

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 Gagliardi, President

Treasurer's Report - Cherilyn Barringer, Treasurer

Friends & Foundation Report - Cherilyn Barringer**Old Business**

- Approve Minutes of the April 30, 2026, Regular Board Meeting (Action)
- Strategic Planning Update - Erica Rose, Director (Information)
- Library Board Bylaws Update - Bill Garcia, Library Attorney (Information)

New Business

- Summer Adventure Program - Casey Lansinger-Pierce, Head of Public Services (Information)
- Demographer Presentation - Shannon Bingham, Western Demographics, Inc. (Information)
- Trustee Code of Ethics Policy - Jeromey Balderrama, Vice President (Action)
- Appointment of Library Board Liaisons to Community Organizations - Lisa Gagliardi, President (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, June 25, 2026, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, July 30, 2026, 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 before the meeting to make arrangements.

DIRECTOR'S REPORT - APRIL 2026

Districtwide Update - Director Erica Rose

April was focused on internal communication about organizational structure results and upcoming changes. We are committed to positive change management and are prioritizing transparency and communication about these future modifications. During this month, we also celebrated National Library Week (April 19-25), facilitated a variety of dynamic in-house and outreach programs, and continued preparing for several large initiatives: the Summer Adventure Program and the Community Rec Center Outpost. Additionally, we issued a Request for Proposal (RFP) for a strategic plan consultant, and are pleased to announce the selection of Library Logic. Another key milestone was the completion of the Pikes Peak meeting room remodel at Windsor Library, which has transformed this large meeting room into a more comfortable, accessible, and functional space for patrons and staff. Finally, we are still fully settling into Marmot. Frontline staff continue to manage patron questions and troubleshooting with patience and positivity, while our support teams continue to address any outstanding puzzles or glitches.

Admin Team Highlights, Opportunities & Challenges

- **Communication updates:**
 - Communications Specialist Christine Henschler completed a full redesign of the 2026 Summer Adventure Program webpage and created physical promotional materials. Additionally, the team executed the staged return of interlibrary borrowing for Marmot and Prospector.
 - Christine and Communications Assistant Hailey Fry promoted the *Moments That Made Us* exhibit, including an AudioGo campaign that achieved 8,747 ad plays, reached 1,639 unique listeners, and resulted in 39 link clicks. They also partnered with Windsor City Lifestyle on a digital campaign across Facebook, Instagram, and Threads. They also secured *City Scene* features for the Children's Festival and Clearview Reads. April social media followers rose 6.9% year-over-year to 5,637, with 40,425 impressions and 1,208 engagements. Instagram engagement was up 121%, and video views were up 171% month over month.
- **Finance and Human Resources**
 - Financial Administrator Sarah Watson continued working on the audit, which is on track for early completion and filing. She also continued to establish and train employees for the new P-card system, which has already significantly enhanced efficiency and saved employee time.
 - HR Generalist Tracy Barger worked with Sarah to assess and research several new payroll and human resource information systems (HRIS).
 - Tracy worked alongside Director Rose to finalize the new organizational structure. Org structure conversations with teams and individuals were a priority throughout the month, along with the creation and maintenance of an FAQ document.
 - HR spent significant time on the large endeavor of writing and finalizing new job descriptions for all positions affected by the new organizational structure.

- A District Benefits survey is underway, and data assessment and summarization from seven responding organizations are in progress.
 - **IT updates:**
 - Windsor Library's Pikes Peak meeting room's new hardware, equipment, and sound system configuration is a major success. Staff and patron training have been implemented to ensure a comfortable introduction to using the space.
 - Patron catalog-use computers were upgraded to all-in-one computers to improve performance and the user experience.
 - The print release software was updated to reflect the new daily print allowance of \$5.00, up from \$2.00, to better support patron needs.
 - IT expanded 3D printing efforts by producing replacement parts for some Explore Kits, which in turn helps extend the life and usability of these highly checked-out kits.
 - **Operations**
 - The district building's landscaping has undergone its spring maintenance, and irrigation has been turned on for the season.
 - Executive Operations Coordinator Natalie Wagner, a longstanding member of the Colorado Resources Sharing Conference committee, worked with committee colleagues to produce both the preconference and main conference events. The CORSC held its annual conference in April, and the committee was proud of the high attendance, noting it was one of their best virtual events to date. Tech Services Assistant Aimee Moore also attended the conference.
-

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

Highlights

- Youth Services and Mobile Services teams attended the annual United Way Children's Festival on April 11 in Greeley. The event drew 4,860 attendees overall, and staff directly engaged with 2,805 individuals throughout the festival. This annual event serves as a major showcase for community organizations that support children and families throughout the region.
- Another successful Battle of the Books program wrapped up in April. This reading competition for students in 3rd, 4th, and 5th grades is a partnership between Clearview Library District, Weld RE-4 School District, and the Windsor Charter Academy. Youth Services staff Gen McCleeray, Cristin Altepeter, and Julie Santilli facilitated an in-school battle with WCA students and led the final competitions, which were held at Range View Elementary School.
- The art gallery at Severance Library is now live. Adult Services Supervisor Courtney Harris worked closely with fellow staff to curate and install artwork from local artists throughout the library. The gallery has already seen early success, with two pieces sold shortly after launch.

Opportunities and Challenges

- We saw a 52% increase in attendance for the Tween Time program from Q1 2025 to Q1 2026. Tween Time is a program designed specifically for youth ages 9–12, offering opportunities for social connection and creative engagement in each session. In April, we hosted a stop-motion animation program that was especially well-received by participants. We also saw a 12% increase in attendance for Not Your Boring Book Club, a book club designed for the same age group, from Q1 2025 to Q1 2026.
 - Youth Services and Mobile Services staff facilitated several Windsor Library tours for students from Tozer Primary School and Mountain View Elementary School. A total of 107 students participated throughout the month. These tours provide an opportunity to introduce children to the library, build familiarity with library services, and generate excitement for the Summer Adventure Program.
 - We resumed our Soccer Saturday bookmobile visits at Eastman Park in April. More than 300 individuals visited the bookmobile during these events, providing valuable opportunities to connect with families and promote library services within the community.
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Customer Service and Technical Service Update - Head of Customer Service Amanda Brian

Highlights

- The Customer Service department welcomed two new part-time employees in April. Rachel Powers has joined the Severance Library team, and Dylan Ramirez has joined the Windsor Library team.
- The Technical Service department had several highlights in April, including PebbleGo: The Clearview Library District signed up for a community subscription, ensuring that six Weld RE-4 Elementary Schools have authorized access to this highly popular resource.
- Prospector is back up and running! Tech Services Assistant Aimee Moore has been working hard to familiarize herself with the new features and to produce documentation to help the customer service teams fulfill the holds.

Opportunities and Challenges

- The new ILS system, Sierra, experienced outages in April, requiring the Customer Service department to operate under downtime procedures. However, they have become quite adept at these procedures and didn't miss a beat while serving patrons.
- The go-live date for fulfilling Marmot holds was the end of March. Hence, the Severance Library Customer Service team spent April adjusting to new workflows, including processing 10-12 bins of Marmot bins daily. It started with only sending and receiving bins three days a week, but quickly expanded to five days a week as the service gained popularity.

REPORTS OF THE LIAISONS - MAY 2026

Town of Windsor - Board Member Lainie Peltz

- The Town Board passed a resolution on Monday to amend, approve, and consolidate permits to allow the use of golf carts and low-speed electric vehicles on public roadways, certain trails, and limited sidewalks within the neighborhoods of Water Valley North, Water Valley South, Pelican Hills, Pelican Farms, and Raindance. Residents of these communities should receive updated maps from their metro districts.
- Windsor Lake is closed to motorized boating until further notice. No motorized boating permits will be sold this summer unless water conditions change significantly. The anticipated drop in water level will likely cause damage if boats are allowed.
- A public meeting will be held on June 29 regarding the Town Board's Strategic Plan for the next 5 years. A survey will be conducted starting June 15 to gather input, in addition to this in-person meeting.
- The town is offering a lawn-replacement program for front yards only to those who use the town's treated water for irrigation. More information can be found at [Lawn Replacement Program | Windsor, CO](#)
- Sugar Beet Sam is our new chatbot on the town's website. Local 3rd graders voted on a name for the chatbot.
- The official Town of Windsor newsletter
 - [Windsor Matters](#)
 - [2026 Volunteer Opportunity Guide by Town of Windsor](#)
 - [Events](#)

Weld RE-4 School District - Board Member Jennifer Hansen

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

Town of Severance - Council Member Craig Joseph

- The official Town of Severance newsletter
 - [Severance Scoop](#)
- Community Events
 - [Events](#)

City of Greeley - Council Member Brian Rudy

- Greeley City Scoop newsletter
 - [City Scoop](#)
- Greeley's Got it
 - [Visit Greeley](#)

TREASURER'S REPORT - APRIL 2026

Statement Overview

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

Investments

The average monthly yield for April in Colotrust is 3.76%, which is not a significant change from the March statement.

Fund Balance

The total increase in fund balance through April is \$3,652,584. Due to the bulk of the property tax revenue being received in April, current revenue for the year represents 70% of the total budget.

Operating Expenses

Total expenditures are at 29% of the total operating budget, with 34% of the year elapsed. Please note that the IT budget is higher than anticipated at this point due to the front-loading of laptop replacements.

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

	Total			
	Actuals January 1 - Apr 30	Total 2026 Budget	Over/Under Budget	% of Budget
Income				
Property Tax	5,450,692	7,382,728	(1,932,036)	74%
Other Income	202,565	523,028	(320,463)	39%
Specific Ownership Tax	99,903	300,000	(200,097)	33%
Total Income	\$ 5,753,159	\$ 8,205,756	\$ (2,452,597)	70%
Expenses				
Benefits	344,998	1,228,488	(883,490)	28%
Salaries	972,549	3,501,710	(2,529,161)	28%
Operating Expenses	311,500	834,097	(522,597)	37%
Public Relations	44,209	168,000	(123,791)	26%
Programming	23,513	110,000	(86,487)	21%
Materials	160,522	521,000	(360,478)	31%
IT	106,844	268,000	(161,156)	40%
Vehicles	5,790	27,000	(21,210)	21%
Capital Expenditures	130,650	212,000	(81,350)	62%
Lease Payment	-	361,156	(361,156)	0%
Total Expenses	2,100,576	7,231,451	(5,130,875)	29%
Net Income	\$ 3,652,584	\$ 974,305	\$ 2,678,279	375%

Clearview Library District
Balance Sheet
As of Apr 30, 2026

	Total
Assets	
Cash and Investments	13,017,958
Other Current Assets	3,781,311
Total for Assets	\$ 16,799,268
Liabilities	
Liabilities	
Accounts Payable	162,368
Other Current Liabilities	44,427
Total for Liabilities	\$ 206,795
Fund Balance	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,670,544
Long-Term Planning	7,436,678
Net Income	3,652,583
Total Fund Balance	\$ 16,592,474
Total for Liabilities and Fund Balance	\$ 16,799,268

DRAFT MINUTES

Call to Order

President Lisa Gagliardi called the meeting to order at 5:00 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Lisa Gagliardi, Vice President Jeromey Balderrama, Treasurer Cherilyn Barringer, Secretary Caitlin Evans (joined online), Trustee Cole Gerstner, Trustee Alternate Michael Kessler, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Brian Rudy, and Attorney Bill Garcia

Absent: Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen

Staff: Director Erica Rose, Executive Operations Coordinator Natalie Wagner, and Acting IT Supervisor Jesse Feavel

Review of Agenda

Jeromey asked to amend the agenda to begin with the Executive Session, Public Input, Battle of the Books Proclamation, Interlibrary Loan Policy, and Colorado Public Library Standards Review, then proceed with the rest of the agenda as normal.

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

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 circulated a thank-you booklet from the students at Mountain View Elementary. Director Rose presented a slide deck highlighting accomplishments across all departments. Director Rose reported that Severance Mayor Matthew Fries visited the Severance Library and read to children. Director Rose gave Customer Service Supervisor Kailin Kelley kudos for creating a 20-minute staff-use training video for the new ILS system, Sierra. Director Rose announced the Unearth a Story Summer Adventure Program (SAP). Cherilyn shared that the staff SAP shirt design looks great. Director Rose provided a Marmot update, including material movement with the courier, Prospector back online, and the implementation of a new high-demand collection.

Follow-Up Questions to Liaison Reports

The liaison reports are available in the board packet.

Jeromey Balderrama left the meeting at 6:15 p.m.

President Lisa Gagliardi moved Alternate Trustee Michael Kessler to voting status.

Board Updates - Lisa Gagliardi, President

Lisa updated the board on an email she sent that included the documents she is asking for feedback on, in time for the regular May board meeting. Lisa is seeking committee members to serve as liaisons to stakeholder groups. Caitlin provided an update on strategic planning.

Treasurer's Report - Cherilyn Barringer, Treasurer

The Treasurer's Report is available in the board packet. Cherilyn reported that the district is about at budget, with details on the fund balance and current revenue.

Friends & Foundation Report - Cherilyn Barringer

Cherilyn reported on Clearview Reads, saying it was really good, and the Friends and Foundation are already planning for 2027. The F&F delivered goody bags to all employees of the Clearview Library District on National Library Worker Day, Tuesday, April 21. The F&F are enjoying having more volunteers this year.

Old Business

- Approve Minutes of the March 26, 2026, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Cherilyn Barringer, to approve minutes of the March 26, 2026, Regular Board Meeting; motion passed unanimously.
- Strategic Plan Quarterly Updates - Erica Rose, Director
 - As Director Rose shared slides, she reminded everyone that the 2026 Strategic Plan is an addendum, with the core categories being: Communication, Collection/Technology, Partnerships, Programming, Space, and Research and Data Collection for a New Plan.
- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director
 - Director Rose reported that the Bookmobile remodel is scheduled for May 15-22. The Pikes Peak renovation project came in under budget and finished on time. Pikes Peak looks fabulous and is ready for the May regular library board meeting. A ribbon-cutting is scheduled for the morning of May 4.

New Business

- Proclamation Honoring the 2026 Battle of the Books Champions - Erica Rose, Director
 - Director Rose introduced the Battle of the Books and explained what it entails. Director Rose welcomed students to the podium to acknowledge and honor them. Director Rose read the Proclamation Honoring the 2026 Battle of the Books Champions aloud. Director Rose recognized the coaches, and Casey Lansinger-Pierce recognized the Clearview staff and the Weld RE-4 School District staff who run the Battle of the Books program.
- Interlibrary Loan Policy - Jeromey Balderrama, Vice President
 - Jeromey explained the purpose of the Interlibrary Loan Policy by defining its scope, user eligibility, borrowing parameters, and fees and liability.

- Director Rose suggested adding the words 'and region'.
- Motion by Cherilyn Barringer, second by Cole Gerstner, to adopt the Interlibrary Loan Policy with the amended language; motion passed unanimously.
- Approval of Strategic Planning Consulting Services — Erica Rose, Director
 - Director Rose reported being in the midst of interviewing potential consultants after receiving 16 proposals. After narrowing the field to five finalists, the award will be announced on May 4.
 - Director Rose is requesting board approval of this project at this meeting. This project was planned for in the 2026 budget under the consultant's line item.
 - Motion by Cherilyn Barringer, second by Michael Kessler, to approve up to \$40,000 for the Strategic Plan consultant; motion passed unanimously.
- Library Board Bylaws: Annual Review - Bill Garcia, Library Attorney
 - Attorney Garcia said the bylaws are reviewed annually and that he will make any necessary adjustments, prepare a summary sheet of changes, and redline the updates in the bylaws. He asked for any submittals and will work on them for presentation at the May regular board meeting. He asked that these be submitted 15 days before the board packet is due. There will be a first reading of the bylaws at the May meeting.
- Colorado Public Library Standards Review: Library Services & Programs and Collections - Jeromey Balderrama, Vice President
 - Jeromey led the discussion of four priority items during the review of library services, programs, and collections. Each priority included a conversation about whether it remains a priority, what defines success or growth, and who should address it and how.

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.

Motion by Jeromey Balderrama, second by Cherilyn Barringer, to go into 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; motion passed unanimously. The Board entered the executive session at 5:03 p.m.

President Gagliardi called the regular board meeting to order at 5:30 p.m. Present: Lisa Gagliardi, Jeromey Balderrama, Cherilyn Barringer, Caitlin Evans (online), Cole Gerstner, Michael Kessler, Attorney Garcia, Erica Rose, Natalie Wagner, Jesse Feavel, and Craig Joseph.

Upcoming Agenda

Strategic Planning Consulting Services Update

Summer Adventure Program Presentation

Demographer Presentation, Shannon Bingham, Western Demographics, Inc.

Policy Work

Adjourn

Motion by Cheryl Barringer, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 6:38 p.m.

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

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DRAFT

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Casey Lansinger-Pierce, Head of Public Services

Date: May 28, 2026
Re: Summer Adventure Program
Item 5.1: New Business

Background

The Summer Adventure Program is one of the Library District's most prominent programs. Head of Public Services Casey Lansinger-Pierce will give a presentation on the 2026 theme, "Unearth A Story: A Summer Adventure," which focuses on topics such as dinosaurs, natural history, exploration, and curiosity.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Shannon Bingham, Western Demographics, Inc.

Date: May 28, 2026
Re: Demographer Presentation
Item 5.2: New Business

Background / Discussion

The 2026 Strategic Plan addendum identifies “Research and Data Collection for a New Plan” as a key priority. As such, the District has engaged Shannon Bingham of Western Demographics to conduct a demographic assessment of the Clearview Library District. Mr. Bingham has decades of experience forecasting growth and public facility needs in Northern Colorado. He works with most of the Weld County school districts and the High Plains Library District, and through his work with hundreds of schools and libraries throughout the Western U.S., he has a keen understanding of family circumstances and community needs.

Mr. Bingham will present his findings to the board through a data presentation and a question-and-answer session to help guide district goals.

MEMORANDUM

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

Date: May 28, 2026
Re: Trustee Code of Ethics Policy
Item 5.3: New Business

Background / Discussion

The Trustee Code of Ethics Policy is presented for its first reading. The creation of this policy aligns with the Board of Trustees' 2026 goals. It is intended to provide clear guidance on essential governance boundaries, including conflict-of-interest disclosures, gift restrictions, non-discrimination, compliance with Colorado Library law, and the defense of intellectual freedom. Implementing a formalized Code of Ethics is considered a standard best practice for many public libraries.

Recommendation

The Management Team and the Policy Committee recommend adopting the Trustee Code of Ethics.

Attachments

Trustee Code of Ethics Policy

Trustee Code of Ethics Policy

Purpose

This policy establishes the ethical standards and expectations for members of the Clearview Library District Board of Trustees ("the Board"). Trustees operate under Colorado Library Law (CRS 24-90-101 et seq.) and the Colorado Code of Ethics for public officials (CRS 24-18-101 et seq.) and are entrusted to act with integrity, transparency, and accountability in service to the public. Trustees shall conduct themselves in a manner that upholds the public trust, avoids impropriety or the appearance of impropriety, and supports the District's mission.

Guiding Principles

Non-Discrimination. Our commitment to welcoming all requires that our decisions and practices be free from discrimination. Trustees must not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, pregnancy, marital status, or familial status.

Conflict of Interest and Recusal. Trustees shall not use their role to gain unwarranted privileges or advantages. Trustees must disclose any actual or potential conflict of interest, [as defined in CRS § 24-18-102](#). Trustees shall recuse themselves from discussion and voting on such matters.

Confidentiality. Trustees are to maintain the confidentiality of executive session discussions, personnel matters, and any information designated as confidential by law or policy. Trustees must uphold patrons' right to privacy and comply with District policies, as well as state and federal laws governing freedom of information.

Restrictions on gifts and personal benefit. Trustees must not derive any financial benefit by reason of their position as a member of the Board of Trustees in compliance with Board by-laws and the Procurement Policy.

Separation of personal views from board action. Trustees shall clearly distinguish personal opinions from official Board positions. Once the Board has acted, trustees shall support and uphold the decision of the Board, regardless of personal views.

Defense of intellectual freedom & resistance to censorship. Trustees must be prepared to resist censorship and support District policies to ensure that the Library serves the community's diverse needs and interests and, therefore, contains a variety of materials representing a broad range of subjects and viewpoints.

Compliance with Colorado open-government law. Trustees must comply with the Open Meetings Law (Sunshine Law, C.R.S. §24-6-401 et seq.) and the Colorado Open Records Act.

Fiduciary duty & responsible stewardship. Trustees serve as a fiduciary steward of the District. Trustees must exercise prudent budget oversight, responsibly manage public funds, and act in the best interests of the District rather than their personal interests.

Standards of Conduct

Trustees are expected to act in good faith, exercise sound judgment, and work collaboratively in the best interests of the District. Authority rests with the Board as a whole; individual trustees do not have authority to act on behalf of the District unless expressly authorized.

Trustees who accept appointment to a Library Board shall perform all of the functions of Library Trustees.

Accountability

Trustees are expected to adhere to this Code of Ethics. Concerns regarding violations may be reviewed by the Board in accordance with applicable policies and procedures.

Oath of Office

I, _____, do solemnly swear that I will support the Constitution of the United States, the constitution of the State of Colorado, the laws of the State of Colorado, and that I will faithfully perform the duties of Trustee of the Clearview Library District to the best of my ability.

Signature

Date

DRAFT

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Lisa Gagliardi, President

Date: May 28, 2026

Re: Appointment of Library Board Liaisons to Community Organizations

Item 5.4: New Business

Background / Discussion

To improve collaboration and streamline information exchange with essential stakeholder groups, the Board of Trustees has committed to appointing individual members as liaisons to key community organizations. Under the leadership of the Board President, trustees have been designated to represent the Library Board with the Town of Windsor, the Weld RE-4 School District, the Town of Severance, and the City of Greeley.

The primary duties of these Library Board liaisons include the following:

- Promoting a consistent flow of communication between the board and stakeholder groups.
- Aligning committee activities with established board objectives.
- Providing regular reports on outcomes and developments back to the board.
- Encouraging active community and stakeholder engagement.

Attachments

Library Board Liaison's Document

Appointment of Liaisons to Community Organizations

Library board liaisons act as the critical communication bridge between the board of directors and specific committees, staff, or community groups. Their primary responsibilities include facilitating information flow, ensuring committee work aligns with board goals, reporting results back, and fostering engagement.

The Library board has identified the following specific stakeholder groups and will assign a liaison from the Library board to each of the groups annually to meet the needs of the district. The Library board liaison will be responsible for reviewing the groups' agendas, minutes, and other communication channels to identify areas of interest, concern, or opportunities that might impact the Library District. The liaison may be asked to attend meetings in person or virtually or meet with the specific stakeholder groups.

Stakeholder	Meeting	Liaison
Weld RE-4 School District	3rd Monday of the Month 6 pm	
Town of Severance	2nd and 4th Tuesday of the Month 6 pm	
Town of Windsor	2nd and 4th Monday of the month 7 pm	
City of Greeley	1st and 3rd Tuesdays of the Month 6 pm	
Clearview Friends & Foundation	2nd Monday of the Month 5:30 pm	Cherilyn Barringer Alternate: Lisa Gagliardi