

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
- Introduction of Staff
 - Kaytlen Kidney, Customer Service Specialist, Mobile Services Assistant
 - Caleb Shaver, Mobile Services Assistant
 - Trevor Wagner, Customer Service Specialist
 - Cindy Mullnix, Customer Service Specialist
 - Diane Cabrera, IT Assistant
 - Jessica Colombo, Communications Assistant

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 June 23, 2023, Special Board Meeting (Action)
- Approve Minutes of the June 29, 2023, Regular Board Meeting (Action)
- Approve Minutes of the July 6, 2023, Special Board Meeting (Action)
- Building Project Update - Ann Kling, Library Director
- Strategic Planning Update - Ann Kling, Library Director
- Crime Insurance Update - Ann Kling, Library Director
- Security Plan Update - Ann Kling, Library Director
- 2022 Annual Audit Update - Ann Kling, Library Director

New Business

- Annual Review of Investments - Ron Dunworth, Library Board Treasurer (Information)
- Annual Impact Report - Christine Henschler, Communications Specialist (Information)
- Director's 2nd Quarter 2023 Goals - Ann Kling, Library Director (Information)

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, August 31, 2023, 5:30 p.m. – Windsor Severance Library and Zoom



Board of Trustees Regular Meeting

July 27, 2023 • 5:30 p.m.

[Join via Zoom](#)

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

DIRECTOR'S REPORT - June 2023

Districtwide Update - Library Director Ann Kling

Highlights

- The strategic planning process began with meetings of the Strategic Planning Committee on Tuesday, June 6, and Tuesday, June 13. The committee is made up of 17 members representing various groups within the district. Beth Gallinger, with assistance from Casey Lansinger-Pierce and Natalie Wagner, led the groups through a strategic planning exercise to identify what the group believes are the needs of the people they represent. A second meeting will be held at the end of July.
- The library in Severance is starting to take shape. After the soil was removed, compacted, and replaced, the footers were installed and concrete was poured. The shape of the building became outlined for all to see. Weekly Owner, Architect, Contractor(OAC) meetings are held on Thursday mornings at Fransen Pittman's offices on Main St. in Windsor. A trailer permit has been applied for. Once approved, weekly meetings will be held on site.

Opportunities

- The Joint meeting of the Town Boards, School Board, Fire District Board, and Library Board was held on Wednesday, June 7, at the Windsor Public Works Building. Attendees were informed about a study the Town of Windsor conducted on removing truck traffic from Main St. Each entity gave an update on initiatives that they are undertaking.

Challenges

- The Town of Severance Public Works Department will take over repairs of the Lakeside Storywalk. The Storywalk has been vandalized several times in the past year. The library district had been working with a representative from Calvary Baptist Church to make repairs. The Town will notify the Mobile Services Department of the library district if the pages to a story need to be replaced.
- Our Communications Team, Christine Henschler and Brad Vogler, are looking forward to the addition of a part-time Communications Assistant, who will be starting in July, to help with website maintenance, Facebook posting, and email campaigns. With the many exciting events and programs occurring in our district there is a need for the department to grow.

Personnel

- At the All Staff meeting held Friday, June 2, the Colorado Library Consortium staff presented a workshop on Patron Privacy, a very important topic for all library staff.
- A part-time Adult Services Assistant, a part-time Customer Service Specialist, and a part-time Communications Assistant have been hired.

Board of Trustees Meeting Highlights - June 2023

- The Board adopted revised Bylaws.

- The Solicitation and Petitioning Policy and the Open Records Policy were reaffirmed by the Board.
 - 2024 Holiday Closings were approved by the Board.
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Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- We kicked off the Summer Adventure Program on May 30 and have seen great success thus far. Programs and events for all ages have been well attended, and - at the time of writing this report - over 1,600 individuals have signed up to play Summer Adventure BINGO and win prizes. In comparison, we had 1,945 total registrations last year. With two more weeks of the program, we are hopeful we can get a few more sign-ups!
- One of our BINGO prompts on the children's BINGO card is to "write a letter to a community member." Due to this, our programming and mobile services staff have received a slew of handwritten letters from children expressing their gratitude for our library and services. These letters have been shared with our entire team and have helped boost morale.
- Jennifer Bradley, Rebecca Robbins, and Casey Lansinger-Pierce interviewed candidates for the part-time Adult Services Assistant position (vacated by Maria Mulreany) in June. After careful deliberation, we offered the position to Sarah Strawn. Sarah accepted our offer and began employment in July. Sarah has previously worked at several different libraries and is excited to lend her programming skills to our adult services team.
- We hosted the musical act Tiny Mule and Nick Clark for a family-friendly concert on Friday, June 23. We saw over 120 individuals (kids/adults/grandparents) at this event, which was held in the parking lot of Windsor Severance Library. It was a wonderful event, and we received many compliments and thank-yous.

Opportunities

- Our Fridays All Together series has been hugely successful. This early literacy program, which ties in with our Summer Adventure Program's 'All Together Now' theme, is offered every Friday morning during the summer and features a different activity or attraction each week. Each session has filled up to capacity and usually has a waitlist. We plan to consider a similar series for other age groups next summer.
- Early Literacy Librarian Nancy Milliken returned from medical leave just in time to jump into the Summer Adventure Program and the many early literacy programs we run over the summer. Families with small children who attend Nancy's programs were overjoyed to see her back in the library; she was greatly missed!
- The caterpillar/butterfly display Nancy Milliken offered last summer in the children's space

has been brought back to great success. She will release the caterpillars that hatch at a special butterfly-themed storytime.

Challenges

- Shea Johnson, Children's Services Assistant, resigned in June to accept a position with Poudre School District. Shea was instrumental in leading several of our early literacy programs, so we moved quickly with finding a replacement. Thankfully we had several qualified candidates from the same hiring pool, so we were able to reach out to a candidate that rose to the top, Julie Santilli, and offered her the position. Julie accepted and started with the library district in early June. She is off to a fantastic start and fits in well with our team.
- Our programming team will begin making program considerations for the Severance branch soon. We will consider what types of programs may perform well in Severance, including the audiences we are most likely to see in this community. Because these decisions will have staffing implications for 2024, we will begin these discussions soon. We assume we will have to make tweaks once programming starts in Severance, based on attendance numbers and other such data, but we are excited about the prospect of expanding our programming reach within our district.
- We continue to experience vandalism to our StoryWalk installation in Severance at Lakeview Park. This has been an ongoing issue for the last few months. The Town of Severance has supported us by replacing and fixing damaged pieces (usually the plexiglass that covers the book pages). We are hopeful that this doesn't continue.

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

Highlights

- CLD-Master was demoted as a domain controller on June 5 and completely decommissioned on June 7th. It was the last of our older servers, and its current operating system is at end of life and will not be supported after October. Our new server, at the Administrative Services building, is now running all library functions and is being backed up properly.
- We have finalized our shelf counts for the new branch in Severance and have the final collection counts. Now that this information has been finalized, we can get this information to both Ingram and Midwest to start working on the opening-day collections.
- The two new cameras for the Pikes Peak meeting room at the Windsor Severance Library have been installed and configured to work with the new AV system. These cameras work much better than the single tripod camera. They now allow for both a meeting view and a speaker/presenter view in the meeting room. The setup for this room is now completed with a much easier and more functional setup.

Opportunities

- Since decommissioning old servers, we now have a great opportunity to clean up and organize the server room at the Windsor Severance Library. This includes being able to remove several pieces of equipment, better cable management, and better spacing so that our servers are not sandwiched together, which causes them to overheat.
- Now that all older services are moved off of our CLD-Master server, we have an opportunity to rebuild the old CLD-Master to run basic functions and off-site backups on it. The current operating system is at end of life, but upgrading to a newer version and extending the warranty will allow us to get another few years out of the hardware.
- IT staff toured the LINC Library to take a look at their Bibliotheca book drops and assess if these could work for the new library in Severance. After this tour, the IT staff were very excited about the book drops and have sent the recommendation to Fransen-Pittman to install these. We are also hopeful that bookdrops like this can be retrofitted for the Windsor Severance Library. The book drops have a built-in RFID pad that checks items in as they are returned, saving staff time and effort.

Challenges

- We have been encountering issues with our patron notification system that notifies patrons when they have items due, holds available, and checkout receipts. We have been working with Polaris support staff to troubleshoot and have not made a lot of headway.
 - In our smaller conference rooms with AV bars, we were hopeful to use small form stick PCs to run Zoom or Google Meet, but they were not powerful enough to run Zoom meetings so we will need to purchase new PCs for these meeting spaces.
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June 2023 Usage Stats

Key Takeaways:

- Database usage was low, which is normal for the summer vacation months when students aren't using the databases.
- Virtual circulations continued to do well, with record amounts of virtual borrowers and e-audiobook circulations.
- The door counter at the library captured an entire month of patron visits again, bringing the count back up to normal.





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:


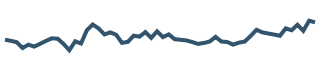

- Patrons Served: This metric counts the number of people who physically visit the library in three possible ways: entering the Windsor-Severance Library building, visiting the Bookmobile, and attending Outreach events.
- Circulation: Circulation includes the checkouts and renewals of all physical items, 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 Jun 2023	% Change from May 2023	% Change from Jun 2022	Sparklines (data since Jan 2019)
Library 11,926	47.22%	-7.00%	
Bookmobile 1,201	6.00%	-4.83%	
Outreach 137	-88.60%	-11.04%	
Total Patrons 13,264	27.10%	-6.85%	

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

Month ▾
Jun 2023
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

Circulation			
Counts for Jun 2023	% Change from May 2023	% Change from Jun 2022	Sparklines (data since Jan 2019)
Physical Circs 32,082	13.53%	-11.47%	
Digital Circs 11,066	-2.15%	34.92%	
Database Usage 483	-52.27%	-18.27%	

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



Programs			
Counts for Jun 2023	% Change from May 2023	% Change from Jun 2022	Sparklines (data since Jan 2019)
Program Attendees 2,373	-9.94%	17.13%	N/A
Total Programs 124	-6.77%	67.57%	
Waitlisted People 80	95.12%	-45.95%	
Waitlisted Programs 23	27.78%	-11.54%	

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

Month ▾
Jun 2023
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

Cardholders			
Counts for Jun 2023	% Change from May 2023	% Change from Jun 2022	Sparklines (data since Jan 2019)
Active Cardholders 4,964	3.09%	5.44%	
New Cardholders 273	3.41%	-4.88%	

Website Stats			
Counts for Jun 2023	% Change from May 2023	% Change from Jun 2022	Sparklines (data since Jan 2019)
Pageviews 24,206	-5.65%	20.80%	

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



CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of June 30, 2023

Jun 30, 23

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	51.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,379,779.37
1034 · Colo Trust Gen Fund Res 8005	2,167,509.40
1038 · Colo Trust Operating Fund 8003	4,376,227.84
1040 · Colo Trust Capital Fund-8001	1,177,654.29
1053 · Bank of Colorado--Checking	397,169.17
1054 · Bank of San Juans, Glacier FB	4,663,582.68

Total Checking/Savings	15,162,407.45
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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	19,845,087.23
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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	25,796,094.48
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	718,391.00
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Total Accounts Payable	718,391.00
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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)	-19,112.29
2111 · Pera Payable (Library)	-25,430.97
2112 · Employee Health Insurance Payab	10,718.10
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	4,667,954.60
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Total Current Liabilities	5,386,345.60
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CLEARVIEW LIBRARY DISTRICT

Balance SheetAs of June 30, 2023
Jun 30, 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	11,424,700.03
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	9,775,787.91
Net Income	2,224,823.54
Total Equity	<u>14,371,394.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,796,094.48</u></u>

Clearview Library District
June 2023 Revenue and Expenditures

	Jun 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	960849	\$5,664,121	\$5,736,273	99%
Specific Ownership Tax	21206	\$118,984	\$230,000	52%
Other Income	41380	\$187,786	\$153,107	123%
Total Operating Revenue				
Total Operating Revenue	1023434	\$5,970,891	\$6,119,380	98%
Expense				
Bookmobile	4798	\$9,757	\$22,000	44%
IT	35667	\$102,579	\$213,750	48%
Materials	32456	\$159,949	\$411,500	39%
Operating Expenses	42429	\$261,410	\$501,494	52%
Programming	3826	\$27,043	\$60,000	45%
Public Relations	1546	\$13,104	\$98,400	13%
Salaries and Wages	167065	\$1,008,986	\$2,346,659	43%
Benefits	43791	\$275,454	\$722,474	38%
Professional Development	0	\$6,670	\$32,500	21%
Capital	1090	\$14,291	\$83,707	17%
Lease Payment - Branch	58311	\$58,311	\$356,622	16%
Total Operating Expense				
Total Operating Expense	390979	\$1,937,555	\$4,849,106	40%
Total Capital Expense				
Total Capital Expense	683912	\$3,616,484	\$8,683,478	42%
Total Expense				
Total Expense	1074891	\$5,554,039	\$13,532,584	41%
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	-51456	\$912,077	\$0	

Clearview Library District Treasurer's Report

Jun-23

Current Assets

Checking/Savings/Cash	5/31/2023	6/30/2023	Change +/-
1010 · Petty Cash	\$ 85.40	\$ 51.40	\$ (34.00)
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 1,868,965.01	\$ 2,379,799.37	\$ 510,834.36
1034 · Colo Trust Gen Fund Res 8005	\$ 2,158,222.68	\$ 2,167,509.40	\$ 9,286.72
1038 · Colo Trust Operating Fund 8003	\$ 4,150,566.73	\$ 4,376,227.84	\$ 225,661.11
1040 · Colo Trust Capital Fund-8001	\$ 1,172,608.65	\$ 1,177,654.29	\$ 5,045.64
1053 · Bank of Colorado--Checking	\$ 508,763.11	\$ 397,169.17	\$ (111,593.94)
1054 - Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 4,663,582.68	\$ (501,711.50)
Total Checking/Savings	\$ 15,024,939.06	\$15,162,427.45	\$ 137,488.39
May 2023 Close	\$ 15,024,939.06		
June 2023 Close	\$ 15,162,427.45		
Month To Month Change	\$ 137,488.39		

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the work session was called to order at 5:33 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams, and Library Director Ann Kling

Review of Agenda

No changes at this time.

Public Input

No public comment at this time.

Executive Session

Trustee Adams made a motion to enter into An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators. The motion was seconded by Trustee Brotsky. The session began at 5:36 pm.

The Executive Session ended at 7:12 pm.

The Special Meeting of the Board resumed at 7:13 pm. Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams, and Library Director Ann Kling

Adjourn

Trustee Adams made a motion to adjourn the meeting. Seconded by Trustee Gerstner. Unanimously approved. The meeting adjourned at 7:15 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.

DRAFT

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the meeting to order at 5:32 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams, Town of Severance Liaison Frank Baszler (joined at 6:07 p.m.), Town of Windsor Liaison Julie Cline, and Attorney William Garcia

Absent: Treasurer Ron Dunworth, Weld RE-4 School District Liaison Raymond Ruth, Communications Specialist Christine Henschler

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Technical Services Manager Beth Gallinger, 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 two new business items must be removed from tonight's Agenda and postponed until the July Regular Board Meeting set for July 27, 2023.

- Annual Review of Investments - Ron Dunworth, Treasurer (Information)
- Draft Annual Impact Report for 2022 - Christine Henschler, Communications Specialist (Information)

Motion by Cole Gerstner, second by Kendra Adams, to approve the Agenda revisions; 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. Kendra asked if any stats or the flow to the library had changed during and after the renovation. Director Kling replied that the stats didn't change much.

Follow Up Questions to Board/Liaison Reports

Jeromey thanked the Liaisons for their submitted reports. There were no board questions at this time.

Treasurer's Report - Ron Dunworth, Treasurer

Director Kling referenced the Treasurer's Report in the board packet. Director Kling spoke of the Bank of the San Juans payment to begin paying invoices for the Severance branch and that any construction invoices are to be submitted to DOLA for payment.

Motion by Kendra Adams, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for May 2023; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Trustee

Rochelle reported they are busy planning Clearview Reads and have asked Sarah Penner, author of *The Last Apothecary*, to be their author. This event is being planned for April 27, 2024, to be held at one of the local high schools potentially. Rochelle said discussions about memberships, brochures, and ways to get the word out were held. The F&F bulletin board is back up at the Windsor Severance Library. The F&F is looking for a new shelf to sell used books and media materials. Rochelle talked about the process of hiring a part-time F&F Director and working on updating the existing MOU with the library district. The part-time F&F Director job will be posted in August 2023. Director Kling reported that the F&F may not have enough Friends and volunteers to help to create a float for Harvest Fest. The Friends can join library staff and library board members to walk in the parade.

Old Business

- Approve Minutes of the May 25, 2023, Regular Board Meeting
 - Minutes were approved.
 - Motion by Lisa Gagliardi, second by Cole Gerstner, to approve Minutes of the May 25, 2023, Regular Board Meeting; motion passed unanimously.
- Board Bylaws Review - Cole Gerstner, Vice-President
 - Cole discussed the new changes and proposed an Alternative (to 4.4.2) with board members, and moved to approve all the changes/updates.
 - The board thanked Cole and Attorney Garcia for their work on the Bylaws.
 - Motion by Kendra Adams, second by Rochelle Brotsky, to accept the Bylaws as Read and Written; motion passed unanimously.

- Building Project Update - Ann Kling, Library Director
 - Director Kling reported on the progress made at the Severance construction site and said there hadn't been any delays. Director Kling reported final touches are still being made at the Windsor Severance Library and reported that some patrons find the new front entrance doors problematic. Director Kling will investigate getting sliding doors.
- Security Planning Update - Ann Kling, Library Director
 - Director Kling reported that she is waiting for the three security consultants to submit their reports, and then she will provide an update.
- Strategic Planning Update - Ann Kling, Library Director
 - Director Kling reported that the first meetings were held and noted that Jeromey, Lisa, and Julie are serving on the committee. Director Kling spoke of the process and feedback so far. Jeromey thanked the staff for their work.
- Long Range Planning Committee Update - Ann Kling, Library Director
 - Director Kling reported having two meetings so far, that there will be a guest speaker at the next meeting, and that advocacy will be discussed more.
- Crime Insurance Update - Ann Kling, Library Director
 - Director Kling gave an update on crime insurance and cyber security and whether those options are needed. Beth spoke of the need to have the cyber security option. Director Kling will get a quote and report back at the next regular board meeting.

New Business

- Approve the Purchase of an Additional Half Water Share for the New Library in Severance - Ann Kling, Library Director
 - Director Kling reported that initially, there were two water shares.
 - Lisa Gagliardi was recused from voting on this.
 - Motion by Rochelle Brotsky, second by Cole Gerstner, to approve the Purchase of an Additional Half Water Share for the New Library in Severance; motion passed unanimously.
- Approve the Easement for Property in Severance - Ann Kling, Library Director
 - Director Kling reported that there is a need for an electric transformer (to run the library building), so there needs to be an easement. Attorney Garcia reviewed the paperwork and found corrections that needed to be made.
 - Motion by Cole Gerstner, second by Kendra Adams, to approve the Easement for Property in Severance; motion passed unanimously.
- Open Records Policy Review - Jeromey Balderrama, Chair of the Policy Committee
 - Jeromey reported that the word Colorado was added to the existing policy.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Open Records Policy with the word Colorado added; motion passed unanimously.

- Solicitation and Petitioning Policy Review - Jeromey Balderrama, Chair of the Policy Committee
 - Jeromey reported that there are no recommended changes to the existing policy.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Solicitation and Petitioning Policy as is; motion passed unanimously.
- Holiday Closures for 2024 - Ann Kling, Library Director
 - Director Kling presented the proposed holiday closures for 2024. Kendra suggested closing at 2 p.m. on the day prior to Thanksgiving and on New Year's Eve.
 - Motion by Kendra Adams, second by Lisa Gagliardi, to accept Holiday Closures for 2024 with Amended Changes of Closing at 2 p.m. on the day prior to Thanksgiving and New Year's Eve; motion passed unanimously.

Upcoming Agenda

Review of Investments
Crime Insurance
Quarterly Review of Director's Goals
Policies to Review

Jeromey asked Director Kling to schedule a Special Board Meeting for July 6, 2023.

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 6:52: p.m.

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.

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the special meeting to order at 4:01 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Trustee Rochelle Brotsky (joined via Zoom), Trustee Kendra Adams, and Library Director Ann Kling

Absent: Trustee Lisa Gagliardi (excused)

Review of Agenda

No changes at this time.

Public Input

No public comment at this time.

Executive Session

Trustee Adams made a motion to enter An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators. Trustee Gerstner seconded the motion. The motion was approved unanimously. The Executive Session began at 4:05.

The Executive Session ended at 4:45 pm.

The meeting resumed at 4:46. Present: Trustees: Jeromey Balderrama, Cole Gerstner, Ron Dunworth, Kendra Adams, Rochelle Brotsky (via Zoom). Library Director, Ann Kling

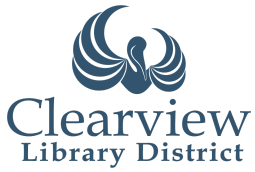
Adjourn

Motion made by Trustee Adams, seconded by Trustee Gerstner. Approved unanimously.

The meeting adjourned at 4:48 p.m.

Upcoming Meetings

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

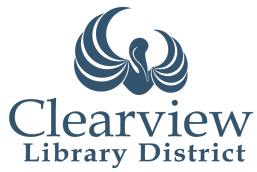


Board of Trustees Special Meeting

July 6, 2023 • 4:00 p.m.
Administrative Services Center

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



MEMORANDUM

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

Date: July 27, 2023
Re: Annual Review of Investments
Item 5.1: New Business

Background / Discussion

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



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Christine Henschler, Communications Specialist

Date: July 27, 2023
Re: Annual Impact Report
Item 5.2: New Business

Background / Discussion

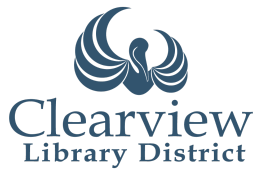
Each year the library district prepares an annual report, aka the Annual Impact Report, to summarize the impact the library district has had in our community.

Relationship to Strategic Plan

Communication.

Attachments

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



MEMORANDUM

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

Date: July 27, 2023
Re: Director's 2nd Quarter 2023 Goals
Item 5.3: New Business

Background / Discussion

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

Attachments

Director's 2023 Goals - 2nd Quarter Update



Clearview Library District

Director's Goals - 2023

2nd Quarter 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 Severance Town Council at the May 9, 2023 meeting. A ground-breaking event was held on Monday, May 22. Construction began in June. The project is still on target.**
3. Strategic Plan, 2023 - 2025. Work with the Strategic Planning Committee and staff to complete the strategic plan by April, 2023. **A committee of community members was formed and the first sessions were held in June. The feedback from the first meeting has been reviewed by Director Kling, Public Services Manager, Casey Lansinger-Pierce and IT/Technical Services Manager, Beth Gallinger. The second session will be held on Monday, July 24 and Tuesday, July 25.**
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. **The Committee has reconvened and has met twice. Staff from the Greeley Planning Department have been invited to the August meeting to inform the committee about population growth in West Greeley.**

November 17, 2022

Updated July 21, 2023