

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

Treasurer's Report - Cherilyn Barringer, Treasurer

Friends & Foundation Report - Cherilyn Barringer

Old Business

- Approve Minutes of the May 28, 2026, Regular Board Meeting (Action)
- Strategic Planning Update - Erica Rose, Director (Information)

- Library Board Bylaws, Second Reading - Bill Garcia, Library Attorney (Action)
- Trustee Code of Ethics Policy, Second Reading - Jeromey Balderrama, Vice President (Action).

New Business

- Working Agreements for Library Board of Trustees - Lisa Gagliardi, President (Action)
- 2025 Audit Report - Erica Rose, Director; Sarah Watson, Finance Manager (Information)
 - [2025 Audit Report](#)
- 2027 Holiday Closures - Erica Rose, Director (Action)
- Colorado Public Library Standards Review: Library Staff - Jeromey Balderrama, Vice President (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, July 30, 2026, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, August 27, 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 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 - MAY 2026

Districtwide Update - *Director Erica Rose*

We took a breath in May, pausing programming in order to finalize the Summer Adventure Program plans. Even with that pause, we moved several District initiatives forward. We are pleased to announce the completion of the RFP process for our strategic planning consultant, officially selecting Library Logic to guide us forward. Kickoff meetings were held to map out logistics and set a strong trajectory for the comprehensive planning process. Simultaneously, anticipatory work for the launch of the Windsor Community Recreation Center Outpost included the arrival and placement of new furniture, the curation of the opening collection, and the scheduling of our June 8 ribbon-cutting ceremony. Amid these exciting physical and strategic expansions, we also gathered as a full team on May 11 for an all-staff meeting focused on district-wide updates and emergency preparedness training (fire and tornado drills).

Behind the scenes, our internal organizational growth is moving forward with purpose and velocity. We completed internal values work, establishing a set of guiding principles that ground our decision-making and set clear standards for our culture and commitment to service. These values are a guide as we actively implement the findings of our recent organizational study. On that front, we are making great strides in building out our administrative team structure, having officially hired our new administrative operations manager and our IT manager. Updated titles were announced in HR, Finance, and Communications.

Admin Team Highlights, Opportunities & Challenges

- **Communications**
 - The team provided in-house photography for the Pikes Peak ribbon-cutting/reopening and worked with IT to finalize the Windsor Library After-Hours training video. The Pikes Peak ribbon-cutting social post generated 1,557 views and 163 engagements, for a 10.5% engagement rate, underscoring strong interest in the refreshed space and the district's meeting room services.
 - Communications Specialist Christine Henschler redesigned the 2026 Summer Adventure Program webpage, finalized marketing, and implemented a successful cross-channel promotion.
 - In May, Digital Communications Coordinator Brad Vogler released our Find Your Next Read form, and our web developer finished the final version of the website analysis reporting tool.
- **Finance and Human Resources**
 - These teams continued to demo and vet options for a new HRIS/payroll system, with the intent to convert to a new system in January 2027.
 - Finance Manager Sarah Watson filed the completed 2025 audit with the Office of the State Auditor and submitted the annual grant reimbursement for the State Library Grant (\$13,352).

- Highlight: Efforts to enhance efficiency have led to a 50% increase in electronic payments compared to paper checks from this time last year, saving the district both paper and processing time.
 - HR Manager Tracy Barger continued intense work on the organizational restructure: writing job descriptions, recruiting, and hiring for multiple positions. Additionally, Tracy managed leave for three district employees, managed the emergency preparedness training (tornado and fire) for this month's all-staff meeting, and continued researching and analyzing information for the benefits survey.
 - **IT**
 - IT began developing training materials and meeting with the customer service team to discuss the after-hours process at the Windsor Library, which is set for implementation in early July. Additionally, the team upgraded the staff-shared workstations to provide the necessary support for patron and staff resources.
 - In addition to handling the many daily IT activities, the team supported the move to the WCRC Outpost by coordinating the relocation of self-checkout equipment and cabinets and working with technical services to activate the WCRC collection in Pika.
 - **Operations**
 - Facilities coordinated roof repair at Windsor Library to address some pressing leaks. The team also assisted with Summer Adventure Program kickoff preparation and the WCRC kickoff by building shelves, shuttling materials across locations, and transitioning collections between buildings.
 - Administrative Operations Manager Natalie Wagner coordinated the ribbon cutting for Pikes Peak's grand reopening and managed several key details for the WCRC launch. Additionally, Operations supported the organizational restructure by providing training and support for new purchasing processes, reviewing job descriptions, and researching seating options and costs.
-

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

Highlights

- The Youth Services team began reporting to Casey Lansinger-Pierce due to the youth services supervisor being on leave for the next several months.
- In May, several members of the Public Services team received news that their CALCON session proposals had been approved. We are thrilled that the session "Connection by Design: Library Programming to Fight Loneliness and Strengthen Communities," presented by Rebecca Robbins and Courtney Harris, has been accepted. Additionally, Mobile Services Assistant Asa Kennison's proposal, "Beyond Listening: Expanding Library Services Through the Power of Music," was also selected for the conference.

Opportunities and Challenges

- Students from Tozer, Skyview, and Mountain View Elementary Schools visited the Windsor Library in May, shortly before the end of the school year. Arranged by the mobile and youth services teams, these visits engaged more than 200 students and helped build excitement for the upcoming Summer Adventure Program.
 - Due to a contractor project backlog, the bookmobile remodel has been rescheduled for late August. On a positive note, this timing ensures the interior will be newly refreshed and ready for its debut at the Harvest Festival.
 - To facilitate preparations for the Summer Adventure Program, the Public Services team observed a two-week hiatus from programming during late May. This break provided essential time to organize prizes, circulate bingo cards, and finalize upcoming summer events and outreach. The team is now fully prepared and eager to launch a season of summer services and activities.
 - Teen Librarian Amy McFadden attended the Severance Youth Council Field Day, where 70 teens participated in classic field game activities.
-

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

Highlights

- After-hours bookings remain very popular at the Severance Library, with 23 bookings in May. With the popularity of this service, the Windsor Library plans to offer after-hours bookings beginning in July. The IT team presented during the May Windsor Library customer service team meeting to demonstrate the new technology in the Pikes Peak meeting room and how after-hours will work for patrons.
- In May, the technical service team was busy processing the WCRC collection and a new collection called "High Demand". High-demand books are popular older books (e.g., Harry Potter and The Hunger Games series) that continue to circulate frequently. This collection will not float to Marmot libraries so that our patrons continue to have access to in-demand titles.

Opportunities and Challenges

- While the official kickoff to the Summer Adventure Program doesn't start until June 1, the unofficial kickoff for the collection is the day after Memorial Day. The last week of May saw many book returns and checkouts, along with over 250 holds for the Customer Service team to process at both libraries. Kudos to the customer service team for handling such a large volume of items in a timely manner!
- With all the Marmot bins being processed at the Severance Library, all returned items are staying there. This will cause the shelves at Severance Library to fill more quickly than Windsor Library. With that in mind, we will need to be intentional about redistributing the collection between the two libraries.

REPORTS OF THE LIAISONS - JUNE 2026

Town of Windsor - Board Member Lainie Peltz

- The Town of Windsor Grocery Sales Tax and Water Rebate application form for income-qualified residents is live at the [Grocery & Utility Rebate Program](#).
- Every two years, the Town Board and staff update Windsor's Strategic Plan. There is a survey for citizen input as well as an open house on June 29 at 6:00 p.m. at the Community Development Center (the old police station). This information can be found at [Strategic Plan 2026-2031](#).
- The Citizens' Academy still has some spots open for the next session beginning in August—this is a great opportunity to learn more about how the town works in each department. Applications are due by July 8. More information can be found on the [2026 Windsor Citizen Academy](#).
- The Poudre River Trail is finally completed and open from LaPorte to Island Grove!
- King Soopers is anticipated to break ground this summer at the northeast corner of Hollister Lake Rd. and Main St. (CO392).
- You may have heard that Global AI is opening a data center at the former Carestream property (part of the old Kodak site). It is still technically located in unincorporated Weld County and thus outside the town's jurisdiction. Windsor is exploring all avenues to discuss how we can mitigate the impact on our residents.
- You've also probably heard that Walmart has filed an intent to build on their property at 17th St. and CO 392 (NE corner—across from the Windsor Gardener). Further information is available on the [Proposed Walmart Site \(Jacoby Farms Subdivision, 5th Filing\)](#).
- Windsor's summer concert series is in full swing on Thursday nights at Boardwalk Park, and the Farmer's Market is also on Saturday mornings at Boardwalk Park.
- The official Town of Windsor newsletter
 - [Windsor Matters](#)
 - [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 - MAY 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, where 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 May in Colotrust is 3.74%, a 0.02% change from the April statement.

Fund Balance

The total increase in fund balance through May is \$3,641,625, mainly due to property tax revenue, which represents 80% of the current budget with only 42% of the year elapsed.

Operating Expenses

Total expenditures are at 36% of the total operating budget, with 42% of the year having elapsed.

Clearview Library District
Balance Sheet
As of May 31, 2026

	Total
Assets	
Cash and Investments	16,172,843
Total for Other Current Assets	563,993
Total for Assets	\$ 16,736,836
Liabilities and Equity	
Accounts Payable	112,964
Other Current Liabilities	42,357
Total for Liabilities	\$ 155,321
Fund Balance	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,670,544
Long-Term Planning	7,436,678
Net Income	3,641,625
Total Fund Balance	\$ 16,581,515
Total for Liabilities and Fund Balance	\$ 16,736,836

Clearview Library District
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - May 31, 2026

	Total			
	Actuals January 1 - May 31	Total 2026 Budget	Over/Under Budget	% of Budget
Income				
Property Tax	5,870,747	7,382,728	(1,511,981)	80%
Other Income	270,147	523,028	(252,881)	52%
Specific Ownership Tax	124,690	300,000	(175,310)	42%
Total Income	\$ 6,265,584	\$ 8,205,756	\$ (1,940,172)	76%
Expenses				
Benefits	430,861	1,228,488	(797,627)	35%
Salaries	1,224,594	3,501,710	(2,277,116)	35%
Operating Expenses	370,934	834,097	(463,163)	44%
Public Relations	57,378	168,000	(110,622)	34%
Programming	38,508	111,500	(72,992)	35%
Materials	185,992	521,000	(335,008)	36%
IT	121,592	268,000	(146,408)	45%
Vehicles	6,054	25,500	(19,446)	24%
Capital Expenditures	137,468	212,000	(74,532)	65%
Lease Payment	50,578	361,156	(310,578)	14%
Total Expenses	\$ 2,623,959	\$ 7,231,451	\$ (4,607,492)	36%
Net Income	\$ 3,641,625	\$ 974,305	\$ 2,667,320	374%

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 (joined online), Treasurer Cherilyn Barringer, Secretary Caitlin Evans, Trustee Alternate Michael Kessler, Town of Windsor Board Member Ron Steinbach, City of Greeley Council Member Craig Huddleston, and Attorney Bill Garcia

Absent: Trustee Cole Gerstner, Weld RE-4 School District Liaison Jennifer Hansen, Town of Windsor Liaison Lainie Peltz, Town of Severance Liaison Craig Joseph, 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

President Gagliardi asked that New Business: Demographer Presentation be moved up on the agenda to follow the Friends and Foundation Report.

Motion by Cherilyn Barringer, seconded by Caitlin Evans, to amend the 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 began her report by sharing district activities and April highlights, noting a nearly 7% year-over-year increase in social media followers and the successful completion of the Battle of the Books program. The Prospector lending system and the Marmot consortium are up and running, with Marmot transactions currently representing about 11% of the district's borrowing and lending. Director Rose expressed appreciation for acting IT Supervisor Jesse Feavel, who put in significant time and effort to streamline the Windsor Library's Pikes Peak meeting room technology and align it with the technology used in the Severance Library's Cottonwood meeting room. Director Rose shared a cute photo from the Songs and Stories program featuring Mobile Services Assistant Asa Kennison with a little one watching and listening as he played his

guitar. Director Rose also introduced three new staff members who joined the customer service teams at both libraries and youth services.

Follow-Up Questions to Liaison Report

The Liaison Report is available in the board packet.

Town of Windsor Board member Ron Steinbeck reported on recent local board elections, naming Jason Allen the new mayor pro tem. He also noted that Windsor is studying the creation of a new recreation center and exploring a potential cost-sharing collaboration with the Town of Severance for the project, as well as an ongoing collaboration on a wastewater treatment plant.

Board Updates

Cherilyn updated the board that the audit committee met and that the audit process went smoothly. Jeromey shared that "Library Logic" was selected as the strategic planning consultant. A subcommittee has begun outlining strategies to gather qualitative and quantitative input from the community. Long-range planning will begin to meet in June.

Treasurer's Report - Cherilyn Barringer, Treasurer

The Treasurer's Report is available in the board packet.

Cherilyn reported that for April, the fund balance increased by \$3.6 million, as the bulk of annual property tax revenues is received during this period. Operating expenditures are at 29% of the budget, though the IT budget is tracking slightly higher than anticipated due to the front-loading of laptop purchases.

Friends & Foundation Report - Cherilyn Barringer

Cherilyn reported that the F&F recently reviewed the Clearview Reads program to assess its outcomes. They are preparing to launch a new, highly anticipated website and are organizing a casino night fundraiser with the Kiwanis Club of Windsor for October. The foundation is also strategically reevaluating its operations to ensure it maximizes the return on its time.

Old Business

- Approve Minutes of the April 30, 2026, Regular Board Meeting
 - Minutes were approved.
 - Motion by Caitlin Evans, seconded by Cherilyn Barringer, to approve minutes of the April 30, 2026, Regular Board Meeting; motion passed unanimously.
- Strategic Planning Update - Erica Rose, Director
 - Director Rose provided an expanded timeline for the strategic plan in partnership with Library Logic, noting that surveys, focus groups, and interviews with community leaders will take place in June and July. To avoid survey fatigue, the district will specifically target non-users and inactive cardholders. The final strategic plan is scheduled for a formal presentation at the regular board meeting on October 29.
- Library Board Bylaws Update - Bill Garcia, Library Attorney
 - Attorney Garcia presented the first reading of proposed amendments to the board's bylaws. Most revisions consist of minor language clarifications. Additional

changes were recommended and shared today, and a synopsis by Attorney Garcia was also shared. The board agreed to table the vote until the June meeting.

New Business

- **Summer Adventure Program - Casey Lansinger-Pierce, Head of Public Services**
 - Casey presented details for the Summer Adventure Program, themed "Unearth a Story," which incorporates dinosaurs, archaeology, and history. Kickoff events are scheduled for June 1 at the Severance Library (featuring a 20-foot mining sluice and archaeology dig) and an adult-exclusive kickoff on June 5 at Sip and Flip in Windsor. Patrons will use bingo cards to track reading and activities, and new age-specific prizes will be introduced for babies aged 0–2. The district's goal is to exceed last year's record of 2,700 signups (47% of participants completed the program), aiming for over 3,000 this summer.
 - Casey gave a huge shout-out to the Communications Specialist Christine Henschler and the communications team for all their work on SAP materials!
- **Demographer Presentation - Shannon Bingham, Western Demographics, Inc.**
 - Shannon Bingham from Western Demographics presented a regional demographic and spatial analysis, forecasting that the community will grow by approximately 2,000 residents per year. The district's population skews young and affluent, creating high demand for both youth programming and physical library spaces. Shannon recommended an industry standard of 0.67 square feet of library space per capita, noting that the district has already outgrown its current capacity and is behind on that metric. To keep up with projected growth, he recommended the eventual addition of two branches comparable in size to the Severance Library within the next 10–12 years, identifying Northwest Windsor as a primary service void. He also noted that the Clearview Library District covers 96 square miles, which is a lot of territory to cover.
- **Trustee Code of Ethics Policy - Jeromey Balderrama, Vice President**
 - Jeromey introduced the first draft of a Trustee Code of Ethics Policy. Modeled as an aspirational document rather than just a minimum legal threshold, the policy outlines board expectations regarding conflicts of interest, confidentiality, fiduciary responsibilities, and non-discrimination. During the discussion, the board suggested altering the language of the oath of office to allow trustees to "swear or affirm."
 - Recognizing a request from absent Trustee Gersonner, the board agreed to hold a second reading at the June regular board meeting.
- **Appointment of Library Board Liaisons to Community Organizations - Lisa Gagliardi, President**
 - Lisa spoke about the liaison roles and thanked everyone for being willing and ready to attend these meetings. Lisa said the liaison roles can be revisited annually. Jeromey volunteered to serve as a floating backup for any liaison role as needed.
 - The board agreed upon the following ongoing liaison assignments:
 - Clearview Friends: Cherilyn Barringer; backup Lisa Gagliardi

- Town of Windsor: Lisa Gagliardi
- Weld RE-4 School District: Michael Kessler
- Town of Severance: Caitlin Evans
- City of Greeley: Cherilyn Barringer

Upcoming Agenda

2025 Audit

Approve 2027 Holiday Closures

Explore Kit Policy

Colorado Public Library Standards Review: Library Staff

Bylaws

Trustee Code of Ethics Policy

Board Working Agreements

Adjourn

Motion by Cherilyn Barringer, seconded by Caitlin Evans, to adjourn; motion passed unanimously. The meeting adjourned at 7:18 p.m.

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 prior to the meeting to make arrangements.

MEMORANDUM

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

Date: June 25, 2026
Re: Trustee Code of Ethics Policy
Item 4.3: Old Business

Background

The Trustee Code of Ethics Policy is presented for its second 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 or affirm 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: Bill Garcia, Library Attorney

Date: June 25, 2026
Re: Library Board Bylaws, Second Reading
Item 4.4: Old Business

Background / Discussion

The Library Board of Trustees reviews its bylaws annually to determine if any changes are needed. At the May regular board meeting held 5/28/26, the board agreed to table the vote until the June meeting. Legal counsel has also provided a clean copy for board review.

Attachments

Clearview Library District Board of Trustees Bylaws (redlined)
Clearview Library District Board of Trustees Bylaws (clean copy)

**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 ~~from~~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, ~~the Greeley City Council~~ or the Weld RE-4 School District Board if each Board casts a majority vote ~~in a noticed, public meeting~~ for such removal upon a showing of good cause. ~~Good cause is defined in, but not limited to these Bylaws. 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 who resides in the Clearview Library District Legal Service Area 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 ~~shall~~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 ~~shall~~must submit both the questionnaire and a letter of interest and any supporting information concerning his or her qualifications for candidacy. Completed questionnaires ~~shall~~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 ~~shall~~may be included in the Vacancy advertisements.

4.3.6.1 The candidate ~~shall~~will, upon submittal of the letter of interest, 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 ~~or incomplete applications shall 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 by majority vote 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 ~~may~~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 unless the Interview Committee has designated a successor selection.

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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(1)(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 or Alternate 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 Clearview Library District Legal Service Area ~~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. The President shall ensure that an annual evaluation of the board occurs.

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 accuracy of the minutes of the meetings of the Library Board~~keeping of the minutes of the meetings of the Library Board~~, and be custodian of the Library Board records~~District records~~. The Secretary shall serve as the second signatory of documents that require attestation to formal Library Board actions. ~~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.~~

The Treasurer shall be the custodian of the funds of the Library District. The Treasurer shall provide the monthly summary report on the funds to the full Board.

The President and Treasurer shall be signatories to the Library District bank accounts.

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 is charged with reviewing the annual audit, holding an annual meeting to go over the results of the audit with the independent auditor, and is responsible for selecting the independent auditor and ensuring proper rotation of

auditors. ~~The committee is responsible for reviewing results of any other audit conducted by third parties during the course of operations (grantors, PERA, IRS, etc.), which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.~~

2.1.2 The Long-Term Planning Committee reviews and maintains the facility plan and makes suggestions to the Library Board for adoption and modification to the plan, including investment in facilities and other assets that meet the demographics and demand in service areas of the District. The committee may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board. ~~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 is charged with coordinating the annual review of the Library Director. The committee will receive recommendations from the Library Director regarding employment and personnel matters 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. ~~which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) particularly if 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 is charged with reviewing, drafting and revising library policies for Library Board review and adoption. The committee will maintain an inventory and schedule for regular review of policies. The committee will also be tasked with the creation of new policies as needed by law or recommended best practice. ~~which shall be charged with drafting and revising library policies for Library Board review and adoption.~~

Commented [1]: If the new language above is accepted, the highlighted language will be deleted. Note that a minor change to the language was proposed if the above language is not adopted.

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

**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 from 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, the Greeley City Council or the Weld RE-4 School District Board if each Board casts a majority vote in a noticed, public meeting for such removal upon a showing of good cause. Good cause is defined in, but not limited to these Bylaws.

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 who resides in the Clearview Library District Legal Service Area 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.

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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.

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4.3.6.2 Applications submitted after the deadline stated in the advertisement(s) for Vacancy or incomplete applications shall 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 by majority vote select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

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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.

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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 Clearview Library District Legal Service Area to use library materials and equipment, and may make exchange of books and other materials with any other library, either temporarily or permanently.

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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.

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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. The President shall ensure that an annual evaluation of the board occurs.

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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 accuracy of the minutes of the meetings of the Library Board and be custodian of the Library Board records. The Secretary shall serve as the second signatory of documents that require attestation to formal Library Board actions.

Section 8
Treasurer

The Treasurer shall be the custodian of the funds of the Library District. The Treasurer shall provide the monthly summary report on the funds to the full Board.

The President and Treasurer shall be signatories to the Library District bank accounts.

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 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 is charged with reviewing the annual audit, holding an annual meeting to go over the results of the audit with the independent auditor, and is responsible for selecting the independent auditor and ensuring proper rotation of auditors. The committee is responsible for reviewing results of any other audit conducted by third parties during the course of operations (grantors, PERA, IRS, etc.).

2.1.2 The Long-Term Planning Committee reviews and maintains the facility plan and makes suggestions to the Library Board for adoption and modification to the plan, including investment in facilities and other assets that meet the demographics and demand in service areas of the District. The committee 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 is charged with coordinating the annual review of the Library Director. The committee will receive recommendations from the Library Director regarding employment and personnel matters 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 is charged with reviewing, drafting and revising library policies for Library Board review and adoption. The committee will maintain an inventory and schedule for regular review of policies. The committee will also be tasked with the creation of new policies as needed by law or recommended best practice.

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: Lisa Gagliardi, President

Date: June 25, 2026
Re: Working Agreements of the Library Board of Trustees
Item 5.1: New Business

Background

A working agreement among library board trustees codifies professional excellence, mutual respect, legal compliance, and governance responsibilities among trustees. Proactively defining these roles and boundaries aims to ensure organizational accountability, streamline decision-making, and reinforce public trust.

Recommendation

The Management Team and the Board President recommend adopting the library board's Working Agreements.

Attachments

Working Agreements of the Library Board

Working Agreements of the Library Board

- Leave the actual management of the library to the library director.
- The director's responsibility is to employ and supervise the staff, select books and other materials, supervise day-to-day operations, apply policies, and oversee procedures.
- After a policy or rule is adopted by the majority vote of the library board, do not criticize or re-voice your opposition publicly.
- Observe communications and information policies of the board and library. Speak as a member of the board, but refer questions about policies to the library director or appropriate library representative.
- Will abide by the ***Trustee Code of Ethics Policy (link after adoption)***.
- All actions by the board must be approved by a quorum of the board at a regular meeting.
- Do not hold board meetings without the library director. Complaints from the public and staff are the library director's responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.
- Take one educational course per year pertaining to your role as trustee.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Sarah Watson, Finance Manager

Date: June 25, 2026
Re: 2025 Audit Report, [2025 Audit Report](#)
Item 5.2: New Business

Background

The library district is required to conduct an annual audit of its financial records. McMahan and Associates, LLC, conducted the 2025 audit and filed it with the state auditor in May. The Audit Committee (Board President Lisa Gagliardi, Board Treasurer Cherilyn Barringer, Director Erica Rose, and Finance Manager Sarah Watson) met via Google Meet on Friday, May 15, at 2:30 pm to review the audit and MDNA draft. We are pleased to celebrate the successful, smooth completion of the audit process.

MEMORANDUM

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

Date: June 25, 2026
Re: 2027 Holiday Closures
Item 5.3: New Business

Background

The proposed 2027 Holiday Closures list for board review and approval is attached. The primary objective in developing this schedule is to maximize community access by keeping our library doors open and services available to the public as much as possible throughout the year. This calendar balances our commitment to public service with the need to ensure staff receive well-deserved time off to rest and spend holidays with their families. The attached schedule aligns with our operational goals and standard district practices.

Recommendation

The Director recommends adopting the 2027 holiday closures to allow for timely calendar planning and public notification for the upcoming year.

Attachment

Proposed 2027 Holiday Closures



2027 Proposed Holiday Closings for the Clearview Library District

January 1 (Friday) - New Year's Day

March 28 (Sunday) - Easter Day

May 30, 31 (Sunday, Monday) - Memorial Day Weekend

July 4 (Sunday) - Independence Day

September 5, 6 (Sunday, Monday) - Labor Day Weekend

November 24 (Wednesday): Close at 2 p.m.

November 25 (Thursday) - Thanksgiving Day

December 24, 25 (Friday, Saturday) - Christmas Eve Day and Christmas Day

December 31 (Friday): Close at 2 p.m.

The library is open to the public on Martin Luther King Jr. Day (Monday, January 18), Presidents' Day (Monday, February 15), Juneteenth (Saturday, June 19), Frances Xavier Cabrini Day (Monday, October 4), Columbus Day (Monday, October 11), and Veterans' Day (Thursday, November 11).

MEMORANDUM

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

Date: June 25, 2026
Re: Colorado Public Library Standards Review: Library Staff
Item 5.4: New Business

Background

During the CALCON 2024 Conference, the [Colorado Public Library Standards](#) were discussed at a session. 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.