mother's Day at Treasure Island

Sunday, May 14, 2023 from 1:30 to 3:30pm at Treasure Island Garden.

Treat Mom to Windsor's beautiful little garden! Come to Treasure Island and enjoy an educational tour around the garden with one of our awesome volunteers. The lovely flowers will bring a smile to her face on her special day!

Park Improvements

Boardwalk Playground and Covenant Park are getting facelifts, work to be completed by the first of May

Wing Shack will be moving to the old Lonesome Buck building

Hwy 392 Widening should be complete by the end of April

Town of Severance, Frank Baszler, Town Council

Weld RE4 School District, Ray Ruth, Board Member

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of March 31, 2023
Mar 31, 23

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	85.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	1,853,139.96
1034 · Colo Trust Gen Fund Res 8005	2,139,948.45
1038 · Colo Trust Operating Fund 8003	1,800,296.13
1040 · Colo Trust Capital Fund-8001	1,162,679.86
1053 · Bank of Colorado--Checking	175,408.69
1054 · Bank of San Juans, Glacier FB	5,165,294.18

Total Checking/Savings	12,297,285.97
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Accounts Receivable

1200 · Accounts Receivable	527.66
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Total Accounts Receivable	527.66
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Other Current Assets

1150 · Delinquent Property Tax	62.11
1151 · Current Prop. Taxes Rec.	4,652,026.00
1170 · Prepaid Expenses	30,064.01

Total Other Current Assets	4,682,152.12
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Total Current Assets	16,979,965.75
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Other Assets

1250 · Land	1,047,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,926,855.88
1270 · Furniture and Equipment Asset	829,671.37

Total Other Assets	5,951,007.25
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TOTAL ASSETS	<u>22,930,973.00</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	103,599.19
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Total Accounts Payable	103,599.19
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Other Current Liabilities

2100 · Fed W/H. Taxes Payable	10,737.65
2101 · Payroll Liabilities	39,416.36
2110 · Pera Payable (Employee)	-10,482.98
2111 · Pera Payable (Library)	-13,226.79
2112 · Employee Health Insurance Payab	12,089.35
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	-1.16
2200 · Deferred Revenue - Property	4,652,026.00
2210 · Deferred Revenue - Grant	-0.01

Total Other Current Liabilities	4,690,159.34
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Total Current Liabilities	4,793,758.53
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CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of March 31, 2023

Mar 31, 23

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	10,832,112.96
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	9,775,787.91
Net Income	-47,710.87
Total Equity	<u>12,098,860.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>22,930,973.00</u></u>

Clearview Library District Treasurer's Report

Mar-23

Current Assets

Checking/Savings/Cash	2/28/2023	3/31/2023	Change +/-
1010 · Petty Cash	\$ 85.40	\$ 85.40	\$ -
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 2,117,746.38	\$ 1,853,139.96	\$ (264,606.42)
1034 · Colo Trust Gen Fund Res 8005	\$ 2,131,136.11	\$ 2,139,948.45	\$ 8,812.34
1038 · Colo Trust Operating Fund 8003	\$ 2,061,277.25	\$ 1,800,296.13	\$ (260,981.12)
1040 · Colo Trust Capital Fund-8001	\$ 1,157,891.91	\$ 1,162,679.86	\$ 4,787.95
1053 · Bank of Colorado--Checking	\$ 120,708.34	\$ 175,408.69	\$ 54,700.35
1054 - Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 5,165,294.18	\$ -
Total Checking/Savings	\$ 12,754,572.87	\$12,297,285.97	\$ (457,286.90)
February 2023 Close	\$ 12,754,572.87		
March 2023 Close	\$ 12,297,285.97		
Month To Month Change	\$ (457,286.90)		

**Clearview Library District
March Income Statement**

	Sum of Mar 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	\$ 242,967	\$1,356,088	\$5,736,273	24%
Specific Ownership Tax	\$ 21,569	\$59,272	\$230,000	26%
Other Income	\$ 27,725	\$79,256	\$153,107	52%
Total Operating Revenue				
Total Operating Revenue	\$ 292,261	\$1,494,617	\$6,119,380	24%
Expense				
Bookmobile	\$ 337	\$3,061	\$22,000	14%
IT	\$ 6,486	\$45,481	\$213,750	21%
Materials	\$ 28,191	\$78,518	\$411,500	19%
Operating Expenses	\$ 22,725	\$116,797	\$391,494	30%
Programming	\$ 6,790	\$13,717	\$50,000	27%
Public Relations	\$ 2,245	\$6,644	\$25,000	27%
Salaries and Wages	\$ 166,866	\$504,748	\$2,139,864	24%
Benefits	\$ 46,146	\$135,592	\$705,608	19%
Professional Development	\$ 174	\$4,392	\$32,500	14%
Capital	\$ 1,202	\$1,202	\$83,707	1%
Lease Payment - Branch		\$0	\$356,622	0%
Total Operating Expense				
Total Operating Expense	\$ 281,161	\$910,153	\$4,432,045	21%
Total Capital Expense				
Total Capital Expense	\$ 179,573	\$1,262,457	\$8,683,478	15%
Total Expense				
Total Expense	\$ 460,734	\$2,172,610	\$13,115,523	17%
Branch Lease - Glacier Banks				
Branch Lease - Glacier Banks		\$5,165,294	\$5,165,294	100%
DOLA Grant				
DOLA Grant			\$500,000	0%
Transfers				
Transfer from Reserves		\$495,225	\$1,747,909	28%
Transfer to Reserves		\$0	\$0	
Net Income				
Net Income	(\$168,473)	-\$182,768	\$0	

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the work session was called to order at 6:03 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, and Trustee Rochelle Brotsky

Staff: Library Director Ann Kling, IT & Tech Services Manager Beth Gallinger, Office Manager Natalie Wagner

New Business

- Strategic Planning - Beth Gallinger, IT & Tech Services Manager (Information)
 - The board participated in a brainstorming session led by Beth. The board shared their future objectives, thoughts, and excitement of where the library district may be in 2025.

Adjourn

The working session adjourned at 7:37 p.m.

Upcoming Meetings

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

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

Draft Minutes (Unapproved)

Call to Order

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

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth (via Zoom), Secretary Lisa Gagliardi (via Zoom), Trustee Rochelle Brotsky (joined the meeting at 5:39 p.m.), Town of Severance Liaison Frank Baszler (via Zoom), Weld RE-4 School District Liaison Raymond Ruth, and Attorney William Garcia

Absent: Town of Windsor Liaison Julie Cline

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, Financial/HR Specialist Erin Mitchell, IT Assistant Jesse Feavel, Mobile Services Supervisor Katie Northern, and Children's Services Librarian II Becca Sharp

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Nothing at this time.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling referenced the Director's Report and asked if there were any questions. There were none at this time.
 - Director Kling read aloud a letter addressed to her and Casey from Children's Services Assistant Foster Hepler. Foster expressed thanks and appreciation for communication and direction from them throughout the Windsor Severance Library renovation project.
- Monthly Statistics
 - Director Kling reported that some circulation statistics were still low due to the renovations, and predicts stats will rise once the work is completed.

Follow Up Questions to Board/Liaison Reports

Director Kling and Board President, Jeromey Balderrama reminded liaisons and board members to submit their reports to Director Kling by the Thursday of the week prior to a regular board meeting.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported on the budget and a plan to start paying invoices for the Severance library out of the DOLA Grant funds.

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

Friends & Foundation Report - Rochelle Brotsky, Trustee

Rochelle reported that the Sip, Swap, and Shop was a successful event for both the Friends and Foundation and Words of Windsor. The Friends have another event, Wigwam Tea Room, a look at Estes Park history featuring Ann Wolfrom. April 22nd at the Arts & Heritage Center in Windsor. Rochelle also noted that the Friends are working on getting a presence at this year's Harvest Fest.

Old Business

- Approve Minutes of the February 23, 2023 Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve Minutes of the February 23, 2023 Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the March 6, 2023 Special Meeting of the Board
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Lisa Gagliardi, to approve Minutes of the March 6, 2023 Special Meeting of the Board; motion passed unanimously.
 - Jeromey announced that Lisa Gagliardi can vote at this time and throughout the rest of the meeting.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling reported on final installs at the Administrative Services Building and updated on lighting, whiteboards, shelving, and final touches at the Windsor Severance Library.
 - Christine reported on the Windsor Severance Library Grand Re-opening celebration to be held Sunday, April 23, 2023 at 1:30-3:00 p.m. Refreshments will be served in the Pikes meeting room.
 - Director Kling reported that the Severance library will be on the agendas of the Severance Planning meeting Wednesday, April 19, 2023 and the Severance Town Board meeting Tuesday, May 9, 2023.
- Board Member Appointment Update - Ann Kling

- Director Kling reported that Kendra Adams was ratified by the Town of Windsor and the Weld RE-4 School Board has the ratification on their agenda for Monday, April 17. Severance and the City of Greeley have not set a date for the ratification to be on their agendas.
- Director Kling and President Balderrama will be meeting with Town of Severance Mayor Matthew Fries Tuesday, April 4, 2023 at 10:00 a.m.

New Business

- Social Media Policy - Jeromey Balderrama, Board President
 - Director Kling reported that the Policy Committee made some edits to the policy.
 - Motion by Ron Dunworth, second by Cole Gerstner, to accept the Social Media Policy; motion passed unanimously.
- Teen Space Policy - Jeromey Balderamma, Board President and Casey Lansinger-Pierce, Public Services Manager
 - Casey reported on this brand new policy, due to creating a dedicated Teen space in the renovation of the Windsor Severance Library. Becca followed up with additional comments in regards to having a new Teen space. The board asked questions that both Casey and Becca addressed.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Teen Space Policy with the change of legal advocate to legal guardian; motion passed unanimously.
- Bookmobile Replacement - Katie Northern, Mobile Services Supervisor
 - Director Kling reported that Katie's presentation is for informational purposes. The presentation will help to determine future planning for mobile services at Clearview Library District.
 - Katie spoke of the bookmobile serving the community, stats, current bookmobile operations, potential options for future bookmobile (replacement of existing bookmobile), and what it would take to do some updates on the current bookmobile.
 - The board had some comments and asked questions and Katie addressed them

Upcoming Agenda

Joint Work Session
Annual Review of the By-laws
Quarterly Update on Director's Goals
Policies

Adjourn

Motion by Cole Gerstner, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 6:51 p.m.

Upcoming Meetings

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

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the work session to order at 6:02 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, and Trustee Rochelle Brotsky

Clearview Library District Friends and Foundation Board: Co-Presidents Joann Perko and Beth Jackson, Treasurer Tami Bothwell, and Jenny Whittington

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, and Office Manager Natalie Wagner

Review of Agenda

No changes at this time.

Cole noted that there is a library board trustee vacancy tonight due to the slowness of the ratification process.

New Business

- Introductions
 - Director Kling welcomed everyone and everyone gave a small introduction of themselves.
- Introduction to the Friends and Foundation - Joann Perko, Co-President, Friends and Foundation Board
 - Joann shared a slideshow, shared information about the Friends and Foundation, and answered questions..
- History of the Friends and Foundation - Jenny Whittington, Friends and Foundation Board
 - Jenny shared a slideshow, and presented a historical record of the Friends and Foundation, and answered questions.
- Financials of the Friends and Foundation - Jenny Whittington, Friends and Foundation Board
 - Jenny shared a slideshow, presented on the Friends financials past and present, and answered questions.
- Structure and Vision of the Friends and Foundation - Beth Jackson, Tami Bothwell, and Jenny Whittington, Friends and Foundation Board

- Beth, Tami, and Jenny took turns sharing a slideshow and presenting on how the Friends and Foundation is set up, members, goals/vision, and much more, as well as answered questions.
- Sarah Walsh, Executive Director, Estes Valley Library Friends and Foundation
 - Sarah spoke about her career as Executive Director, from the start to today. She shared in depth information about fundraising and all the things Estes Valley Library Friends have accomplished, what they do and how they do it. Sarah answered questions during and after her presentation.
- Kelly Moll, Executive Director, Weld RE-4 Education Foundation (Information)
 - Kelly spoke about the Weld RE-4 Education Foundation's fundraising efforts past and present, she spoke about current fundraising, how to's, making connections, and more. Kelly answered questions during and after her presentation.
- Brainstorming - Ann Kling, Library Director
 - Expectations and Goals for a Part-time Clearview Library District Friends and Foundation Director
 - During this session board members brainstormed using conversation, sharing of ideas, post-it notes, and wall post-it paper. Key topics were fundraising, building relationships with community members, grant writing, planning for large events, and growing Clearview Reads.
- Wrap-up and Next Steps - Ann Kling, Library Director
 - Director Kling will capture and summarize into a plan the key topics and noted ideas from the planning materials. Director Kling will update the boards when the summarization is complete.

Adjourn

The working session adjourned at 8:40 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, April 27, 2023, 5:30 p.m. – Windsor Severance Library and Zoom

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

MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: April 27, 2023

Re: Approve Increase in Charges for Owner's Representative

Item 5.1: New Business

Background / Discussion

The Library District contracted with Wember to provide owner's representative services to the library district for the three short term building projects outlined in the district's facilities plan: the renovation of an office building, the remodel of the Windsor Severance Library and the building of a branch library in the Town of Severance. The projects have taken longer to complete than projected due to various factors and more work has been required of the owner's representatives. The owner's representatives have been a benefit to the staff during the remodels and the planning for the branch library.

Budget Considerations

The funds will come from the Library District's reserve funds.

Recommendation(s)

Director Kling and Library Board Treasurer, Ron Dunworth support the increase.



MEMORANDUM

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

Date: April 27, 2023
Re: Bookmobile Policy Review
Item 5.2: New Business

Background / Discussion

The library district is proud to provide library services to our residents via the bookmobile. The bookmobile policy was initially adopted in 2014 and re-affirmed in 2020. No changes have been made.

Recommendation(s)

The staff recommend re-affirmation of the bookmobile policy.



MEMORANDUM

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

Date: April 27, 2023
Re: Postings, Promotional Materials, Displays and Exhibits Policy Review
Item 5.3: New Business

Background / Discussion

The Windsor Severance Library has a bulletin board in the front entrance that is available for public postings. The space is limited. This policy makes it clear what items may be posted on the bulletin board and throughout the library. This policy was first adopted in 2014 and revised in 2021.

Recommendation(s)

The staff recommend adoption of the revised policy.



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director (include if prepared by staff)

From: Ron Dunworth

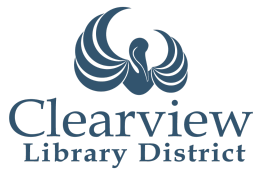
Date: April 27, 2023

Re: Security Measures for the Clearview Library District

Item 5.4: New Business

Background / Discussion

In a country where mass shootings are all too common, it is important that public buildings strike a balance between access and safety of staff and patrons. Board Treasurer, Dunworth has investigated security measures and will inform the board of his findings.



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: April 27, 2023

Re: Quarterly Update on the Director's Goals

Item 5.5: New Business

Background / Discussion

The Library Board reviews the director's goals quarterly.

Attachments

Director's 2023 Adopted Goals with Updates



Clearview Library District

Director's Goals - 2023

April 2023 Update

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. **Completed**
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. **The site plan was approved by the planning commission on Wednesday, April 19 and will appear on the Town Council agenda for May 9. If approved construction will begin before the end of May.**
3. Strategic Plan, 2023 - 2025. Work with the Strategic Planning Committee and staff to complete the strategic plan by April, 2023. **Staff and library board have had input into plans for the future. The next step is to convene a committee to review where the library is and to work on future goals. Work will start in May.**
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. **Now that the Library Board has five members and an alternate, the committee will convene and meet regularly.**

November 17, 2022

Updated April 21, 2023