



LIBRARY BOARD MEETING Thursday, Feb. 25, 2021, 5:30pm – Agenda – The public is welcome to join via Zoom.

CALL TO ORDER

ROLL CALL

REVIEW OF AGENDA

PUBLIC INPUT

DIRECTOR'S REPORT

COMMUNICATION

MONTHLY STATISTICS (New Format) – Bud Hunt, Katie Messerli

PERSONNEL REPORT Rochelle Brotsky, Vice-President(Information)

TREASURER'S REPORT

Approve Financial Reports, Jan. 2021 – Ron Dunworth, Treasurer (Action)

FRIENDS AND FOUNDATION REPORT Rochelle Brotsky, Liaison to the Friends and Foundation

REPORTS OF THE LIAISONS

REPORTS OF THE BOARD MEMBERS

OLD BUSINESS

Approve Minutes of the Jan. 28, 2021 Board meeting (Action)

Facilities Planning Update – Katie Messerli

NEW BUSINESS

Postings, Promotional Materials, Displays and Exhibits Policy (Action) – Ann Kling

Public Art Policy (Action) – Ann Kling

UPCOMING AGENDA

ADJOURN

Weekly meetings of the Long Range Planning Committee, Wednesdays, 1pm. (Virtual, via Zoom)

Working Session of the Board, Mar. 11, 2021, 5:30 pm – Zoom

Next Board Meeting, Mar. 25, 2021, 5:30 pm. – Hybrid Meeting – Board(In Person or Zoom), Public (Zoom)



Monthly Report of the Director, January 2021

Highlights

- After being closed since November 21, 2020 due to the high positivity rate of Covid-19 in Weld County, the library and bookmobile were re-opened to the public with a soft opening on Thursday, Jan. 21 and a hard opening on Monday, Jan. 25. Library patrons are very happy to be able to visit the library and bookmobile to select their material in person.
- The Long Range Planning Committee continued to meet on Wednesdays at 1pm throughout the month of January. A working session of the Board was held on January 14. The draft report of the committee will be presented to the board at the working session of the board on March 11. Communications Specialist, Katie Messerli, has been facilitating and process and has been instrumental in keeping the project moving forward to meet the deadline.
- Director Kling submitted the 3-year comparative budget to the Colorado Dept. of Local Governments.

Opportunities

- IT Manager, Bud Hunt and Communications Specialist, Katie Messerli have been working closely with the Weld RE4 School District to enable a student card that will be available to all students enrolled in the school district. Having a library card in the hands of all Weld RE4 school children will go a long way to promote literacy in our community.
- Libraries were deemed essential services by the State of Colorado at the end of 2020. One of the essential services that our library provides is access to computers and the internet. The IT department staff worked out a process to allow patrons to safely enter the library to use computers when the library was closed to the public for browsing of materials. The process was only in place for a short time before the library re-opened but will be used in the future if the library needs to close.
- In an effort to make the library district's website easier to navigate, Katie Messerli has begun taking the steps for a website redesign and is working with a team of staff.

Challenges

- The long range facilities planning process has taken up a good portion of the management team and communication specialist's time. It is an important process and the end product will be well-worth the time that has been invested over the past months. Finding time to work on tasks related to the operation of the library and the committee has at times proven challenging. The library district is fortunate to have dedicated staff who are committed to moving the district forward.

Personnel

The topics of the January All Staff Meeting, held on Friday, Jan. 8 at 8am, were Guiding Principles and Internal Communication. The staff were divided into breakout groups on Zoom to discuss how internal communication could be improved. The Guiding Principles Committee addressed their role in the library and shared the activities they have planned for the first half of 2021.

Resignations

- Andrea North, Mobile Services Asst.
- Rob Wygal, Customer Service Specialist

New Hires

- Christian Heggins, Customer Service Specialist
- Jennifer King, Adult Services Asst.

January Board Meeting Highlights

- The Board elected officers for 2021. The board members elected Kendra Adams as library board president and Rochelle Brotsky, vice-president. Ron Dunworth was re-elected as Treasurer.
- The revised Interlibrary Loan Policy was adopted. The Library has moved to Prospector to provide interlibrary loans to library patrons. There has been a large increase in use of interlibrary loan.
- Different service models for public libraries were presented to the board as part of the facilities planning process.
- The board conducted its annual self-evaluation.
- The board received the 2020 update on the Strategic Plan.

Board Packets can be found on the library district's website:

<https://clearviewlibrary.org/library-board-4094>

Monthly Reports of the Managers

Public Services– January 2021

Casey Lansinger-Pierce, Public Services Manager

Highlights

- With a vacant Adult Services Assistant position (Kali Dhayatkar left in late December to spend more time with family) we interviewed several candidates in January and eventually made a job offer to Jennifer King. She started in February and is incredibly enthusiastic about joining the public services team.
- Despite Zoom burnout, we saw strong attendance numbers for virtual programs in January. We consistently see 27-32 individuals during Imagine Stories Together; Chelsey welcomed 20 tweens for her We Dream in Steam series in January; and Andrea saw 25 littles ones in her People in Your Neighborhood program.

Opportunities

- Clearview Homeschoolers Academy, led by Nancy Milliken, continues to be one of our best attended and most popular programs. In January Nancy added 6 slots/kits in order to accommodate all attendees on the waitlist (we aren't always able to do this, but in this case we had left over material). January's theme was migration and there was a tie-in with our TOW

Culture division partners through their Homeschoolers Day at the Museum program. We cross promote these tie-in programs with TOW.

- Thanks to help from our Communications Specialist, Katie Messerli, our programs and services have been getting more press as of late (specifically from Greeley Tribune). In January the Tribune ran a short piece about our Adult Creative Writing Program, resulting in more attendees at each subsequent program.
- As we have done in years past, we made arrangements with VITA Tax to offer free tax services to qualifying individuals from February through April. We have had to make several changes this year due to COVID, but we are grateful we can continue to support this important program for members of our community.

Challenges

- In January Andrea North, Mobile Services Assistant, stepped down to accept a full-time position with full benefits. Andrea was an integral part of our mobile services team. She programmed in the schools, visited daycares for storytime, and drove the bookmobile to neighborhood stops and events. Andrea also jumped in at a moment's notice to help out other departments when they were in a pinch. We are disappointed to say goodbye to Andrea, but excited for her future. Hiring for this position can be tricky -- some folks are intimidated by the bookmobile driving aspect -- but Katie Northern and I are confident that we will find a quality replacement.

IT/Technical Services – January 2021

Bud Hunt, IT/Technical Services Manager

Highlights

- The reopening of the library to the public in January was exciting for all and a fine opportunity to revisit schedules and staffing to ensure proper support of our front-end teams.
- We have finalized some of the technical pieces of our new Clearview Student Card program and are looking forward to launching that later in the year.
- While we were closed we did begin welcoming a few patrons into the library for computer use appointments.

Opportunities

- As a result of the student card program, we have seen that we can make some improvements behind the scenes to how we organize and authenticate our electronic databases, as well as what information those services do and do not receive.

Challenges

- Project management and managing communication both continue to grow as pressing needs as we manage growth and increasing complexity in coordination of people and systems. To that end, we are exploring a new ticketing and internal information system that we hope to bring online later in the quarter.

January 2021 Interlibrary Loan Statistics

				Totals
ILL's Borrowed	282	7	3	292
ILL's Returned	164	7	28	200
ILL's Lending	286	10	1	297
ILL's Lending Returned	200	0	0	204
Courtesy Received	13			
Courtesy Returned	4			17
Weld RE-4 Received	1			
Weld RE-4 Returned	2			3
Tech for Tykes Received	0			
Tech for Tykes Returned	0			0
Total Courier: 1013				

Highlights from the February Board Meeting

- New format for library key performance indicators including a dashboard on the website.
- Re-affirmed Public Art Policy
- Re-affirmed Postings, Postings, Promotional Materials, Displays and Exhibits Policy

Resources of the Month

- **Black History Month** — February is Black History month — a time to celebrate the achievements and contributions of African Americans, as well as to pay "tribute to the generations of African Americans who struggled with adversity to achieve full citizenship in American society." Explore these materials from our [physical collection](#), [Hoopla](#) (audiobooks), or [Kanopy](#) (films).
- **Readers Advisory** — Our staff are available to offer customized reading (or any media!) suggestions. Stop by the library or visit clearviewlibrary.org/reading-suggestions.
- **VITA Tax** — We are hosting free tax preparation services through April for residents 60+ years of age or with income \$57,000 or under. Learn more at clearviewlibrary.org/vita.



Memorandum

To: Library Board

Via: Ann Kling, Director

From: Bud Hunt, IT & Technical Services Manager; Katie Messerli, Communications Specialist

Date: February 19, 2021

Re: New Monthly Statistics Report

Background

The management team worked to develop key performance indicators (KPIs) that align with the district's new vision focus areas: Foster Early Literacy, Build Connections, and Inspire Lifelong Learning. As a result, the management team worked to revise the Monthly Statistics Report to include these new KPIs, simultaneously incorporating feedback from the Trustees and the community on past reporting practices.

Relationship to Strategic Plan

Focus Area 1: Communication

Budget Considerations

None

Recommendation(s)

Staff believes this new format will provide at-a-glance information to Trustees and the community on the successes and challenges of the district. In addition to its availability in the monthly Board of Trustees meeting packet, the data can be found at clearviewlibrary.org/data — both the overview information that appears in the packet, as well as the previously included in-depth information. Through this new data portal, our community can instantaneously access the most current statistics, as well as view previously reported data. This work is intended to foster our commitment to providing easy access to information that is transparent and timely.

Attachments

None

Patrons Served			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Library 2,208	No data	-88.48%	
Bookmobile 56	No data	-93.89%	
Outreach 0	No data	-100.00%	
Total Patrons 2,264	No data	-89.93%	

Select a date to see that month's data.

Month ▾
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020
Aug 2020
Jul 2020
Jun 2020
May 2020
Apr 2020
Mar 2020
Feb 2020
Jan 2020

Circulation			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Physical Circs 17,136	4.85%	-41.15%	
Digital Circs 9,613	7.71%	16.65%	
Database Usage 1,341	15.31%	-6.75%	

For more detailed information,
please visit
<https://clearviewlibrary.org/data>



Programs			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Program Attendees 620	22.77%	-85.85%	N/A
Total Programs 59	25.53%	-73.06%	
Waitlisted People 39	-23.53%	77.27%	
Waitlisted Programs 6	0.00%	0.00%	

Select a date to see that month's data.

Month ▾
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020
Aug 2020
Jul 2020
Jun 2020
May 2020
Apr 2020
Mar 2020
Feb 2020
Jan 2020

Cardholders			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Active Cardholders 3,322	4.83%	17.84%	
New Cardholders 121	59.21%	-47.39%	

Website Stats			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Pageviews 21,000	14.42%	-15.29%	

For more detailed information, please visit <https://clearviewlibrary.org/data>



Clearview Library District

Revenue and Expenditures

Jan-21

Row Labels	Jan 21 Actual	2021 Actual	2021 Budget	% of Budget Used
Revenue				
General property tax	\$557,456	\$557,456	\$4,652,026	12%
Other revenue	\$52,115	\$52,115	\$47,407	110%
Specific ownership tax	\$18,340	\$18,340	\$210,000	9%
Revenue Total	\$627,911	\$627,911	\$4,909,433	13%
Expense				
Bookmobile costs	\$107	\$107	\$25,400	0%
Building costs	\$3,058	\$3,058	\$108,500	3%
Capital outlays	\$985	\$985	\$304,000	0%
County treasurer's fee	\$9,130	\$9,130	\$69,780	13%
Electronic Databases	\$0	\$0	\$27,000	0%
Materials/periodicals	\$15,921	\$15,921	\$343,500	5%
Operating supplies	\$2,580	\$2,580	\$40,000	6%
Other Expenses	\$7,564	\$7,564	\$268,442	3%
Programming	\$1,351	\$1,351	\$58,000	2%
Public relations	\$2,750	\$2,750	\$67,915	4%
Related expenses	\$32,761	\$32,761	\$473,918	7%
Salaries	\$125,203	\$125,203	\$1,727,478	7%
Software/tech support	\$18,938	\$18,938	\$95,500	20%
Expense Total	\$220,349	\$220,349	\$3,609,433	6%
Net Income	\$407,561	\$407,561	\$0	
Transfer to Reserve Funds		\$0	\$1,300,000	0.00%
Transfers Total		\$0	\$1,300,000	0%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	149.05	182.75	-33.70	-18.4%
1015 · Cash on Hand	433.30	533.30	-100.00	-18.8%
1033 · ColoTrust LT Bldg 8004	2,565,107.80	1,555,477.93	1,009,629.87	64.9%
1034 · Colo Trust Gen Fund Res 8005	679,575.37	675,646.55	3,928.82	0.6%
1038 · Colo Trust Operating Fund 8003	1,624,176.10	570,698.77	1,053,477.33	184.6%
1040 · Colo Trust Capital Fund-8001	220,201.69	218,928.74	1,272.95	0.6%
1053 · Bank of Colorado--Checking	169,449.97	151,496.81	17,953.16	11.9%
Total Checking/Savings	5,259,093.28	3,172,964.85	2,086,128.43	65.8%
Accounts Receivable				
1200 · Accounts Receivable	527.66	0.00	527.66	100.0%
Total Accounts Receivable	527.66	0.00	527.66	100.0%
Other Current Assets				
1050 · Cash with County Treasurer	0.00	70,823.45	-70,823.45	-100.0%
1150 · Delinquent Property Tax	6,232.00	6,232.00	0.00	0.0%
1151 · Current Prop. Taxes Rec.	3,510,956.00	3,510,956.00	0.00	0.0%
1170 · Prepaid Expenses	65,572.75	94,829.78	-29,257.03	-30.9%
12000 · Undeposited Funds	0.00	15.15	-15.15	-100.0%
Total Other Current Assets	3,582,760.75	3,682,856.38	-100,095.63	-2.7%
Total Current Assets	8,842,381.69	6,855,821.23	1,986,560.46	29.0%
Other Assets				
1250 · Land	1,037,824.00	1,037,824.00	0.00	0.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,166,664.27	3,166,664.27	0.00	0.0%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
Total Other Assets	5,206,068.64	5,206,068.64	0.00	0.0%
TOTAL ASSETS	14048450.33	12061889.87	1,986,560.46	16.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	55,017.31	20,836.03	34,181.28	164.1%
Total Accounts Payable	55,017.31	20,836.03	34,181.28	164.1%
Credit Cards				
Pinnacle Bank - Ann 9399	0.00	1,190.92	-1,190.92	-100.0%
Pinnacle Bank - Casey 2011	0.00	450.00	-450.00	-100.0%
Pinnacle Bank - Hunt 2228	0.00	1,937.73	-1,937.73	-100.0%
Total Credit Cards	0.00	3,578.65	-3,578.65	-100.0%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	0.00	861.71	100.0%
2101 · Payroll Liabilities	42.13	0.00	42.13	100.0%
2110 · Pera Payable (Employee)	185.96	0.00	185.96	100.0%
2111 · Pera Payable (Library)	25.18	0.00	25.18	100.0%
2112 · Employee Health Insurance Pa...	1,737.03	1,444.00	293.03	20.3%
2200 · Deferred Revenue - Property	3,517,188.00	3,517,188.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-9,407.00	-2,832.01	-30.1%
Total Other Current Liabilities	3,507,801.00	3,509,225.00	-1,424.00	0.0%
Total Current Liabilities	3,562,818.31	3,533,639.68	29,178.63	0.8%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
Total Long Term Liabilities	6,038,354.43	6,038,354.43	0.00	0.0%
Total Liabilities	9,601,172.74	9,571,994.11	29,178.63	0.3%
Equity				
2860 · 2000 Fund Balance	2,288,444.00	2,288,444.00	0.00	0.0%
2862 · TABOR Requirement	81,280.00	81,280.00	0.00	0.0%
3900 · Retained Earnings	1,669,992.19	246,201.54	1,423,790.65	578.3%
Net Income	407,561.40	-126,029.78	533,591.18	423.4%
Total Equity	4,447,277.59	2,489,895.76	1,957,381.83	78.6%
TOTAL LIABILITIES & EQUITY	<u>14048450.33</u>	<u>12061889.87</u>	<u>1,986,560.46</u>	<u>16.5%</u>



LIBRARY BOARD MEETING Thursday, January 28, 2021, 5:30pm – Minutes

The meeting was held virtually via ZOOM meeting.

CALL TO ORDER

President Rochelle Brotsky called the meeting to order at 5:30 pm.

ROLL CALL

Present: President Rochelle Brotsky, Vice-President Kendra Adams, Treasurer Ronald Dunworth, Secretary Brian Lampe, Board Member Ron Clark, Board Member/Town of Severance Liaison Frank Baszler, Attorney William Garcia, Town of Windsor Liaison Scott Charpentier, and Director Ann Kling.

Absent: Weld RE-4 Liaison Brad Irion

Staff: IT/Tech Services Manager Bud Hunt, Public Services Manager Casey Lansinger-Pierce, Communications Specialist Katie Messerli, Technical Services Natalie Wagner, and Bookkeeper Erin Mitchell

REVIEW OF AGENDA

Nothing at this time.

PUBLIC INPUT

There was no public input at the time.

DIRECTOR'S REPORT

There were no questions.

COMMUNICATION

Director Kling reported that Director Matt Hortt of the High Plains Library District said that libraries are classified as Phase 1B workers. Director Kling filled out the 1B form today. This means that possibly staff could get COVID vaccinations in 2 months' time. Rochelle mentioned that she received an email from the Weld RE-4 school district which included information regarding the new Clearview Library District school card.

*The Clearview Library District is pleased to partner with the Weld RE-4 school district to offer a Clearview school card. <https://clearviewlibrary.org/school-library-cards>

MONTHLY STATISTICS

Director Kling reported that since the library building is open, we will see an increase in numbers. Casey reported that virtual programming is still a hit and there are wait lists for some events.

PERSONNEL REPORT Kendra Adams, Vice-President

Kendra reported Kali Dhayatkar has resigned from Adult Services. Casey reported that there is an offer out for a replacement for this position. Kendra brought to attention that current vacant positions will need to be filled in future.

TREASURER'S REPORT Approve Financial Reports, Nov. and Dec. 2020 – Ronald Dunworth, Treasurer

Ronald reported that November was a good month and that in December the year closed in good shape. He reported that the library is waiting on about \$800,000 from Oil and Gas. Ronald complimented Director Kling and her team for finishing the year 21% under budget. Ronald said that unspent funds are being put into reserves. Scott asked about the under budget money, to which Ronald replied that 79% of the budgeted expenditures were used in 2020.

Motion by Kendra Adams, second by Ron Clark, to accept the Treasurer's Report as Presented for November 2020; motion passed unanimously.

Motion by Kendra Adams, second by Ron Clark, to accept the Treasurer's Report as Presented for December 2020; motion passed unanimously.

FRIENDS AND FOUNDATION REPORT Ron Clark, Liaison to the Friends and Foundation

Ron reported that he didn't attend the meeting. Director Kling reported that, as a tie in with the Nancy Drew mystery series, author Anne Hillerman will be the guest author for the Author Talk scheduled for April 24th via ZOOM. There will be scavenger hunts and a mystery dinner as well. Please contact Jenny Whittington if you would like to help with the Author Talk program. Director Kling reported that the foundation helped with the take out kits last Fall and for the holidays. The Foundation also gave staff local coffee gift cards as a holiday gift. The foundation is a 501c. Kendra asked fellow board members to join the Friends and Foundation. Please visit <https://www.cldfriends.org/>

REPORTS OF THE LIAISONS

Town of Windsor: Scott Charpentier reported that Windsor is evaluating how to use CARES money, the town has created a relationship with NOCO Nosh to help smaller restaurants with takeout services, working with the Chamber to help local business, the River Walk project, the Legends Sports Complex, traffic work (along 7th, Main, Walnut), working on the 5 Star Certification Program, Windsor did excellent surviving COVID – finances are looking good. Windsor will double its population within 10 years.

Town of Severance: Frank Baszler reported that it is house building season, and subdivisions are going in. A couple new hires, a new Police Sargent, working on a written long term plan, bought 120 acres for a future park (possible shooting range).

Weld RE-4: School District: Brad Irion absent.

REPORTS OF THE BOARD MEMBERS

The Long Range Committee of the Library Board met 11/25/20, 12/2/20, 12/9/20, 12/16/20, 1/6/21, 1/13/21, 1/20/21, and 1/27/21. At these meetings topics covered were: Cultural Center/Hub; Expansion on Current Site; Facilities Plan Report; East Pointe; Expansion – Upward; One Large Facility; Diamond Valley Property; Categories of Services; Population Projections; New State Standards; Ash Street Renovation Estimates; RATIO's Expansion Conceptual plans.

The Library Board had working sessions on 12/3/20 and 1/14/21. At these sessions topics covered were: Short and Long Term Facilities Planning; Recaps and Updates; Building New Space; Offsite Partnerships; Renting/Leasing/Buying New Space; Selling Property.

OLD BUSINESS

Approve Minutes of the December 10, 2020 Board Meeting

Minutes were approved.

Motion by Ronald Dunworth, second by Ron Clark, to approve minutes of the December 10, 2020 meeting; motion passed unanimously.

Facilities Planning Update – Katie Messerli

Service Models for Our Library District – Katie Messerli

Katie reported that the upcoming February meeting will complete the discussions on space. A guest from STIFEL will be joining that meeting. An additional work session has been added in February to cover the recap. A draft plan will be ready in March. Katie presented the Service Model Vision via a slide deck to the board. The board and liaisons asked questions and thoroughly discussed scenarios presented throughout the presentation. Ron Clark thanked Katie for her presentation style.

NEW BUSINESS

Interlibrary Loan Policy, Revised – Ann Kling

Director Kling asked Bud to talk about the revised Interlibrary Loan policy. Bud presented the policy and he referenced the updated policy and procedures as defined in the documents presented in the board packet.

Motion by Ron Clark, second by Kendra Adams, to accept the revised Interlibrary Loan Policy; motion passed unanimously.

Library Board Self-Evaluation – Kendra Adams, Vice President

Kendra discussed the results of the board self-evaluation. Kendra talked about some low numbered results and gave examples and solutions to remedy those areas. Kendra asked board members to reach out, ask questions, read the minutes, review the board meetings, and said that there are resources to learn about being a board member. Kendra added that she appreciates that board members are respectful of one another. Ronald thanked Kendra.

Official Posting Locations for Public Notices of Meetings – Ann Kling

Director Kling said that it is required by law to post meeting announcements. Posting is primarily on the website and postings are in the glass case in the building foyer. Kendra asked if the library can post on the websites of the towns of Windsor, Severance, or West Greeley - posting library board meetings. Katie will reach out to the towns to ask. Rochelle added that postings are on Facebook and sent via email as well.

Motion by Kendra Adams, second by Ron Clark, to approve the Official Posting Locations for Public Notices of Meetings; motion passed unanimously.

Review Public Access to Information on the Website – Katie Messerli

Director Kling asked Katie to show where information is posted on the website. Katie presented where information for the board or about the board can be found on the website. Rochelle stated that it is user friendly.

Election of Board Officers and Committee Members – Ann Kling

Rochelle asked board members about remaining in their positions. Attorney Garcia explained the procedures for remaining in office and/or running for a different position. Ronald Dunworth agreed to remain as Treasurer. Brian Lampe agreed to remain as Secretary. Ronald Dunworth nominated Kendra Adams to be President and asked Rochelle Brotsky to remain as Vice President. Kendra accepted the nomination if Rochelle would be Vice-President. Rochelle agreed to be Vice-President. Attorney Garcia read aloud the proposed slate for voting: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ronald Dunworth, and Secretary Brian Lampe to be effective as of February 2021.

Motion by Ronald Dunworth, second by Brian Lampe, in favor of voting for the slate; motion passed unanimously. Liaison to the Friends and Foundation will be Rochelle Brotsky.

Personnel Committee will be Rochelle Brotsky and Frank Baszler.

Acting Committees will remain the same.

Kendra asked Frank if he would like to wear only one hat, and to ask if another Severance board member would like to be the Severance town liaison for the Clearview Library District board.

Relationship Team – Ann Kling

Director Kling reminded everyone that the relationship team was to include board members reaching out to fellow town board members, school district personnel, partners, community members, and more.

Strategic Plan, 2020, 4th Quarter Update – Ann Kling

Director Kling reported that the annual meeting was held in December. This will continue through 2022, more information can be found on the website. <https://clearviewlibrary.org/strategic-plan>

Auditor's Letter of Engagement – Ann Kling

Director Kling reported that this is the same auditor that was used last year. Jim Hinkle, Hinkle & Company, said that he would personally work on the library audit. Ronald agrees with Director Kling, to take Jim Hinkle at his word and work with them again.

Motion by Kendra Adams, second by Ron Clark, to accept the Auditor's Letter of Engagement; motion passed unanimously.

UPCOMING AGENDA

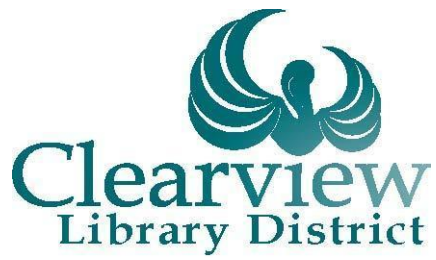
Policy Review

Facilities Planning Update

ADJOURN

Motion by Ron Clark, second by Kendra Adams, to adjourn; motion passed unanimously. The meeting adjourned at 7:43 pm.

- Weekly meetings of the Long Range Planning Committee, Wednesdays, 1:00 pm. – Virtual via ZOOM
- Working session of the Board, Feb. 11, 2021, 5:30 pm. - Virtual via ZOOM
- Working session of the Board, Feb. 18, 2021, 5:30 pm. – Virtual via ZOOM
- Board meeting, Feb. 25, 2021, 5:30 pm. – Virtual via ZOOM



MEMORANDUM

To: Library Board

From: Ann Kling, Library Director

Date: January 22nd, 2021

Re: Postings, Promotional Materials, Displays and Exhibits Policy, Item 1, New Business

Background / Discussion

The library district has limited bulletin boards and display space. We recognize the value of promoting programs sponsored by other agencies and non-profits and make every effort to do so equitably.

Staff will develop a procedural document to accompany this policy.

Relationship to Strategic Plan

Focus Area 1: Communications

Budget Considerations

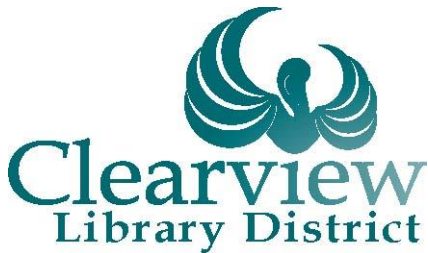
None.

Recommendation

Staff recommends adoption of the revised policy.

Attachments

- Revised Policy



Expand Your Horizons

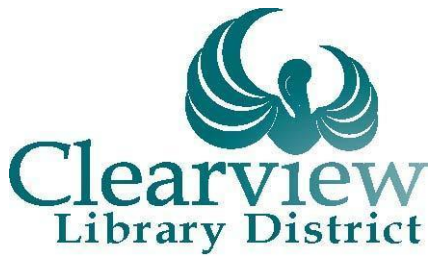
Postings, Promotional Materials, Displays, and Exhibits Policy

Clearview Library District makes limited, designated space for community flyers, notices, posters, displays, and exhibits available to Clearview Library District nonprofit organizations, agencies, and individuals engaged in intellectual, charitable, civic, cultural, educational, or recreational activities in the library district. The purpose of the designated space is to promote current or seasonal information about events and initiatives sponsored by or benefiting these organizations, agencies, and individuals, which in turn serves to benefit the community.

Posting or displaying such materials by the district does not indicate district endorsement of the ideas, issues, or events promoted by these materials.

1. All materials must be submitted to district staff for posting and display.
2. Materials that have not been submitted for approval will be removed.
3. Priority is given to organizations located within the library district. If space permits, materials from northern Colorado organizations, outside of the library district, will be considered.
4. The district assumes no responsibility for the preservation or protection of the submitted materials.
5. Commercial advertisements / promotions, events, or materials for businesses or for-profit organizations will not be permitted, with the exception of an event that a business is sponsoring or co-sponsoring for a nonprofit organization.
6. The following items may not be posted or distributed in the library:
 - Advertisements of personal services or products sold for profit
 - Religious tracts
 - Petitions
 - Job postings
 - Rental announcements
 - Campaign literature

Adopted, April 24, 2014, Revised, Feb. 25, 2021



MEMORANDUM

To: Library Board

From: Ann Kling, Library Director

Date: Feb. 19, 2021

Re: Public Art Policy, Item 2, New Business

Background / Discussion

Public art has been a part of the library on Third St. since it was built. When the library expanded in 2008, rails were installed on the walls in order to display public art. For several years the library district had an art show that was sponsored by the Library Foundation and curated by two dedicated volunteers, Becky Racque and Cornelia Davis. When the decision was made to end the annual art show, Cornelia Davis continued to work with local artists to display their work on the walls of the tower and quiet space.

In 2014, after attending a workshop on library policies, the library board recognized the need for a public art policy and adopted the first public art policy which is in effect today.

The staff have reviewed the policy and have made minor changes. However, the consensus was that there should be written procedures which can be shared with artists who may be interested in having their work displayed at the library. Jennifer Bradley, Adult Collections and Programming Librarian, will work with staff to create a procedures document.

Relationship to Mission and Vision

Public art can enlighten minds, cultivate curiosity and strengthen the community by providing people with inspiration. By providing artists with a space to display their art, we provide them with a way to connect to the community.

Budget Considerations

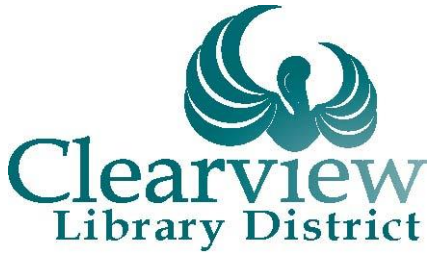
None.

Recommendation

Staff recommends adoption of the revised policy.

Attachment

- Revised Public Art Policy



Expand Your Horizons

Public Art Policy

In order to enrich patrons' library experience, the Clearview Library District provides space to display paintings, photographs, and other works of art in district facilities. The space is made available on an equitable basis to all local artists. Artwork is selected and curated by district staff or designee(s).

Artwork is selected using the following criteria:

- Quality
- Overall community interest
- Historical prominence or significance of the artist or arts organization

The Clearview Library District reserves the right to discontinue an exhibit at any time.

Adopted, April 24, 2014, Revised, Feb. 25, 2021