

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 May 25, 2023, Regular Board Meeting (Action)
- Board Bylaws Review - Cole Gerstner, Vice-President (Potential Action)
- Building Project Update - Ann Kling, Library Director (Information)
- Security Consultant Update - Ann Kling, Library Director (Information)
- Strategic Planning Update - Ann Kling, Library Director (Information)
- Long Range Planning Committee Update - Ann Kling, Library Director (Information)
- Crime Insurance Update

New Business

- Approve the Purchase of an Additional Half Water Share for the New Library in Severance - Ann Kling, Library Director (Action)
- Approve the Easement for Property in Severance - Ann Kling, Library Director (Action)
- Open Records Policy Review - Jeromey Balderrama, Chair of the Policy Committee (Action)
- Solicitation and Petitioning Policy Review - Jeromey Balderrama, Chair of the Policy Committee (Action)
- Annual Review of Investments - Ron Dunworth, Treasurer (Information)
- Holiday Closures for 2024 - Ann Kling, Library Director (Action)
- Draft Annual Impact Report for 2022 - Christine Henschler, Communications Specialist (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

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

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

DIRECTOR'S REPORT - May 2023

Districtwide Update - Library Director Ann Kling

Highlights

- On May 9, 2023, the Severance Town Council unanimously approved the site plan for the library branch in the Town of Severance. This was a momentous occasion for the Library District as services will be expanding beyond the current library on 3rd St. in Windsor and the bookmobile. As the population of the district continues to grow, more expansion will be necessary.
- May 22, 2023, was an exciting day for the northern residents of the district. The library district broke ground for the new branch library in Severance. Library Board President, Jeromey Balderrama as well as Matt Fries, the Mayor of Severance, Russ Smart, the Weld RE 4 School Board President, and Windsor Town Board member, Julie Cline addressed the gathering of citizens. Wember, Inc., the Library District's Owner's representative, provided cookies and bottled water. Fransen and Pittman provided shovels and hard hats. The citizens and officials, including children, tossed the first shovels of dirt. It was heartening to see so many children in attendance with their parents. The community is truly excited about the library.
- Bookmobile Day and the Chili Cook-Off, as well as the kick-off to the Summer Adventure Program, took place in May. See the Public Services report for details.

Opportunities

- The Library District hosted the annual meeting of the Windsor Manor HOA at the Administrative Services Center Conference Room on Wednesday, May 17, 2023. It is not surprising that membership costs will be increasing due to increases in snow removal, landscape maintenance, and in order to build up a reserve for unexpected issues in the development. Being a part of the HOA provides the district with an opportunity to share information about library services, such as meeting rooms at the Windsor Severance Library, which may be useful to their businesses.
- The Library District and the Arts and Heritage Museum have partnered on a program to showcase Caldecott Award-winning picture books. Activities for children and adults are planned throughout the summer at both locations.

Challenges

- The increased tracking of financial expenditures for the district's building projects, along with paying and reporting on normal operating expenses combined with the management of human resources is challenging for one employee to handle. As the District grows, it will be necessary to split the financial and human resources position into two positions. Similarly, the District currently employs a part-time maintenance person and outsources cleaning services. It will be necessary to hire a facilities manager in order to ensure that all building needs are addressed in a timely manner.

Personnel

- May is Mental Health Awareness Month, and staff from Front Range Behavioral Health presented a workshop on Compassion Fatigue to the staff, in person, on Friday, May 5, 2023, at 8:00 am.
- Job openings were posted for a part-time Adult Services Assistant, a part-time Customer Service Specialist, a part-time Communications Assistant, and a part-time Children's Services Assistant.

Board of Trustees Meeting Highlights - May 2023

- The Board re-affirmed the Postings, Promotional Materials, Displays and Exhibits Policy, with a minor change.
- Public Services Manager, Casey Lansinger-Pierce presented information on this year's Summer Adventure Program. Casey also signed up board members and liaisons who were in attendance.
- The Board began the annual review of the by-laws.

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

Highlights

- On May 6, the final battle in the annual Battle of the Books was held at the Windsor Severance Library under the direction of Children and Family Services Librarian, Trish Parsons and Children's Programming Assistant, Foster Helper. This program allows children in grade school to compete with others who have read the same 8 books. This year, Mountain View, Skyview, Rangeview, and Windsor Charter School 3rd, 4th, and 5th-grade classes participated. The winners were, 3rd Grade, Rangeview Elementary, 4th Grade, Windsor Charter Academy, and 5th Grade Rangeview Elementary.
- Bookmobile Day and Chili Cook-Off were held in the Windsor Severance Library parking lot on Saturday, May 20. The antique fire truck provided by Windsor Severance Fire Rescue proved to be a big hit for kids of all ages. Other library partners, including the Town of Windsor Museums and CSU Weld County Extension, provided hands-on activities. Mobile Services staff offered games and crafts from around the world. Our local bookstore, Words of Windsor, also attended. Face painting was provided by Fanciful Faces. While the Town of Windsor did not compete in the chili cook-off, Mayor Renemeyer did deliver two large pans of Dickey's chili for everyone to enjoy. Eight competitors brought pots of chili. The winning chili made by the Gow family was a white chicken chili.
- After months of planning, the Summer Adventure Program, themed All Together Now this year, has officially begun. The Kickoff, a Field Day experience, was held on May 30 in the Windsor Severance Library parking lot; the event brought in over 330 attendees. There were many different stations for children of all ages to experience, including flower making, inflatable bowling, sack races, a large-scale checkers game, bubble art, parachute games,

and a community art project that generated lots of paper feathers which are now hanging in the hallway to the meeting room. The staff have planned many exciting programs to be held throughout June and July.

- A low-profile rooftop air-conditioning unit was installed on the roof of the bookmobile. The weather so far has been cool, however, hot days will be coming, and the new air-conditioning unit will be appreciated by both staff and patrons.

Opportunities

- Mobile services staff canvassed new neighborhoods for bookmobile stops and visited Skyview Elementary School with an eye to a new Fall stop which will provide an opportunity for mobile services to new residents in our community.
- Public Services staff have been learning about the challenges of living with disabilities and are looking at ways the library district can remove barriers to provide better service.

Challenges

- Losing two staff members right before the start of the Summer Adventure Program was a challenge for both our Children's and Adult Services teams. The teams pulled through and got all summer programs covered with current staff while interviewing candidates to fill the open positions. We are grateful for the staff's dedication to providing quality programs to the public without interruption.
- Paring down the children's picture book collection to make the bins easier to browse and selecting items to be sent to Tech Services was a project tackled by Children's Services Librarian, Becca Sharp and Early Literacy Librarian, Nancy Milliken. The bins now look much more inviting, and there are plenty of backup books at the Administrative Services building to refill them if need be.

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

Highlights

- Beth Gallinger worked with Marmot Library Network to migrate Active Directory, Domain Controller, DNS, and VPN to the new server located at the Administrative Services building. Everything was transferred and began functioning in May, but we let the servers run simultaneously for a week or two before decommissioning our old domain controller located at the Windsor Severance Library.
- The file share server was migrated by Beth Gallinger over Memorial Day weekend while staff were not working. Since the files were not moved during regular business hours, there was no downtime, and all files were moved successfully and remapped.
- With the file share and all servers being located at the Administrative Services Building, we needed better backup capability. The device used at the Windsor Severance Library for storing backup data was nearly 10 years old and needed to be replaced. We purchased a

rack-mounted Buffalo NAS for this. In May, it was installed, and backups are now regularly scheduled. We are also looking at migrating our cloud storage from Crashplan to a new online service designed for enterprise-level backups as well as using our old CLD-Master for off-site storage.

Opportunities

- We are looking at taking CLD-Master, the newest of the servers at the Windsor Severance Library, and using it as a backup server for off-site backups of the fileshare, a secondary domain controller, and public services such as our internet timing software. The current warranty ends in December 2023 and could be extended for 2 years and could easily be upgraded to Windows Server 2016 without any additional costs or to Windows Server 2022 for a small cost.
- IT has been working on setting up automated computer updates for public PCs so that we don't have to do them manually. This automation would save IT a significant amount of time as well as ensure computers are updated in a timely manner.

Challenges

- Beth Gallinger has been working on the collection counts and processing setup for the new Branch in Severance but getting shelf counts from our architect, Ratio has been slow-moving, and there are still many unknowns. With the construction dates having changed significantly since our initial conversation with Ingram, we have a bit of additional time but need the final counts asap.
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May 2023 Usage Stats

Key Takeaways:

- After about the first week of the month, the door counter was fixed and resumed counting patron foot traffic at the library. This brought the patron count closer to normal.
- Digital circulations were really high. The biggest contributor was Freegal streaming, though e-audiobook borrowing also reached a record high.
- Database use was lower, mainly due to fewer EBSCO sessions; EBSCO tends to see less use when school is out.



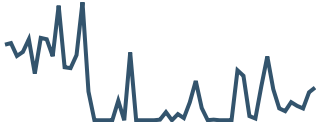

About the Dashboards:

- 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 May 2023	% Change from Apr 2023	% Change from May 2022	Sparklines (data since Jan 2019)
Library 8,101	114.03%	-16.27%	
Bookmobile 1,133	12.85%	27.88%	
Outreach 1,202	16.81%	-26.57%	
Total Patrons 10,436	79.37%	-14.44%	

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

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

Circulation			
Counts for May 2023	% Change from Apr 2023	% Change from May 2022	Sparklines (data since Jan 2019)
Physical Circs 28,258	-3.34%	-8.30%	
Digital Circs 11,309	15.39%	40.68%	
Database Usage 961	-70.91%	-13.97%	

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



Programs			
Counts for May 2023	% Change from Apr 2023	% Change from May 2022	Sparklines (data since Jan 2019)
Program Attendees 2,635	-16.93%	101.15%	N/A
Total Programs 133	2.31%	118.03%	
Waitlisted People 41	-50.60%	-31.67%	
Waitlisted Programs 18	-25.00%	38.46%	

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

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

Cardholders			
Counts for May 2023	% Change from Apr 2023	% Change from May 2022	Sparklines (data since Jan 2019)
Active Cardholders 4,815	-2.19%	5.99%	
New Cardholders 264	40.43%	37.50%	

Website Stats			
Counts for May 2023	% Change from Apr 2023	% Change from May 2022	Sparklines (data since Jan 2019)
Pageviews 25,656	13.47%	62.88%	

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



Reports of Liaisons

Julie Cline - Town of Windsor Updates:

- New Police Station Ground Breaking currently scheduled for July 17, time TBD
- Police K9 swearing-in scheduled for the July 10th Town Board Meeting at 7 pm Town Board Chambers (Officer Zuma and Officer Xaros)
- Eastman Riverwalk tube rentals have been closed due to fast-flowing waters on the Poudre River (check the Town's website if you want to go tubing for conditions)
- Concerts, Movies, and Farmer's Markets have all started for the summer!
- Mosquito traps have been set up around town. We are catching mosquitoes! Spraying was to start the week of 6/19 (if the sun still shines)
- SH 257 and Eastman Park Dr. Intersection temporary bypass completed, and traffic pattern anticipated to switch on Monday, June 19th
- Kyger reservoir is now FULL

Ray Ruth - Weld RE4 School District

- Construction of the new Elementary (Raindance site and Peak View site) is underway. The team has broken ground and expects to have some walls going up in the next couple of weeks. The weather has caused a bit of havoc on the construction teams, but expect to stay on track for the scheduled timelines.
- The schools are working on implementing other measures supported by the latest bond, including upgrading the security systems in the schools and installation of the new field at Windsor High School.
- Budget has been approved by the June 30 deadline. Some exciting updates to pay for district employees have been well received
- The Board and Principle Scallon were able to meet for two sessions to develop a focused strategy for the school district. I look forward to sharing in a future meeting.
- Severance High School won a state championship in baseball. Great accomplishment for the district!

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of May 31, 2023

May 31, 23

ASSETS

Current Assets

Checking/Savings

1010 - Petty Cash	85.40
1015 - Cash on Hand	433.30
1033 - ColoTrust LT Bldg 8004	1,868,965.01
1034 - Colo Trust Gen Fund Res 8005	2,158,222.68
1038 - Colo Trust Operating Fund 8003	4,150,566.73
1040 - Colo Trust Capital Fund-8001	1,172,608.65
1053 - Bank of Colorado--Checking	508,763.11
1054 - Bank of San Juans, Glacier FB	5,165,294.18

Total Checking/Savings	15,024,939.06
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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	19,707,618.84
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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	25,658,626.09
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - *Accounts Payable	528,723.13
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Total Accounts Payable	528,723.13
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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)	-19,124.24
2111 - Pera Payable (Library)	-25,381.14
2112 - Employee Health Insurance Payab	11,153.23
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	4,668,427.61
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Total Current Liabilities	5,197,150.74
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CLEARVIEW LIBRARY DISTRICT

Balance SheetAs of May 31, 2023
May 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	11,235,505.17
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	9,775,787.91
Net Income	<u>2,276,550.01</u>
Total Equity	<u>14,423,120.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,658,626.09</u></u>

Clearview Library District
May 2023 Revenue and Expenditures

	May 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	276663	\$4,703,272	\$5,736,273	82%
Specific Ownership Tax	20140	\$97,778	\$230,000	43%
Other Income	38662	\$146,406	\$153,107	96%
Total Operating Revenue				
Total Operating Revenue	335465	\$4,947,457	\$6,119,380	81%
Expense				
Bookmobile	1440	\$4,958	\$22,000	23%
IT	14577	\$66,912	\$213,750	31%
Materials	20862	\$127,493	\$411,500	31%
Operating Expenses	30333	\$218,981	\$501,494	44%
Programming	5560	\$23,218	\$60,000	39%
Public Relations	3388	\$11,558	\$98,400	12%
Salaries and Wages	165892	\$841,922	\$2,346,659	36%
Benefits	46881	\$231,663	\$722,474	32%
Professional Development	312	\$6,670	\$32,500	21%
Capital	6874	\$13,201	\$83,707	16%
Lease Payment - Branch		\$0	\$356,622	0%
Total Operating Expense				
Total Operating Expense	296119	\$1,546,576	\$4,849,106	32%
Total Capital Expense				
Total Capital Expense	480381	\$2,248,661	\$8,683,478	26%
Total Expense				
Total Expense	776500	\$3,795,237	\$13,532,584	28%
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		\$1,647,445	\$0	

Clearview Library District Treasurer's Report

May-23

Current Assets

Checking/Savings/Cash	4/30/2023	5/31/2023	Change +/-
1010 · Petty Cash	\$ 85.40	\$ 85.40	\$ -
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 1,860,811.80	\$ 1,868,965.01	\$ 8,153.21
1034 · Colo Trust Gen Fund Res 8005	\$ 2,148,807.63	\$ 2,158,222.68	\$ 9,415.05
1038 · Colo Trust Operating Fund 8003	\$ 4,549,784.16	\$ 4,150,566.73	\$ (399,217.43)
1040 · Colo Trust Capital Fund-8001	\$ 1,167,493.24	\$ 1,172,608.65	\$ 5,115.41
1053 · Bank of Colorado--Checking	\$ 114,902.61	\$ 508,763.11	\$ 393,860.50
1054 · Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 5,165,294.18	\$ -
Total Checking/Savings	\$ 15,007,612.32	\$15,024,939.06	\$ 17,326.74
April 2023 Close	\$ 15,007,612.32		
May 2023 Close	\$ 15,024,939.06		
Month To Month Change	\$ 17,326.74		

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, Secretary Lisa Gagliardi, Town of Severance Liaison Frank Baszler (joined at 5:48 p.m.) Town of Windsor Liaison Julie Cline (joined at 5:40 p.m.), Weld RE-4 School District Liaison Raymond Ruth, and Attorney William Garcia

Absent: Trustee Rochelle Brotsky, Trustee Kendra Adams

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Technical 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.

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

Review of Agenda

Director Kling stated that regarding the Bylaws, it is not the First Reading of the Bylaws; instead, bylaws are being introduced as a work product for discussion.

Motion by Cole Gerstner, second by Lisa Gagliardi, to change the Annual Review of the Bylaws, First Reading to Annual Review of the Bylaws, Work Product Discussion; motion passed unanimously.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication and Monthly Statistics
 - Director Kling referenced the Director's Report and asked if there were any questions.
 - Ron asked Beth questions in regards to the IT & Technical Services Update.
 - Jeromey noted that Trustee Rochelle Brotsky attended the Grand Re-opening of the Windsor Severance Library celebration..

Follow Up Questions to Board/Liaison Reports

Jeromey reported that Town of Windsor Liaison Julie Cline had submitted her report, and it was handed out at the meeting. Julie and Director Kling reported that Mayor Rennemeyer supplied chili, from Dickey's Barbecue, at the Bookmobile Day and Chili Cook-off event. Weld RE-4 School District Liaison Ray Ruth reported that groundbreaking ceremonies were held at the two new elementary school sites, both WHS and SHS graduation ceremonies were a success, the school board is working on budgeting, and also working on strategic planning over the upcoming months. Jeromey reminded everyone that the Joint Meeting of the Boards will be held on June 7, 2023, hosted by the Town of Windsor and dinner will be provided.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported that the Library District received income from Weld County taxes, that 70% has been collected so far, and that DOLA grant money will be applied to construction costs. Bank of San Juan invoicing/batching was discussed.

Director Kling will add to June's Regular Board Meeting Agenda, a vote to approve the purchase of an additional ½ share of water for the new library in Severance.

Motion by Lisa Gagliardi, second by Cole Gerstner, to accept the Treasurer's Report as presented for April 2023; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Trustee

Casey and Christine reported on the Friends and Foundation. At their recent meeting, they discussed a potential partnership with the Loveland Public Library regarding the annual Clearview Reads event. Possibly both libraries could work together in recruiting an author and sharing the event. The F&F are looking towards helping at Harvest Fest. Some members of the Friends and Foundation attended the Severance library branch groundbreaking ceremony.

Old Business

- Approve Minutes of the April 27, 2023, Regular Board Meeting
 - Minutes were approved.
 - Motion by Ron Dunworth, second by Cole Gerstner, to approve Minutes of the April 27, 2023, Regular Board Meeting; motion passed unanimously.
- Postings, Promotional Materials, Displays and Exhibits Policy, Second Reading - Jeromey Balderrama, Chair, Policy Committee
 - Jeromey reported on a modification made in regard to the policy from the April regular board meeting discussion. Attorney Garcia was consulted to make this modification.
 - Motion by Cole Gerstner, second by Lisa Gagliardi, to approve the Postings, Promotional Materials, Displays and Exhibits Policy Modification; motion passed unanimously.

- Facilities Update - Ann Kling, Library Director
 - Director Kling reported being down to one project! Director Kling shared that the Severance library branch groundbreaking ceremony was a success. Director Kling reported that construction meetings are being held at Fransen Pittman offices, later these will be moved onsite in an office trailer. The timeline for the Severance branch is to finish construction in February 2024, making it possible to have a grand opening in April 2024. Director Kling spoke of working on furniture, materials, and other items to be ordered soon. Director Kling also spoke of a hiring timeline and that hiring may start towards the end of this year.
- Security Consultant Update - Ann Kling, Library Director
 - Director Kling reported that she contacted multiple security consultants.
 - School safety and security consultant, Joe McKenna, did a security analysis for the Weld RE-4 School District.
 - Steve Albright, an expert in library security, will refer a local expert to Director Kling.
 - Chad Alms, another security person that Ron recommended.
 - Director Kling will gather more information in regard to working with a security consultant by obtaining costs, availability, and so forth. Director Kling will draft a document stating what the Library District's needs are for the consultant and touch back with the board.
- Strategic Planning Update - Ann Kling, Library Director
 - Director Kling reported on the upcoming meetings and on having a good response from community members interested in serving on the Strategic Planning Committee. Jeromey Balderrama and Lisa Gagliardi will be representing the board at the meetings,

New Business

- Summer Adventure Program - Casey Lansinger-Pierce, Public Services Manager
 - Casey presented a slide show on all things related to the Summer Adventure Program. Touching on registration, prizes, the kick-off event, bingo cards, programs, events, and more. Casey thanked Christine for all her hard work on the artwork and materials used for SAP.
 - Casey offered and will register all board members for the Summer Adventure Program. Everyone shared excitement for SAP.
- Annual Review of the Bylaws, First Reading - Cole Gerstner, Vice-President
 - Cole reported on the Bylaws that have been red-lined in the Bylaws of the Clearview Library District. Attorney Garcia provided a copy of the Bylaws and handed it out at the meeting.

- Cole, Attorney Garcia, Director Kling, and Trustees discussed the red-lined Bylaws and some that were not red-lined.
- Jeromey stated that the Library District's Bylaws are annually reviewed, and that the red-lined copy is Cole's proposal of the Bylaws to the board. A further discussion of the Bylaws will occur at the June meeting.
- Trustee Gerstner asked Director Kling for an update from Flood and Peterson in regard to insurance.

Upcoming Agenda

Bylaws
Approve Water Share
Holiday Closures for 2024
Policies to be reviewed

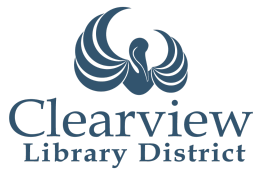
Adjourn

Motion by Ron Dunworth, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 7:56 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, June 29, 2023, 5:30 p.m. – Windsor Severance Library and Zoom

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



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director

From: Cole Gerstner, Library Board Vice-President

Date: June 29, 2023

Re: Board Bylaws Review

Item 4.2: Old Business

Background / Discussion

Library Board By-laws are reviewed annually. Board members reviewed changes at the May meeting of the Board. Board members may suggest additional changes or vote to adopt as presented.

Attachments

Draft of Bylaws

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 begin on January 1 and shall expire on the last day of December of the third year of the Trustee's Term. Mid-year appointees shall begin immediately upon appointment.

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 (each a "Liaison") to the Library Board. Liaisons should be members of their respective boards and/or 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 immediately 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 “Vacancy Interview Committee”). The Vacancy Interview Committee~~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 Chair~~man~~ 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 a 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 as well as be available to provide such advice and information as requested by the Interview Committee, 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~~ shall 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 advertisement(s) 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.

(Alternative 1) 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. A vote not to ratify the appointment by either the Windsor Town Board or the Weld RE-4 School District shall constitute denial of the appointment. In the event of denial of an appointment, the Interview Committee will be re-empaneled under 4.1.1.

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 ~~immediately upon the majority vote of the Vacancy Interview Committee 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 first 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.~~ Tenure as an Alternate Trustee is exempt from the term limits in these Bylaws.

Section 5 Meetings

Section 5.1 The Library Board shall hold a monthly meeting at any location owned or managed by the Library District or otherwise duly noticed in the agenda ~~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 the President ~~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 5.5 As soon as feasible after January 1 of each year but not to exceed the 10th of January, the Library Board shall have an organizational meeting to select officers and choose committee assignments for the coming year.

Section 6 Quorum

Section 67.1 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 67.2 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 67.3 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 78.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 78.2 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 89
Proceedings

The current edition of Robert's Rules of Order shall govern the proceedings of the Library Board, with the exception of the Library District's investment policy requirement of a super majority for amendment.

**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 organizational meeting in regular January meeting and shall serve for a term of one year, to begin upon election at the organizational meeting and end on December 31st or the next organizational meeting, whichever is later 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 (jointly “Alternate Trustees” or individually (Alternate Trustee”) 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 All 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 Each ~~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 Trustees 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, an ~~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 Trustee 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 from the Capital Committee for cause in accordance with Article 2, Section 33 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



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: June 29, 2023

Re: Approve the Purchase of an Additional 1/2 Water Share for the New Library in Severance

Item 5.1: New Business

Background / Discussion

During the site plan approval process, it was determined that an additional half-share of water would be required for the size of the water tap being installed for the library in Severance.

Budget Considerations

The cost of a half share of water is \$36,000.

Recommendation(s)

The Director recommends approval of the purchase.



MEMORANDUM

To: Library Board of Trustees
From: Ann Kling, Library Director

Date: June 29, 2023
Re: Easement 5 Timber Ridge Pkwy, Severance
Item 5.2: New Business

Background / Discussion

The Public Service Company of Colorado needs to obtain an easement from the Library District's property at 5 Timber Ridge Parkway in Severance in order to install a new electric transformer.

Recommendation(s)

The Management and the Library District's Attorney recommend approval of the easement.

Attachments

Easement Document and Exhibit A

S-T-R: NW ¼ S2 T6N R67W	Grantor: Clearview Library District	Doc No:
County: Weld	Address/Intersection: 5 Timber Ridge PKWY	ROW Agent: John Doty, Western States Land Services, LLC
Division-City/Town: Severance/Weld	DIST/TRANS: Distribution	Descript/Author: Monte L. Sudbeck
LAT & LONG GPS: 40°31'22.22"N, 104°51'44.55"W		Reception No.:

PUBLIC SERVICE COMPANY OF COLORADO EASEMENT

The undersigned Grantor hereby acknowledges receipt of good and valuable consideration from PUBLIC SERVICE COMPANY OF COLORADO (Company), 1800 Larimer Street, Suite 1100, Denver, Colorado, 80202, in consideration of which Grantor(s) hereby grants unto said Company, its successors and assigns, a non-exclusive easement to construct, operate, maintain, repair, and replace utility lines and all fixtures and devices, used or useful in the operation of said lines, through, over, under, across, and along a course as said lines may be hereafter constructed in Section 2, Township 6 North, Range 67 West of the 6th Principal Meridian in the County of Weld, State of Colorado, the easement being described as follows:

See Attached Exhibit A

The side boundary lines of the easement shall be lengthened and shortened as necessary to encompass a continuous strip of not less than the above width at all points on Grantor's property crossed by the above described easement and extending to the boundaries of adjacent properties.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming or felling of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement shall be restored substantially to its original level and condition.

Signed this _____ day of _____ 202__.

GRANTOR: CLEARVIEW LIBRARY DISTRICT

By: _____

As: _____

STATE OF _____)
COUNTY OF _____) ss.

The foregoing instrument was acknowledged before me this ___ day of _____, 20 ___ by _____ as _____ of the Clearview Library District.

Witness my hand and official seal.

Notary Public
My Commission expires:



**EXHIBIT A – LOT 1
PERMANENT EASEMENT**

A parcel of land lying in the northwest one-quarter (NW1/4) of Section 2, Township 6 North, Range 67 West, of the 6th Principal Meridian, County of Weld, State of Colorado, being a portion of Lot 1A, plat of CLEARVIEW LIBRARY REPLAT "A", Weld County Records, described as follows:

Beginning on the west line of that 45 foot wide Utility, Drainage and Access Easement as shown on said plat, from which the southeast corner of said Lot 1A bears S04°32'52"E, 353.14 feet;

thence S89°02'59"W, 16.60 feet;
thence S00°57'01"E, 2.50 feet;
thence S89°02'59"W, 15.00 feet;
thence N00°57'01"W, 15.00 feet;
thence N89°02'59"E, 15.00 feet;
thence S00°57'01"E, 2.50 feet;
thence N89°02'59"E, 16.61 feet, to said west line;
thence S00°57'01"E, 10.00 feet, along said west line; to the Point of Beginning.

Containing 391 square feet more or less.

As shown and described on Exhibit A Sheet 2 of 2, attached hereto and made a part hereof.

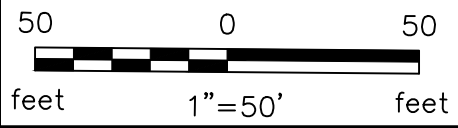
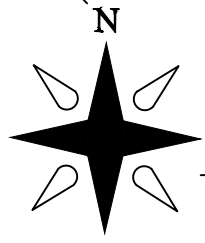
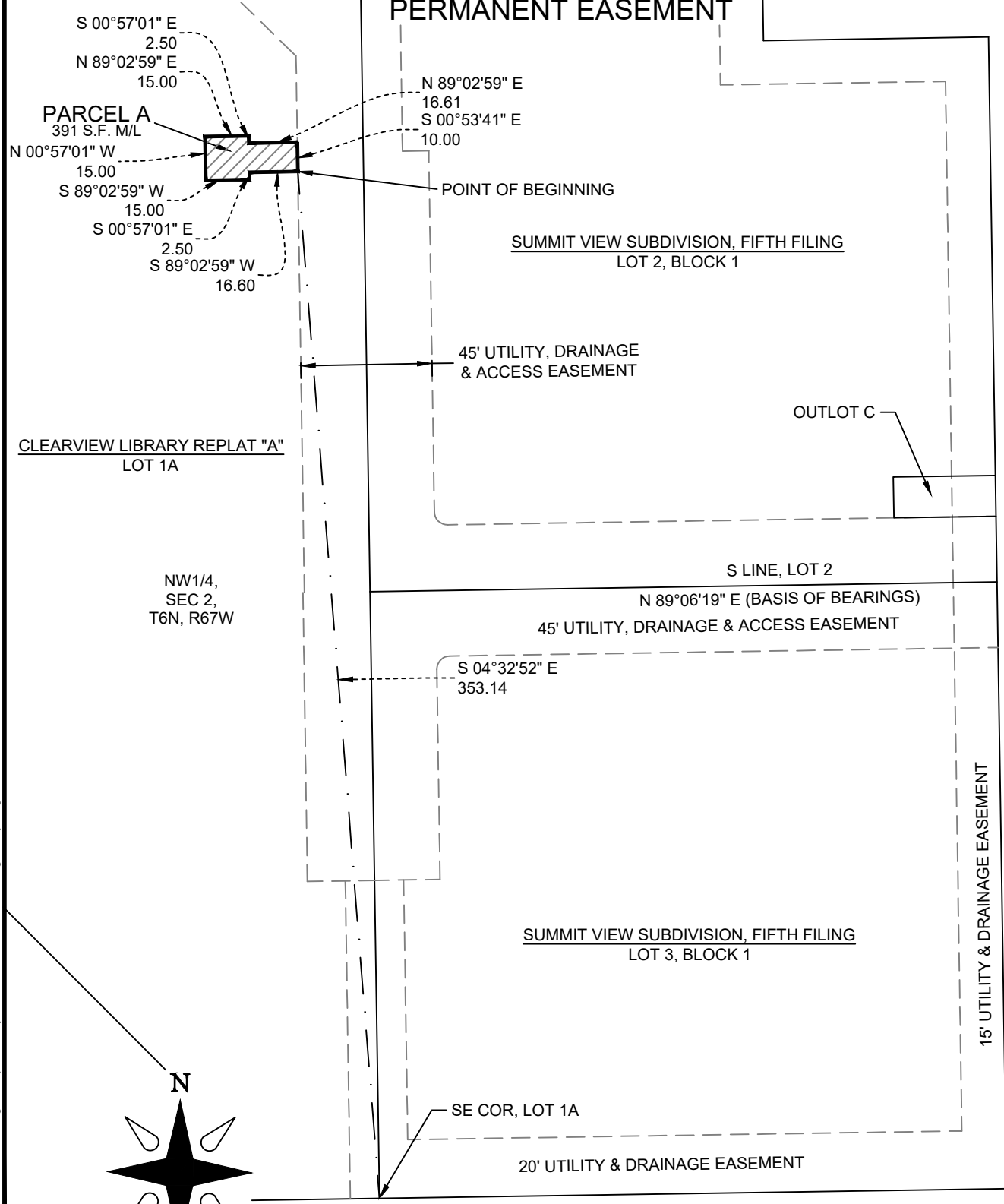
All lineal distance units are represented in U.S. Survey Feet.

For the purpose of this description, bearings are based on said plat of CLEARVIEW LIBRARY REPLAT "A".

The author of this description is Monte L. Sudbeck, PLS 38503, prepared on behalf of SEH, 2000 S Colorado Blvd, Suite 6000, Denver, CO 80222, on June 12, 2023, under Job No. 168459-57.0, for Public Service Company of Colorado, and is not to be construed as representing a monumented land survey.

Monte L. Sudbeck, PLS 38503

EXHIBIT A - LOT 1A PERMANENT EASEMENT



2000 S. Colorado Blvd
Suite 6000
Denver, Colorado 80222
Phone: 303-586-5800
FAX: 303-586-5801
www.sehinc.com

X:\PT\PP\SCOC\168459\57.0.5 Timber Ridge Pkwy\9-survey\92-CAD\10-C3d\TimberRidgePkwy.dwg



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director

From: Jeromey Balderrama, Board President, Chair of the Policy Committee

Date: June 29, 2023

Re: Open Records Policy

Item 5.3: New Business

Background / Discussion

The Library District is required to abide by the Colorado Open Records Act. This policy was first adopted on August 20, 2020. There is a minor change, adding "Colorado" to the name of the act.

Recommendation(s)

The Director recommends re-affirming the policy.



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director

From: Jeromey Balderrama, Board President, Chair of the Policy Committee

Date: June 29, 2023

Re: Solicitation and Petitioning Policy

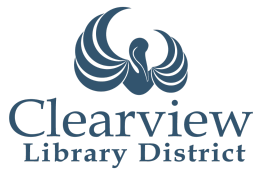
Item 5.3: New Business

Background / Discussion

This policy was initially adopted in August 2020. The policy establishes a balance between the first amendment right of citizens to petition with the right of citizens to enter the library without interference. It establishes Free Speech Zones and clearly states what is permissible on library property.

Recommendation(s)

The Director recommends re-affirming the policy.



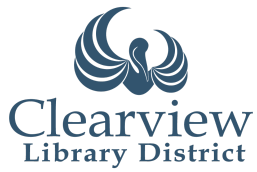
MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Ron Dunworth, Board Treasurer

Date: June 29, 2023
Re: Annual Review of Investments
Item 5.5: New Business

Background / Discussion

The Library Board Treasurer reports on the Library District's Investments annually.



MEMORANDUM

To: Library Board of Trustees
From: Ann Kling, Library Director

Date: June 29, 2023
Re: Holiday Closures for 2024
Item 5.6: New Business

Background / Discussion

The Library Board approves the dates for holiday closures for the coming year at the June Board meeting.

Recommendation(s)

The Library Director recommends approval of the 2024 Holiday Closures

Attachments

2024 Holiday Closures



2024 Proposed Holiday Closings for the Clearview Library District

January 1 (Monday) - New Year's Day

March 31 (Sunday) - Easter

May 26, 27 (Sunday, Monday) - Memorial Day Weekend (Monday is a paid holiday for full-time staff)

July 4 (Thursday) - Independence Day

September 1,2(Sunday, Monday) – Labor Day weekend (The bookmobile will be at Main Park for Harvest Festival on Sunday and Monday) (Monday is a paid holiday for full-time staff. If full-time staff work on Labor Day, they will receive a day off during the pay period in place of working on Labor Day.)

November 27 (Wednesday) Close at 6pm.

November 28 (Thursday) Thanksgiving Day

December 24-25 (Tuesday, Wednesday) – Christmas Eve Day and Christmas Day

December 31 (Wednesday) Close at 6pm.

The library is open to the public on Martin Luther King Day (January 15), Presidents Day (February 19), Juneteenth(June19), Columbus Day (October 14), and Veterans' Day (November 11).



MEMORANDUM

To: Library Board of Trustees

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

From: Christine Henschler, Communications Specialist

Date: June 29, 2023

Re: Annual Impact Report

Item 5.7: New Business

Background / Discussion

Each year the Library District prepares an annual report, aka the Annual Impact Report, to summarize the impact the library district has had in our community.

Relationship to Strategic Plan

Communication

Attachments

The report will be presented to the board at the meeting.