

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 - Erica Rose, Director

Follow-Up Questions to Liaison Reports

Board Updates - Lisa Gagliari, President

Treasurer's Report - Cherilyn Barringer, Treasurer

Friends & Foundation Report - Cherilyn Barringer

Old Business

- Approve Minutes of the March 26, 2026, Regular Board Meeting (Action)
- Strategic Plan Quarterly Updates - Erica Rose, Director (Information)
- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director (Information)

New Business

- Proclamation Honoring the 2026 Battle of the Books Champions - Erica Rose, Director (Action)
- Interlibrary Loan Policy - Jeromey Balderrama, Vice President (Action)
- Approval of Strategic Planning Consulting Services — Erica Rose, Director (Action)
- Library Board Bylaws: Annual Review - Bill Garcia, Library Attorney (Information)
- Colorado Public Library Standards Review: Library Services & Programs and Collections - Jeromey Balderrama, Vice President (Information)

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the Purpose of Determining Positions Relative to Matters with Respect to the Main Street Property.

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, May 28, 2026, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, June 25, 2026, 5:30 p.m. – Severance Library and Zoom

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

DIRECTOR'S REPORT - MARCH 2026

Districtwide Update - Director Erica Rose

March was a month of troubleshooting and victories as we continued to settle into our transition to Marmot and a new integrated library system. The Marmot Task Force continues to meet regularly, and we are making tremendous progress as we troubleshoot and develop rhythms and processes for this new paradigm. Borrowing and lending began with the Marmot consortium in late March, and we prepared for a return to Prosperctor (ILL) in April. Additionally, we are managing the upcoming Community Recreation Center Outpost project, which is a true collaborative effort between our CLD teams and our partners at Parks, Recreation, and Culture. Finally, preparation for the Summer Adventure Program is in full swing, as Public Services devotes many hours to designing a dynamic summer reading experience for our patrons. In the midst of these initiatives, our staff remains committed to maintaining the well-oiled machine that allows us to provide exceptional service for every patron. Our front-line folks continue to win hearts and minds, and our support teams are dedicated to ensuring they have what they need to best serve our patrons.

Admin Team Highlights, Opportunities & Challenges

- **Finance:**

- Financial Administrator Sarah Watson collaborated closely with IT and Customer Services to troubleshoot Sierra credit card issues. These issues have been resolved, and business is taking place as usual.
- P-Card testing was conducted this month, prior to rolling this initiative out to teams.
- Audit preparation took a great deal of time and effort as the new audit firm works to learn about and review our organizational finances.

- **Human Resources:**

- HR Generalist Tracy Barger and Director Rose, and the Org Study Committee continued to dedicate significant time to the organizational study. We are pleased to have a new org structure in hand as of this month. Next steps involve a communication plan and attention to the implementation process and timeline.
- Tracy Barger spent significant time recruiting, scheduling, conducting interviews, and handling onboarding and offboarding processes as the district filled the following positions: Public Services Coordinator, Youth Services Assistant, and Customer Services Assistant.
- Tracy Barger, Director Rose, and Executive Operations Coordinator Natalie Wagner met with the Flood and Peterson Insurance representative for an insurance walk-through at Windsor Library and Severance Library. We are pleased to report that no recommendations for improvement were made.

- **Communications updates:**

- Communications Specialist Christine Henschler and Communications Assistant Hailey Fry advanced multiple spring campaigns, including the Library District's and Town of Windsor's *Moments That Made Us* exhibit, *Clearview Reads 2026*, the Summer Adventure Program, and "This Is Who..." staff spotlight series.

- The Communications team prepared public messaging for MLN2 interlibrary borrowing within the Marmot Library Network and coordinated the rollout of new Severance Library hours across print, web, and social media.
 - Digital Communications Coordinator Brad Vogler resolved the issue with patron notices and restored the Sierra-Communicos connection. Brad also reviewed the first iteration of the website analysis report and identified page ratings and automated reading-level review for website content as areas for improvement.
 - **IT updates:**
 - The self-check for the Windsor Recreation Center Outpost project was delivered and configured to ensure a seamless, effective implementation when the Outpost is ready.
 - Review and modernization of IT documentation have continued in order to align with current operational processes and evolving service offerings.
 - PCI compliance recertification occurred, reinforcing the ongoing commitment to security, risk management, and regulatory compliance. A network infrastructure upgrade at Severance Library was completed, including enhancements to internet service and the optimization of network configurations to improve performance, reliability, and security.
-

Public Service Update - Head of Public Services, Casey Lansinger-Pierce

Highlights

- In March, Adult Services successfully hosted a diverse and impressive selection of programs at both libraries, prioritizing trending topics with broad appeal. Highlights included a Taylor Swift bridal shower, a Ukrainian Easter celebration of culture and food, a book bedazzling workshop, and a professional headshot opportunity offered in partnership with the Severance Chamber of Commerce.
- We are excited to welcome Youth Services Assistant Catherine Kemeny, the newest addition to our Youth Services team. Throughout March, she shadowed programs and familiarized herself with district policies and procedures. She is a wonderful addition to the team and will begin running her own programs in April.
- Non-series programming continues to garner exceptional attendance, with a standout being the Baby Rave held in March at Windsor Library. Youth Services Assistant Amanda McKee hosted the event for ages 0-2, offering an ideal mix of sensory stimulation through dance music, colorful scarves, bubbles, and lights.

Opportunities and Challenges

- Windy March weather led to the cancellation of bookmobile stops and the Walking Club program. A significant smoke event on March 13 led to unhealthy indoor air quality and hazardous outdoor air levels, according to Purple Air monitors at the Windsor Library. Casey Lansinger-Pierce is coordinating with the Colorado Department of Health and Environment on building mitigation.

- On March 5, Casey Lansinger-Pierce participated in the Colorado Arts & Healing virtual symposium, an inspiring event that emphasized the vital role of social prescribing—the concept that meaningful social connections are essential to mental and physical well-being. The symposium also explored how artistic endeavors foster healthy, vibrant communities. A wealth of resources was shared, which serves as inspiration for future library programs and services.
 - Severance Town Mayor Matt Fries was welcomed as a guest at a special storytime at Severance Library. Those in attendance loved hearing Mayor Fries read them a story!
-

Customer Service and Technical Service Update - Head of Customer Service, Amanda Brian

Highlights

- Customer Service Supervisor Kailin Kelley created a twenty-minute training video on all things Sierra for staff. While the Customer Service team is becoming more comfortable with the new system, this video ensures everyone is on the same page and provides an excellent reference tool for new employees.
- In March, the circulation supervisor from Loveland Library attended to share tips and tricks and answer questions about best practices for using the new systems.
- At the Severance Library, several parts of the front door were replaced, and for the last month, the door has been functioning properly. For anyone following this two-year door saga, you can imagine how ecstatic the Severance Library staff is to have this issue resolved!
- After six weeks, the Technical Service department can once again order from Ingram Books. There was an issue when the library district switched ILS systems, requiring technical service to rebuild ordering forms with Ingram. During that time, ordering from Amazon was the only option.

Opportunities and Challenges

- For the majority of March, the Severance Library experienced numerous technical issues, including a malfunctioning printer and very slow internet. IT was able to switch the internet provider, and speeds are running faster. The printer continues to have some issues, but there is hope that it will be resolved soon.
- Transitioning to a new cataloging system created many challenges for the Technical Service department, and it will take several months to fix the problems as they are discovered. In March, they received daily tickets from the Customer Service department alerting them to cataloging issues.



Our Impact - Q1 2026

Visits & Cardholders

Library Location Visits	49,343
Monthly Library Card Users (Avg.)	6,189
New Library Cards Issued	1,125



Circulation

Physical Items Checked Out	81,648	Digital Check Outs	38,970
Windsor Library	59,038	Monthly eBorrowers (Avg.)	3,118
Severance Library	18,004	Database Sessions	65,678
Bookmobile	4,129		
Other	477		

Programs & Meeting Rooms

Program & Event Attendees	13,388	Library Meeting Room Reservations	889
Programs Offered	489	Windsor Library	533
Outreach Engaged	1,087	Severance Library	356
Outreach Exposed	688		



"I have been without a library card for years and about a month and a half ago me and my mom ventured in to get some to give us something to do on weekends and let's just say we love this library the staff and the book selection is amazing I cant wait to be like Matilda and read read read ❤️" -Angie - Google Business Review

Technology & Engagement

Library Public Computer Sessions	3,719
Monthly Library Public Computer Users (Avg.)	717
Monthly Library WiFi Usage (Avg.)	1,138
Library Website Pageviews	136,242
Social Media Followers	5,536
Post Engagements	5,380

REPORTS OF THE LIAISONS - APRIL 2026

Town of Windsor - Board Member Lainie Peltz

- [Windsor Matters](#)
- [Events](#)
- Windsor received a report on the official Water Supply Index for 2026, and the town has adequate water to meet water users' demands this year. At this point, there are no additional watering restrictions beyond the usual rules, such as no watering between 10 a.m. and 6 p.m. Nonpotable water users may be subject to restrictions from their metro districts/HOAs, but that is not within Windsor's purview. As always, regardless of water source, Windsor encourages residents to conserve water wherever possible. Free indoor water audits are available on the town's website under [Water Efficiency Audits](#). Only residents who use Windsor's treated water are also eligible for outdoor audits of their sprinkler systems.
- Walmart has submitted a site plan for the property it owns at State Highway 392 and County Road 17 (the northeast corner). Windsor has created an FAQ page for residents: [Proposed Walmart Site \(Jacoby Farms Subdivision, 5th Filing\)](#).
- Residents and the Windsor Police Department (WPD) are having major concerns about youth riding e-bikes and other electric toys recklessly. Even with campaign awareness of what is allowed and where, the WPD is seeing an increase in illegal bikes and reckless behavior. Please see [Ride Right, Windsor!](#) for more information. And if you are a parent of a youth with an e-bike, it is incumbent upon you to verify the type of bike they have and to inform them of where they can ride it. Always follow traffic safety laws.
- Windsor staff and golf cart community metro districts have been working to update where golf carts and LSEVs can ride within their communities and to find ways to interconnect with each other. An updated map will be released soon.
- Windsor has directed the water staff to begin the process of replacing all Town of Windsor water meters. The batteries on the antennas have been failing at an increasing rate, so we need to address this head-on. More information to follow.
- Red light camera violations have been coming in on average about 300 per week. A reminder to slow down when approaching any intersection and don't run the light! 😊

Weld RE-4 School District - Board Member Jennifer Hansen

- [News](#)
- [Events](#)

Town of Severance - Council Member Craig Joseph

- [Severance Scoop](#)
- [Events](#)

City of Greeley - Council Member Brian Rudy

- [Greeley City Scoop](#)
- [April in Greeley](#)



- [Visit Greeley](#)
- [Events](#)

TREASURER'S REPORT - MARCH 2026

Statement Overview

The financials include a Budget vs. Actuals and Balance Sheet. For purposes of the basis of accounting, the District follows the modified accrual basis of accounting, where revenues are recorded when they are both available and measurable. Expenditures, other than debt service payments, are recorded when the liability is incurred.

Investments

The average monthly yield for March in the Colotrust account is 3.76%, which is down 0.03% since February.

Fund Balance

The total increase in fund balance through March is \$541,325, primarily due to property tax and interest revenue received. These revenue items account for approximately 25% of the total budget.

Operating Expenses

Total expenditures are currently 20% of the total operating budget, with 25% of the year elapsed. Many budgeted expenses, such as the Pikes Peak remodel, will be recognized in the subsequent months and may be in different categories. However, the overall budget should not be impacted.

Clearview Library District
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - March 2026

	Total			
	Actuals January 1 - March 31	Total 2026 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	1,822,592	7,382,728	(5,560,136)	25%
3051 Other Income	119,256	523,028	(403,772)	23%
3120 Specific Ownership Tax	74,276	300,000	(225,724)	25%
Total Income	\$ 2,016,124	\$ 8,205,756	\$ (6,189,632)	25%
Expenses				
3901 Benefits	253,151	1,228,488	(975,337)	21%
4011 Salaries	715,658	3,501,710	(2,786,052)	20%
4049 Operating Expenses	199,626	834,097	(634,471)	24%
4051 Public Relations	36,952	160,000	(123,048)	23%
4052 Programming	21,001	110,000	(88,999)	19%
4087 Materials	116,312	521,000	(404,688)	22%
4088 IT	84,952	268,000	(183,048)	32%
4089 Vehicles	5,168	27,000	(21,832)	19%
4710 Land/Building Improvements	-	40,000	(40,000)	0%
4720 Furniture and Equipment	20,335	50,000	(29,665)	41%
4721 Computer/Tech Equipment	21,644	80,000	(58,356)	27%
4723 Lease Payment	-	361,156	(361,156)	0%
9000 Capital Outlay	-	50,000	(50,000)	0%
Total Expenses	\$ 1,474,799	\$ 7,231,451	\$ (5,756,652)	20%
Net Income	\$ 541,325	\$ 974,305	\$ (432,980)	56%

Balance Sheet
Clearview Library District
As of Mar 31, 2026

	Total
Assets	
Cash and Investments	13,066,712
Other Current Assets	526,874
Total for Assets	\$ 13,593,586
Liabilities	
Accounts Payable	62,780
Credit Cards	4,197
Other Current Liabilities	45,395
Total for Current Liabilities	\$ 112,371
Equity	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,551,211
Long-Term Planning	7,556,010
Net Income	541,325
Total for Equity	\$ 13,481,215
Total for Liabilities and Equity	\$ 13,593,586

DRAFT MINUTES

Call to Order

President Lisa Gagliardi called the meeting to order at 5:30 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Lisa Gagliardi, Vice-President Jeromey Balderrama, Treasurer Cherilyn Barringer, Trustee Alternate Michael Kessler, Weld RE-4 School District Liaison Jennifer Hansen (joined online), Town of Severance Liaison Craig Joseph, and Attorney Bill Garcia

Absent: Secretary Caitlin Evans, Trustee Cole Gerstner, Town of Windsor Liaison Lainie Peltz, City of Greeley Liaison Brian Rudy

Staff: Director Erica Rose, Head of Public Services Casey Lansinger-Pierce, Executive Operations Coordinator Natalie Wagner, and Acting IT Supervisor Jesse Feavel

Review of Agenda

Erica requested moving Old Business: Windsor Community Recreation Outpost Update after public input.

Motion by Jeromey Balderrama, second by Cherilyn Barringer, to approve the amended agenda; motion passed unanimously.

President Gagliardi announced that Trustee Alternate Michael Kessler will be voting.

Public Input

No public comment was given.

Director's Report - Erica Rose, Director

The Director's Report is available in the board packet. Director Rose shared a slide presentation that began with a well-attended adult services program. A Google review was read aloud, and February highlights were shared across all departments, including continued work on Marmot. Director Rose announced the updated Severance Library hours. Monday – Thursday 10 am – 6 pm, Friday – Saturday 10 am – 5 pm. Director Rose shared that on March 30, patrons will be able to place holds to borrow materials from the MLN2 libraries. The MLN2 libraries are Boulder Public Library, Broomfield Library, Lafayette Public Library, Longmont Public Library, and Loveland Public Library. Prospector will be back online in April.

Follow-Up Questions to Liaison Reports

The liaison reports are available in the board packet.

Board Updates - Lisa Gagliardi, President

Lisa reported that this is a new item on the agenda, giving the board an opportunity to share updates from their committees, attended meetings, or events. Lisa thanked the board for attending the February work session.

Treasurer's Report - Cherilyn Barringer, Treasurer

The Treasurer's Report is available in the board packet. Cherilyn reported on the property tax received and expenses, and that operating revenue is at 19% of the total budget, and ColoTrust is slightly down from January.

Lisa stated that the Treasurer's Report is a report, so a board vote is not necessary and will not be recorded further.

Friends & Foundation Report - Cherilyn Barringer

Cherilyn reported attending the March 9 meeting and said that the F&F are very excited to work together with all their new board members and super volunteers. They are working on doing a website overhaul, forming new committees, and gearing up for Clearview Reads.

Old Business

- Approve Minutes of the February 26, 2026, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cherilyn Barringer, second by Jeromey Balderrama, to approve minutes of the February 26, 2026, Regular Board Meeting; motion passed unanimously.
- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director
 - Director Rose reported that the Bookmobile project is scheduled for May 15-22 and that the Pikes Peak remodel is anticipated to be completed by April 30.
- Windsor Community Recreation Center Outpost Update - Erica Rose, Director
 - Director Rose presented on the importance of community partnerships and welcomed Tara Fotsch, Director of Parks, Recreation & Culture at the Town of Windsor. Director Rose updated us on the great work that she, Tara, Casey Lansinger-Pierce, and both teams of staff have done by joining together, expanding this partnership, creating a new MOU, and laying the way for future collaborations.
 - Director Rose gave Casey a shout-out and kudos for spearheading this initiative and working towards this MOU.
 - Director Rose reported that the Town of Windsor approved the MOU at a Town of Windsor board meeting. The next steps are to order equipment and materials, with a launch date of June 1, 2026.
 - Lisa shared excitement about this project and is looking forward to future statistics on this. Director Rose and Tara will meet to discuss creating marketing to showcase the Clearview Library District at the Windsor Recreation Community Center. Jeromey thanked everyone for their involvement.
 - Tara noted that both teams were at the table throughout this process with incredible enthusiasm and energy, and these teams are pursuing further opportunities.

New Business

- Displays and Exhibits Policy - Jeromey Balderrama, Vice President
 - Jeromey shared the background and the work on this new policy, the why of creating it, and removing it from the Postings, Promotion Materials, Displays, and Exhibits Policy.
 - Jeromey thanked everyone who worked on this policy, including Casey and her team. Casey, in turn, thanked Adult Services Supervisor Courtney Harris.
 - Motion by Cherilyn Barringer, second by Lisa Gagliardi, to approve updating the title of the "Postings, Promotion Materials, Displays, and Exhibits Policy," renaming it "Public Posting and Promotional Materials Policy"; motion passed unanimously.
 - Motion by Cherilyn Barringer, second by Michael Kessler, to adopt the Displays and Exhibits Policy; motion passed unanimously.
- Colorado Public Library Standards Review - Jeromey Balderrama, Vice President
 - Jeromey shared that the previous year, the board discussed the standards and improvement opportunities. Moving forward, Jeromey and Director Rose propose to discuss an identified priority at each regular board meeting. By discussing if it remains a priority, success, or growth, and how to/who could address the priority.
 - This month's priority is budget and finance. Lisa noted that budget and finance were addressed in the Budget Policy that was created last year. A next step is developing a capital replacement plan. Director Rose spoke about gathering data on community growth to support future planning, including finance and facilities. Explore Kits were discussed, and how these kits are reviewed.
- Strategic Planning Outline/Timeline - Erica Rose, Director
 - Director Rose presented a timeline for the strategic planning process and said that Jeromey and Caitlin are on this committee. Director Rose said an RFP for Strategic Planning Consulting Services was posted on Wednesday, March 25, and the award would be announced by Monday, May 4. Director Rose would like to start this project by Monday, May 11, with the final product delivered at the Thursday, October 29, regular board meeting.
 - Director Rose said this could be a five-year plan and that long-range facilities planning would be incorporated into it. Jeromey said that with a consultant, there will be an opportunity to engage more with the community.

Upcoming Agenda

Strategic Quarterly Updates

Capital Project Updates

Organizational Study Update

Proclamation for Battle of the Books

Interlibrary Loan Policy

Executive Session

Adjourn

Motion by Jeromey Balderrama, second by Cherilyn Barringer, to adjourn; motion passed unanimously. The meeting adjourned at 6:31 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, April 30, 2026, 5:00 p.m. – Severance Library and Zoom.
- Board of Trustees Regular Meeting, May 28, 2026, 5:30 p.m. – Windsor Library and Zoom.

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DRAFT



PROCLAMATION

HONORING THE 2026 BATTLE OF THE BOOKS CHAMPIONS

WHEREAS, the Battle of the Books program encourages participants in grades 3rd, 4th, and 5th to read quality literature and engage in friendly competition with their peers; and

WHEREAS, the participants gain knowledge and further their joy of reading by enjoying quality books, sharing them with others, and taking part in Battle of the Books; and

WHEREAS, the participants broaden their reading interests, increase their reading comprehension, and engage in teamwork to win battles; and

WHEREAS, the finalists of the Battle of the Books have distinguished themselves as the champions through their demonstrated book knowledge and sportsmanship; and

NOW, THEREFORE, BE IT PROCLAIMED, that I, Erica Rose, Director of the Clearview Library District, do hereby commend and congratulate the champions of the 2026 Battle of the Books for their accomplishment.

Dated this 30th Day of April, 2026.

Erica Rose, Library Director

MEMORANDUM

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

Date: April 30, 2026
Re: Interlibrary Loan Policy
Item 5.2: New Business

Background / Discussion

The District's **Interlibrary Loan (ILL)** program serves as a vital bridge, allowing us to borrow materials from libraries across the state to satisfy the variety of information needs of our residents. It is important to ensure that the district remains current with interlibrary loan policy and procedures. This policy is due for review, with updates applied as needed.

Recommendation

The Management Team and the Policy Committee recommend the adoption of the updated Interlibrary Loan Policy.

Attachments

Interlibrary Loan Policy

Interlibrary Loan Policy

Purpose

Clearview Library District's Interlibrary Loan (ILL) service supports the educational and informational needs of the community by supplementing its on-site collection with materials available from libraries within the state. In addition, the district seeks to share its collections with those from whom it borrows in a reciprocal manner. Interlibrary Loan policy and procedures are guided by the [Colorado Interlibrary Loan Code](#), the [National Interlibrary Loan Code](#), and the interpretation of the [U.S. Copyright Law](#).

User Eligibility

Access: ILL services are available to all District patrons holding a valid library card in good standing. Patrons with blocked accounts due to unpaid fees are ineligible for ILL services until the account is cleared.

Borrowing Parameters

Item Limit: Patrons may have a maximum of seven ILL items checked out at any one time. This includes items currently on order and items currently checked out.

Material Restrictions: Requests for items published within the last six months or for high-demand audiovisual materials are generally restricted through ILL to ensure compliance with regional lending protocols.

Loan Periods: The loan period is twenty-one days for print materials, with up to one renewal if the lending library allows. Media materials can be checked out for seven days and are typically not renewable.

Fees and Liability

The District will assess the replacement cost of any ILL item that is lost or returned damaged. Failure to pay outstanding fees or return ILL materials will result in an immediate block on ILL privileges.

DRAFT

MEMORANDUM

To: Library Board of Trustees

From: Erica Rose, Director

Date: April 30, 2026

Re: Approval of Strategic Planning Consulting Services

Item 5.3: New Business

Background / Discussion

The creation of a comprehensive, three to five-year strategic plan is a key deliverable integrated into the 2026 Operational Plan/Director Goals and the 2026 Board of Trustees Goals. The district is seeking a consultant to help guide the Strategic Planning process. Requests for Proposals (RFPs) have been received and evaluated. A finalist will be selected, and the awarded firm will be announced by May 4, 2026. Board approval for the cost of this project is requested.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Attorney Bill Garcia

Date: April 30, 2026
Re: Library Board Bylaws: Annual Review
Item 5.4: New Business

Background / Discussion

The Library Board of Trustees conducts an annual review of its Bylaws to ensure the district's governing framework remains responsive and legally sound. This review focuses on maintaining strict compliance with **Colorado Library Law (C.R.S. Title 24, Article 90)**, integrating board governance best practices, and responding to the evolution of the District.

Attachments

Bylaws of the Clearview Library District Board of Trustees

**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 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 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 by a majority vote shall fill the vacancy for the remainder of the unexpired term without further ratification. 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 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, there is an even number of voting members, the non-voting member may be elevated to a voting member by the Chair 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 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 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. 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.

4.4.3.2 If the appointee is filling an expired Term, the appointee shall take office on 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. 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 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 primarily on the Clearview Library District website and secondarily at the public library locations.

Section 5.2 Special meetings may be called by any Trustee with the consent of the President 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 primarily on the Clearview Library District website and secondarily at the public library locations.

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 6.1 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 6.2 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(i)(b)) and is able to engage in discussion with the Library Board on the topic or topics on the Agenda.

Section 6.3 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 7.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 7.2 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 8
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 January 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.

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.

2.1.4 The Policy Committee, which shall be charged with drafting and revising library policies for Library Board review and adoption.

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, have 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 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 The Alternate Trustee shall have full voting privileges in the absence of a Trustee from official proceedings.

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 3 of these Bylaws.

ARTICLE 6
ADMINISTRATIVE PROVISIONS

Section 1
Fiscal Year

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

Section 2
Amendment

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

Section 3
Construction

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

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

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

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

Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13, 07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21, 10/27/22, 6/29/23, 7/25/24, 8/28/25

MEMORANDUM

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

Date: April 30, 2026

Re: Colorado Public Library Standards Review: Library Services & Programs and Collections

Item 5.5: New Business

Background / Discussion

The CALCON 2024 conference featured a session discussing the Colorado Public Library Standards. Since March 2025, the library board has reviewed a standard at regular board meetings, using an agreed-upon evaluation system. The Board of Trustees has recommended a three-year rhythm for this review, and the district is now in the second year of this established process.