

AGENDA

Call to Order

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

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, January and February - Erica Rose, Library Director

- Introduction of Staff
- Communication and Monthly Statistics

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - Lisa Gagliardi, Treasurer

Friends & Foundation Report - Lisa Gagliardi, Treasurer

Old Business

- Approve Minutes of the January 30, 2025, Regular Board Meeting (Action)
- Approve Minutes of the February 4, 2025, Library Board Special Meeting (Action)

- Second Reading of Donated Materials Policy - Jeromey Balderrama, Secretary (Information)
- Salary Survey - Erica Rose, Library Director (Action)

New Business

- Colorado Public Library Standards: Administration and Government - Jeromey Balderrama, Secretary (Information)
- Director Goals and Initiatives - Erica Rose, Library Director (Information)

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property.

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, April 24, 2025, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, May 29, 2025, 5:30 p.m. – Windsor 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 - JANUARY/FEBRUARY 2025

Districtwide Update - Library Director Erica Rose

Highlights

- **January:** Director Rose was invited to participate in a Weld Re-4 School District focus group regarding alternative school calendar options. This was a fantastic opportunity to meet and interact with key stakeholders within the community.
- **January/February:** Director Rose met a variety of community stakeholders including Weld Re-4 School District Superintendent Michelle Scallon, Weld Re-4 School District Communications Director Katie Smith, Town of Severance Manager Nick Wharton, and Town of Severance Deputy Director Lyndsay Radcliff.
- **January/February:** Our 2025 Building Project is: Building Relationships. This is an internal and external initiative focusing on advocacy, communication, trust, and transparency.
 - A large part of this is tied to building our team and strengthening our infrastructure.
 - We are in the midst of an extensive audit and editing of our internal processes and procedures.
 - All teams are leaning into Professional Development opportunities, seeking to identify, and plan for, opportunities that will significantly enhance their skills and knowledge.
 - The Finance and HR departments are being restructured, following the resignation of Erin Mitchell. Interviews for a Financial Administrator and an HR Generalist are currently underway.
 - Another key aspect of this initiative centers around a strategic advocacy campaign. Our teams are curating library stories, statistics, and data to craft a selection of compelling presentations designed to be audience-specific, and useful as we visit a variety of organizations and stakeholders.
- **February:** Public Services Manager Casey Lansinger-Pierce, Director Rose, and Friends and Foundation Director Cayti Weber-Vowell were warmly received at a Kiwanis meeting to present on library services.
- **February:** We hosted a group of staff and the Director from Eaton Public Library, offering a detailed tour of Severance Library.
- **Upcoming:** Colorado Association of Libraries Legislative Day takes place on March 26, 2025, and Clearview Library District will be sending two staff members as representatives and advocates. It is a critical time for our profession and compelling advocacy at a state and national level, is imperative.
- **Upcoming:** The Library Director's Goals will be set before the Library Board at the March regular board meeting, along with the proposal for a salary study, the second reading of our Donated Materials Policy, and an executive session to discuss a legal memorandum regarding the Greenspire/Main Street property and development.

Challenges and Opportunities

- **January:** Facilities Supervisor Adam Mitchell coordinated a pre-emptive fire code walk. Windsor Severance Fire Rescue identified areas of noncompliance ahead of the district's official compliance walk (in April). Using their list of safety concerns as a catalyst, leadership, and staff met and outlined a district-wide "housecleaning initiative".
- **January/February:** The Severance Library doors continued to be a significant challenge throughout January and February. We saw a vast improvement in response time from our vendors. Fransen Pittman, Servitech, Glass Doctor, and Facilities Supervisor Adam Mitchell, were in constant communication, working through different troubleshooting options. We continue to work closely with Wember representative Dan Spykstra and are considering alternative solutions hoping to re-open up after-hours meeting room access by mid-April.
- **February:** During the interim gap of a Finance Administrator and an HR Generalist, Director Rose has been meeting strategically with the accounting team at Anderson & Whitney PC and Library Board Treasurer Lisa Gagliardi. A great deal of time has been devoted to learning and handling the District's financial and HR day-to-day needs. Office Manager Natalie Wagner has worked tirelessly alongside Director Rose, devoting extensive time, effort, and leadership throughout this transitional time.

Personnel

- **January:** Director Rose met with some departments to discuss pain points, vision, and staffing requests. As a result, departments have been empowered to restructure their processes, schedules, and approaches to maximize current resources.
 - These conversations helped identify the most pressing hiring needs leading to the following job postings: Collection Development Supervisor, Financial Administrator, and HR Generalist
- **January/February:** Director Rose accepted the resignation of Erin Mitchell, Makayla Northern, and Jenny Greer. Marketing assistant Jessica Columbo was terminated in mid-January. Friends and Foundation Director Cayti Weber-Vowell also resigned. Director Rose has been working closely with the Friends and Foundation to determine next steps. At this time, there is a collective agreement that the position will not be filled until the Friends and Foundation and Director Rose have had a chance to fine-tune the job description and clarify the goals and expectations for the role.

Board of Trustees Meeting Highlights - Month Year

- **January:** In compliance with the by-laws, President Gerstner appointed committees and liaisons for 2025.
- **January:** Director Rose met with the Personnel Committee in January to review Salary Study information, and discuss upcoming staff hiring needs.
- **February:** Following a special meeting (February 4) and proper interview processes, Cheralyn Barringer was appointed as Board Alternate.
 - Trustee, Jeromey Balderrama, offered his time and expertise to provide onboarding and training for our new board member and Director Rose.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- The 1,000 Books Before Kindergarten program is the most popular and successful it's ever been since its implementation in 2020. In 2025 thus far, we have had 65 children sign up. This is over half of the total registrations that we saw through the entirety of 2024.
- In January, our Adult Services team collaborated with Aspen Health Club to offer a program, geared toward seniors, about downsizing. This partnership has the potential for more programs that cater to a senior audience.
- The Teen Advisory Group (TAG) met with the Clearview Library District Friends & Foundation to discuss and recruit for a new teen liaison role.
- We received a five-star Google review in response to the Little Scientists program led by Youth Services Assistant Asa Kennison. The review reported that Asa is engaging and patient with attendees.
- The Public Services team completed program assessment forms for all in-library programs. These assessments formalized desired program outcomes and included success measures and data-gathering details which will enable data-driven decision making.

Challenges/Opportunities

- Public Services staff are gearing up for this year's Summer Adventure Program, Color Our World, running from June 2, 2025 until August 1, 2025. To focus on high-impact events, we'll scale back on most regularly offered programs across all age groups. Our teams are collaborating with performers, authors, and musicians to create a memorable summer.
- Partnering with Weld RE-4 School District shined during February's Tween Time, where Windsor High School's Robotics team guided 9–12-year-olds in programming and testing robots.
- PAWS for Reading is rolling out at Severance Library, beginning on Tuesday mornings. This popular service allows readers of all ages to read with a licensed therapy dog.
- In February, we brought NoCo Chessmates to lead coaching sessions for our popular after-school Chess Club program at Severance Library. We saw a great turnout!

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

Highlights

- In January, we finalized our internal AI policy and launched staff training to ensure responsible and effective use of AI tools. This aligns with the launch of Gemini, which supports enhanced workflows and services. By February, all staff had access to Gemini in Google Workspace. The IT team developed a brief AI training session for department meetings and compiled a list of AI tools, including best applications and guidelines on copyright and responsible use.
- Beth Fransen attended the Google Security Summit in Boulder, CO, where experts discussed cybersecurity trends, best practices for securing Google Workspace, and strategies for mitigating risks. This event provided valuable insights to enhance the Clearview Library District's security approach.
- We've updated our weeding criteria and launched a major weeding project across our collections. The timing aligns well with a change in our process for Dreambooks—we no longer need to scan items before sending them, as Dreambooks will now handle scanning upon receipt, and we will continue to receive cashback. Additionally, we are hiring a Collection Development Supervisor to help guide our collection updates and ensure they continue to meet the needs of our community.

Opportunities

- In January, we filed Form 470 and issued an RFP for network upgrades, including licensing, equipment, mobile hotspots, and high-speed internet to improve connectivity and digital resource access. By February, Beth Fransen and IT Assistant Amanda Matl reviewed E-Rate bids, and the district plans to upgrade to 2 GB internet at each location, acquire additional network equipment, and purchase wireless hotspots for patron checkout to expand access to online resources.
- Technical Services staff, Mobile Services Supervisor Katie Loften, and Beth Fransen participated in interviews for the Collection Development Supervisor position. We had a highly competitive pool of candidates and are pleased to announce that Adult Services Supervising Librarian Jennifer Bradley has been selected for the role. She will begin her new position in late March.
- Our Collection Development staff recently met with Marmot, our discovery layer partner, to learn more about the materials request functionality. This feature allows patrons to request items for the library to purchase. We are testing it to ensure a smooth experience before recommending full implementation.

Challenges

- The printers at Windsor Library are showing their age and were recently out of service for a week due to mechanical issues. While IT staff has restored functionality, these printers are nearing the end of their contract in late 2025, and we will need to plan for their replacement to ensure reliable service for staff and patrons.

Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- January was the beginning of new hours at both locations. We have more consistent hours at Severance Library, being open from 9:30 a.m. until 6:00 p.m. Monday - Thursday and from 10:00 a.m. until 5:00 p.m. Friday and Saturday. It is a highlight to have consistent hours for patrons. However, it's also an opportunity as we need to promote being open on Thursdays now.
- A patron emailed Director Rose complimenting Customer Service Specialist Rosita Hernandez on her excellent service. Rosita has been a valued member of our team for over seven years. She receives numerous compliments from patrons. It's always a special highlight when a patron takes the time to write an email to our Director!
- We always welcome the opportunity to pair with local groups in our community. In February, the Town of Severance did a 'Hearts Around Severance Scavenger Hunt.' People were given bingo sheets and instructed to visit different places around Severance to look for letters. We were given the letter 'Y', and it brought in many residents who had not yet visited the library.

Challenges

- In late January, one of our 40-hour Windsor Library Customer Service Specialists left her position. A 40-hour vacancy is always a tough challenge in our department. It requires a lot of teamwork to help cover service desk hours. The Severance Library Customer Service team was able to help cover shifts, and staff from other departments also helped to fill a few desk shifts. We truly appreciate how everyone helps out and works together!
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Communications Update - Communications Specialist Christine Henschler

Highlights

- In January, the Town of Severance Events & Communications Coordinator invited the Library District to contribute to their "Welcome Wagon" packets for new residents, launching on February 18, 2025. The Communications Specialist designed a double-sided flyer highlighting key library programs, resources, and services tailored for new residents, which was reviewed and approved by the Library Director. This flyer will ensure that new community members are immediately aware of the Severance Library's hours of operation, offerings, and how to access them. This collaboration reflects a significant opportunity to strengthen community outreach and foster early connections with new residents, promoting awareness and engagement with the library from day one.
- In February, the Library District was offered a valuable upgrade by the Owner/Publisher of Windsor Lifestyle Magazine for the March 2025 issue. Instead of the contracted quarter-page ad, the District received a full-page advertisement at no additional cost. This enhanced visibility was strategically utilized to promote ticket sales for the highly

anticipated Clearview Reads 2025 event featuring bestselling author Kristin Harmel. This opportunity significantly increased the reach and impact of our marketing efforts for this major community event.

Opportunities

- Throughout January and February, Christy Olson, who leads our Storytime with ASL program, has collaborated with the Communications Department to initiate a campaign promoting a two-week trial of Mango Languages' ASL module. This effort evaluates the feasibility and community interest in adding the ASL module to our Mango Languages platform. The Communications Department has supported this initiative through targeted outreach, including email campaigns, social media posts, and a website announcement to maximize community awareness and participation. The trial will begin on Monday, April 14, and will strategically launch just before National American Sign Language (ASL) Day on April 15. This annual observance highlights the importance of ASL as a language and a vital tool for communication within the Deaf and hard-of-hearing communities. If the trial demonstrates consistent usage and strong community engagement, the Library District will have sufficient justification to purchase the ASL module for permanent use.
- During January and February, Digital Communications Coordinator Brad Vogler worked on enhancing data visualization on the Library District's website. He successfully tested embedded iframes, using Infogram dashboards to display data interactively. These initial tests, conducted in collaboration with the Technical Services Assistant, demonstrated the feasibility of this approach. The next steps involve carefully selecting relevant data, determining optimal placement on the website, and applying consistent branding to ensure a seamless user experience. This initiative will provide an engaging way for the community to view and understand essential library metrics, reinforcing the value of our impact.

Challenges

- The Communications Department experienced considerable challenges during staffing transitions in January and February. The departure of a team member required the Communications Specialist and Digital Communications Coordinator to dedicate substantial time and effort to recruiting, onboarding, and training new staff. This additional workload temporarily disrupted workflows and strained the department's capacity to meet its usual demands, impacting overall efficiency during this period.

- Digital Communications Coordinator Brad Vogler has continued troubleshooting the Google Business verification for the Severance Library into January and February 2025. Despite months of following Google's outlined steps, including submitting a utility bill in September to confirm the library's address, the verification process remains unresolved. Challenges such as the lack of specific permanent signage and distinct street signs at the library's location have complicated video verification.

January and February 2025 Usage Stats

Key Takeaways:




- January saw an increase in most stats in comparison to December, which is normal for January. Most totals continued to be higher than at the same time the previous year, due to the addition of the Severance library.
- Offsite patrons were lower in January because the bookmobile had to cancel stops due to weather; there were also no special events for the bookmobile to attend. Database usage saw a huge increase in January due to high amounts of Pebblego usage.
- Most stats tend to decrease from January to February, due to the shorter month. Program stats remained fairly level this February. Totals continued to do better in comparison to the same time last year. February also saw even more Pebblego usage.






About the Dashboards:




- Percentages in 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 2021, 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 four possible ways: entering the Windsor Library or Severance Library buildings, visiting the Bookmobile, and attending Outreach events. "Off-site" visitors are a combination of the Bookmobile and Outreach patron counts.
- Circulation: Circulation includes the checkouts and renewals of all physical items, checkouts and renewals of downloadable and streaming content, and database usage. Off-site circulations are from the Bookmobile, BAM (Books and More), and the administration office.
- 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.
- Meeting Rooms: This is the number of hours that patron-bookable meeting rooms were reserved in comparison to the total number of hours those meeting rooms were available, represented as a percentage.
- Website Stats: Pageviews represents the number of times a page on the library website was visited.



Patrons Served			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Windsor Patrons 11,253	10.98%	6.91%	
Severance Patrons 3,017	15.90%	N/A	N/A
Off-site Patrons 941	-56.62%	-15.53%	
Total Patrons 15,211	2.01%	30.68%	



Circulation			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Windsor Circs 24,028	8.27%	-4.85%	
Severance Circs 6,531	18.96%	N/A	N/A
Off-site Circs 1,340	-13.27%	-30.93%	
Total Circs 31,899	9.14%	17.31%	
Digital Circs 14,656	13.20%	21.95%	
Database Usage 11,431	100.44%	326.21%	



Program Attendees			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Windsor Attendees 1,577	1.74%	42.46%	
Severance Attendees 1,313	42.10%	N/A	N/A
Off-site Attendees 1,018	5.82%	-5.13%	
Total Attendees 3,969	15.04%	77.50%	


Number of Programs			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Windsor Programs 63	43.18%	1.61%	
Severance Programs 46	35.29%	N/A	N/A
Off-site Programs 42	10.53%	2.44%	
Total Programs 156	33.33%	44.44%	




*Totals include online programs.



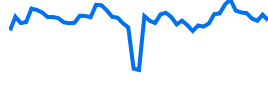
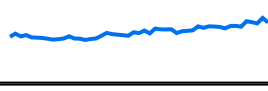

Program Waitlists			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Waitlisted People 171	48.70%	35.71%	
Waitlisted Programs 32	100.00%	0.00%	




Cardholders			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Active Cardholders 6,062	7.10%	15.51%	
New Cardholders 361	77.83%	48.56%	




Meeting Rooms			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines From Apr '24
Windsor 50.43%	25.32%	84.32%	
Severance 23.41%	4.23%	N/A	

Website Stats			
Jan 2025	vs. Dec 2024	vs. Jan 2024	Sparklines
Pageviews 42,851	42.38%	44.83%	

Patrons Served			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Windsor Patrons 10,697	-4.94%	-2.05%	
Severance Patrons 3,413	13.13%	N/A	N/A
Off-site Patrons 1,029	9.35%	-42.42%	
Total Patrons 15,139	-0.47%	19.13%	

Circulation			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Windsor Circs 21,967	-8.58%	-10.98%	
Severance Circs 6,237	-4.50%	N/A	N/A
Off-site Circs 1,269	-5.30%	-36.96%	
Total Circs 29,473	-7.61%	10.43%	
Digital Circs 13,252	-9.58%	14.84%	
Database Usage 12,855	12.46%	26.88%	

Program Attendees			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Windsor Attendees 1,634	3.61%	76.65%	
Severance Attendees 1,352	2.97%	N/A	N/A
Off-site Attendees 1,100	8.06%	-6.14%	
Total Attendees 4,086	2.95%	93.74%	

Number of Programs			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Windsor Programs 63	0.00%	16.67%	
Severance Programs 46	0.00%	N/A	N/A
Off-site Programs 48	14.29%	-2.04%	
Total Programs 157	0.64%	50.96%	

*Totals include online programs.

Program Waitlists			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Waitlisted People 164	-4.09%	4.46%	
Waitlisted Programs 28	-12.50%	3.70%	

Cardholders			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Active Cardholders 5,957	-1.73%	13.75%	
New Cardholders 275	-23.82%	-24.24%	

Meeting Rooms			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines From Apr '24
Windsor 43.73%	-13.29%	-11.33%	
Severance 25.30%	8.07%	N/A	

Website Stats			
Feb 2025	vs. Jan 2025	vs. Feb 2024	Sparklines
Pageviews 39,416	-8.02%	35.10%	

REPORTS OF THE LIAISONS - FEBRUARY/MARCH 2025

Lainie Peltz - Town of Windsor

- Special Election - Just under 25% voter turnout - all eight proposed Home Rule Charter amendments passed. The citizen-led marijuana petition failed.
- The Charter Ad Hoc Committee will meet a few more times to finish reviewing our Home Rule Charter and any additional proposed changes will be timed for the April 2026 regular election.
- We close on our 300-acre open space purchase at the end of March. The parcel is located just north of the new Windsor Middle School between CR 15 and CR 13 to just south of SiteOne Landscape Supply on Harmony and CR 15.
- The Great Western Trail race is scheduled for April 19, 2025, through run.windsor
- The Kyger Reservoir renovation should be done by the end of May 2025.
- All Capital Improvement projects can be found here:
<https://windsorprojectconnect.com/hub-page/capitalimprovementprojects>
- Private development projects can be found here:
<https://storymaps.arcgis.com/stories/5891ebaec0c64a50ae8ff9b25560f244>
- The official Town of Windsor newsletter
 - [Windsor Matters - February 2025](#)
 - [Windsor Matters - March 2025](#)

Jennifer Hansen - Weld RE-4 School District

- Weld RE-4 School District: [News Feed](#)
- Weld RE-4 School District: [Events](#)

Craig Joseph- Town of Severance

- The official Town of Severance newsletter
 - [Severance Scoop - February 2025](#)
 - [Severance Scoop - March 2025](#)

Dale Hall - City of Greeley

- City Scoop Newsletter - a mid-month update on local happenings, city initiatives, special projects, and more.
 - [City Scoop - February 2025](#)
 - [City Scoop - March 2025](#)

DRAFT MINUTES

Call to Order

President Cole Gerstner called the meeting to order at 5:30 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Cole Gerstner, Vice-President Kendra Adams (joined online), Secretary Jeromey Balderrama, Trustee Ron Dunworth, Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, and Attorney Bill Garcia (joined online)

Absent: Treasurer Lisa Gagliardi, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall

Staff: Director Erica Rose, IT & Tech Services Manager Beth Gallinger, Office Manager Natalie Wagner

Review of Agenda

Nothing at this time.

Public Input

No public comment was given.

Director's Report - November and December - Beth Gallinger, IT & Technical Services Manager
- Erica Rose, Library Director

- Introduction of Staff
 - Courier Driver Manni Arevalo
 - Customer Service Specialist Jenny Greer
 - Youth Services Assistant Cristin Altepeter
- Communication and Monthly Statistics
 - Director Rose highlighted portions of the Director's Report. Director Rose updated the board on the Severance Library entrance doors, that they remain broken, and the after-hours at Severance Library remain unavailable. Director Rose stated that the new 2025 hours are working well at both libraries. Director Rose remarked on the response of IT & Tech Services regarding the electric failure at the Administration Services Building. Director Rose shared excitement about the Santa's Workshop program and the Customer Service team at Severance Library. The board had some questions and those were addressed.

Follow-Up Questions to Board/Liaison Reports

Reports of the Liaisons can be found in the board packet.

Treasurer's Report - November and December - Lisa Gagliardi, Treasurer

Director Rose reported that the Treasurer Reports can be found in the board packet. There will still be some accruals as 2024 bills continue to be received. The district overall is in good financial condition, adding approximately \$1.9 million to the fund balance due to the extremely high tax year.

Friends & Foundation Report - Lisa Gagliardi

Director Rose reported that Trustee Gagliardi attended the F&F meeting on January 15, 2025, and is excited to be the Liaison for the library board. The Clearview Reads VIP tickets were offered to the Friends of Library, before the public, and they will sell out, so please make sure and get your tickets if you haven't already. There is a book club for the *Books of Lost Names* and it will meet on Thursday, March 13, 2025, please register for that as well. The Blind Date with a Book fundraiser was successful and there are still books that they will be able to re-purpose for 2025. The Friends and Foundation February meeting's only agenda item will be planning for the Clearview Reads Event. The Friends and Foundation will have their annual retreat on Saturday, February 1, 2025, where they will review their Strategic Plan, Master Calendar, and Roles and Organizational Structure.

Old Business

- Approve Minutes of the December 5, 2024, Regular Board Meeting
 - Minutes were approved with the edit of an extra zero removed from the \$6000,000.
 - Motion by Ron Dunworth, second by Kendra Adams, to approve minutes of the December 5, 2024, Regular Board Meeting with the edit of an extra zero in the vote of Resolution 2024-08 with Captial outlay of \$600,000 struck; motion passed unanimously.
- Approve Minutes of the January 2, 2025, Library Board Special Meeting
 - Minutes were approved.
 - Motion by Jeromey Balderrama, second by Ron Dunworth, to approve minutes of the January 2, 2025, Library Board Special Meeting; motion passed unanimously.
- Quarterly Statistics - Erica Rose, Library Director
 - Director Rose reported on quarter four statistics. Director Rose reported highlights on the additional bar graphs that were in the board packet. The board asked questions on the early closures, active borrowers, and card holders.
- Strategic Plan Quarterly Update - Erica Rose, Library Director
 - Director Rose reported the updates of the Strategic plan. Kendra said what a phenomenal and great job to everyone and a thank you.
- Library Board Openings Update - Erica Rose, Library Director
 - Director Rose gave a short update on the Board Alternate opening.

New Business

- Donated Materials Policy Review - Jeromey Balderrama, Secretary
 - Jeromey reported on the progress of work done on this policy, as well as the previous versions of this policy. Director Rose reported on Dream Books and working with the Friends and Foundation for their part in this program. Beth reported on the amount received last year from working with Dream Books.
 - The board held a discussion and deferred this policy to the March regular board meeting.
- Letter of Engagement for the Annual Audit - Erica Rose, Library Director
 - Director Rose reported that the letter of engagement is ready to be signed.
 - Motion by Kendra Adams, seconded by Jeromey Balderrama, to accept the Letter of Engagement for the Annual Audit; motion passed unanimously.
- Colorado Public Library Standards - Jeromey Balderrama, Secretary
 - Jeromey presented a slideshow presentation and spoke about the Colorado Public Library Standards, what makes up these standards, and goals and planning while using these standards. Jeromey suggests the board work monthly on a standard(s) during the regular board meetings.
 - Director Rose suggested pulling frameworks from these standards that could apply to the district.
 - Cole requested to schedule this for the March regular board meeting, for a 20-minute session, to determine if this work is warranted and move forward.
- Library Board Self-Evaluation - Jeromey Balderrama, Secretary
 - Jeromey reported having sent a survey to board members and board members provided confident results. Jeromey presented a slideshow presentation on the 2024 Self-Evaluation.
 - Attorney Garcia stated that this library board is very active and hands-on.

Upcoming Agenda

Adjourn

Motion by Jeromey Balderrama, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 7:13 p.m.

Upcoming Meetings

- Board of Trustees Special Meeting, February 4, 2025, 5:30 p.m. - Administrative Services Building; Public via Zoom
- The Board of Trustees Regular Meeting scheduled for February 27, 2025, is cancelled.
- Board of Trustees Work Session, March 13, 2025, 5:30 p.m. - Severance Library and Zoom
- Board of Trustees Regular Meeting, March 27, 2025, 5:30 p.m. – Windsor 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

Call to Order

President Cole Gerstner called the meeting to order at 5:42 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Cole Gerstner, Vice-President Kendra Adams, Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama, Trustee Ron Dunworth

Staff: Director Erica Rose, Office Manager Natalie Wagner

Review of Agenda

Nothing at this time.

Public Input

No public comment was given.

New Business

- Library Board Alternate Candidate Interviews - Cole Gerstner, President
 - The candidates interviewed were Cherilyn Barringer and Glen Thurston. Q&A was held for each candidate and each candidate was able to ask questions to the board and were given time to speak.
 - Cole asked for a short recess at 6:54 p.m. and called the special meeting back to order at 6:58 p.m.
 - The board held a short discussion. Cole asked the board for their nominations.
 - Motion by Jeromey Balderrama, seconded by Ron Dunworth, to nominate Cherilyn Barringer as Board Alternate; motion passed unanimously.
 - The board voted unanimously to appoint Cherilyn Barringer as Board Alternate. Cole will reach out to the candidates tonight by phone.

Adjourn

Motion by Kendra Adams, second by Jeromey Balderrama, to adjourn; motion passed unanimously. The meeting adjourned at 7:01 p.m.

Upcoming Meetings

- The Board of Trustees Regular Meeting scheduled for February 27, 2025, is cancelled.
- Board of Trustees Working Session, March 13, 2025, 5:30 p.m. - Severance Library and Zoom
- Board of Trustees Regular Meeting, March 27, 2025, 5:30 p.m. – Windsor 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

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Library Director
From: Jeromey Balderrama, Library Board Secretary

Date: March 27, 2025
Re: Donated Materials Policy Review
Item 4.3: Old Business

Background / Discussion

The Library District has very little storage space. While good-will donations of physical materials from patrons are a generous offer of support, they often create hardships for staff in communicating about the nuances of the district's policy and having to sort and store materials within the confines of our very limited space. A streamlined donation policy, in which donations are not accepted, creates clear and clean expectations for our donation policy.

Prior to 2019, the Friends and Foundation held book sales to raise funds. The loss of storage space made these sales impossible. Currently, the Friends and Foundation offers a small selection of books and media for sale and accepts donations, prioritizing children's books for summer programming. The Friends and Foundation maintains a bookshelf outside the meeting room with items for purchase at both libraries.

Recommendation

Adoption of the revised policy.

Attachments

Material Donation Policy

MEMORANDUM

To: Library Board of Trustees
From: Erica Rose, Library Director

Date: March 27, 2025
Re: Salary Survey
Item 4.4: Old Business

Background / Discussion

The salary study was presented at the October 30, 2025, regular board meeting. The study aims to assess the library's compensation structure and ensure that it remains competitive and equitable. The study was reviewed and discussed at the March 13, 2025, board work session. At this time, the library director advocates that the Board vote to approve the recommended new salary structure, using a conservative, phased implementation over the next two years.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Library Director
From: Jeromey Balderrama, Library Board Secretary

Date: March 27, 2025
Re: Colorado Public Library Standards: Administration and Government
Item 5.1: New Business

Background / Discussion

During the CALCON 2024 Conference, the [Colorado Public Library Standards](#) were discussed at a session. Beginning in March, the library board will review a standard at regular board meetings, using an agreed-upon system for evaluation.

MEMORANDUM

To: Library Board of Trustees
From: Erica Rose, Library Director

Date: March 27, 2025
Re: Director Goals and Initiatives
Item 5.2: New Business

Background / Discussion

Following extensive conversations with staff and board members, along with observation and evaluation of library services, processes, procedures, and documentation, Director Rose has created an informal list of goals that will be used to guide direction and decision-making throughout the rest of the year. These goals were shared with the board prior to the meeting.