



LIBRARY BOARD MEETING

Tuesday, Aug 30,

2011 5:30 pm

FINAL

CALL TO ORDER

PUBLIC INPUT

MINUTES

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics
Monthly Expenditures

TREASURER'S REPORT

COMMUNICATIONS

OLD BUSINESS

Library Director; search committee recommendation &
related offer letter

Salary Adjustments
Community Events Updates
Publishing "Draft" Board Minutes
Update on Selection of New Trustee

NEW BUSINESS

Colorado Network Management Systems Audit &
Service Contract
Circulation and InterLibrary Loan Policy adjustments

Staffing Requests – New Hire(s) and Hours Adjustments
Library Board of Trustees Officer Elections

CONSENT AGENDA
UPCOMING AGENDA
ADJOURNMENT
NEXT MEETING:

September 27, 2011 Regular Meeting

Clearview Library District
Board of Trustees Regular Meeting Minutes
30 August 2011

Board Members Present: Scott Wildman (Vice President), Bill Karr (Secretary), Dave Vance (Treasurer).

Others Present: Rick Klimek (School Board Liaison), Shari Thompson (Technical Services Manager), Erica Rose (Outreach Manager), Bev Reule (Acquisitions/ILL), Ashley Keesis-Wood (Beacon staff reporter), Francy Henderson (Patron), Ron Hernandez (Patron, arrived @ 6:47 p.m.)

Meeting called to order at 5:30 p.m.

Vice President Wildman asked if there was a motion pursuant to section 24-6-402(4) of the Colorado Revised Statutes to adjourn this regular meeting of the Clearview Library District Board of Trustees and that, upon an affirmative vote of at least two-thirds of the members present for this motion, the Board reconvene in executive session for the sole purpose of discussing personnel issues concerning the hiring of a new Clearview Library District Director as authorized by § 24-6-402(4)(f). Vance so moved; Karr seconded. Motion approved. All non-Board members except Klimek exited the meeting room.

An executive session of the Board of Trustees of the Clearview Library District convened at 5:32 p.m. on 30 August, 2011 for the sole purpose of discussing feedback received regarding the hiring of a new library director and the offering of employment to Ms. Ann P. Kling to become the next director of the Clearview Library District. Attending were Board members Wildman (Vice President), Karr (Secretary), and Vance (Treasurer) and non-Board member, Klimek (RE-4 School District Liaison).

During the executive session the Board did not engage in substantive discussion of any matter not enumerated in section 24-6-402(4), C.R.S. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

Vance moved that the executive session be adjourned; Karr second. Motion approved. The executive session adjourned at 5:39 p.m. and reconvened into regular session. Non-Board members reentered the conference room.

This was the first regular meeting under the Clearview Library District's new bylaws that were adopted at the Board's 26 July 2011 regular meeting.

Public Input: None.

Minutes (Wildman): Three draft minutes were up for approval: 1) the minutes to the Board's regular meeting on 26 July 2011; 2) the minutes to the Board's special meeting on 30 July 2011 (new hire for Technical Services) ; and, 3) the minutes to the Board's special public meeting and executive session on 20 August 2011 (offer of employment to the next director). Vance moved that the minutes be approved; Karr second.

Motion was approved. The minutes will be posted on the library's website and in the information notebook at the library's information desk.

Review of Agenda (Wildman): Karr proposed that since Ms. Hagen was not present, a discussion about publishing meeting minutes in a more timely fashion should be removed from the agenda and deferred to the next regular Board meeting. Agreed.

Director's Report (Rose): The Director's report included recent improvements to library operations; a summary of the challenges and rewards of the library director selection process; the catastrophic computer network failure; library programs and activities; patron attendance on Sundays; and, highlights from the Outreach, Youth and Technical Services departments. The complete Director's report will be posted on the library's website.

Monthly Statistics (Vance): Due to the computer network crash, one week's worth of data was lost resulting in inaccurate data.

Monthly Expenditures (Vance): To date, the Clearview Library District has received 93.3% of its combined (Operating Fund and Debt Service) annual budget and has spent 50.2% of its combined annual budget. A full report of monthly revenue and expenditures will be posted on the library's website.

Treasurer's Report (Vance): In July, Clearview Library District's bank and fund accounts (operating fund, debt service fund, general fund, capital fund reserve, and long term building fund) totaled \$2,674,541. Cash on hand exceeds 2011 estimates.

Communications (Karr): Karr stated he had received an e-mail from Mr. Ron Hernandez expressing concern that the Board was not properly enforcing the recommendations made by the Compromise Committee. Specifically, Mr. Hernandez was concerned that the name Clearview Library District was being used too often in public communications while the name Windsor-Severance Library was not being used often enough. This was evident in a Chamber of Commerce announcement for a 'Business Before Hours' event to be held at the library. The announcement referenced the 'District', but did not reference 'Windsor-Severance Library.' Karr said this was probably a matter of not properly informing those who write and publish information about the 'District' and the 'Library.' He pointed out that the library staff had recently developed a marketing standard that gives clear guidance on when to use which terminology. The standard should help mitigate this problem. Karr also noted that Mr. Hernandez sent him another e-mail on 27 August 2011, stating that the Windsor-Severance library received proper recognition in the Beacon's latest 'Calendar of Events' and it appeared things were making a turn for the better. The Board, with the help of the staff and public, will continue to ensure the marketing standard and the Compromise Committee's recommendations are followed.

OLD BUSINESS

Director Search (Vance): Based on discussion during the executive session, Vance moved that the Board of Trustees make an offer of employment to Ms. Ann P. Kling to be the next Clearview Library District Director. The terms in the offer of employment

letter included a starting salary, delineated the terms of the relocation package, and set a start date of 1 November 2011. Karr seconded the motion. The motion passed unanimously. The announcement that the Board of Trustees will make an offer of employment to Ms. Kling to be the Clearview Library District's next director is now official and public. Vance will send the offer to Ms. Kling.

Salary Adjustments (Vance): Vance moved that six of seven library positions be moved increased to the minimum pay level as recommended by the 2012 Salary Plan. One position would not be increased because the individual filling the position at this time does not yet meet all the qualifications listed in the job description. Karr seconded the motion. Motion approved.

Community Events Updates (Rose):

Art Festival – Received an overwhelming amount of positive feedback about all activities and bookmobile. Bike Rodeo – 32 participants

High School 101 – There were 345 participants; an excellent venue for partnering with students.

Harvest Festival – Outreach Service and the Bookmobile will be in the parade and also have a vendor booth to promote the library.

Update on Selection of New Trustee (Wildman): Wildman stated that the Board's vacant trustee position needs to be advertised and the trustee application form needs to be posted on the library website and be available at the information desk. He also set a cutoff date to receive applications as Thursday, 29 September 2011. Wildman volunteered to be the Board's representative to the trustee selection committee as governed by the new bylaws.

NEW BUSINESS

Colorado Network Management Systems Audit and Service Contract (Wildman): (For scheduling purposes, this topic was covered prior to the Communications section of the meeting)

Kevin Cox (owner) and Charlie Jackson (sales manager) from Colorado Network Management (CNMGT) presented a history of the support their company had provided to the library's computer network over the past few years. They also pointed out how the library could benefit from having a monthly service contract with them. CNMGT has been providing emergency and periodic on-site services to the library's computer network for 4 years. Based on a network audit, CNMGT recommended that replacing the network's routing switches be priority #1, and upgrading the old firewall firmware be priority #2. Additionally, CNMGT recommended that a monthly Proactive Remotely Managed Service Plan would provide 24/7 remote monitoring of the network and would improve network reliability and performance to patrons and staff. The Service Plan would cost \$1995.00 per month. The service plan also includes hosting of the library's website. The recommended equipment upgrade (SSG-140 and Cisco switches) would cost \$5944.98 including installation, configuration and testing. The management team concurred with CNMGT's recommendations. Vance moved that the library purchase the Service Plan from CNMGT and have the equipment upgraded and configured as recommended. Karr seconded the motion. Motion approved. Technical

Services Manager Thompson will work with CNMGT to implement the recommendations as soon as possible.

Circulation and Inter Library Loan Adjustments (Rose): Based on patron input, the library staff proposed the following changes to circulation policy. Increase the number of times a book may be renewed from 1, to 2; increase the number of inter library loans for educators from 3, to 5; increase the number of “Reel Kwik” items (new DVDs) checked out per card from 1, to 2; and, allow holds on “Reel Kwik” items. Karr moved to approve the proposal, Vance seconded the motion. Motion approved and the policy handbook will be updated accordingly..

Staffing Request (Rose): Due to staff turnover, the staff requested the District advertise for the following vacant, or soon-to-be-vacant, positions: 1) a new Outreach Manager to replace Erica Rose; 2) a new Circulation Assistant to replace Jessie Meschievitz; and 3) a new Bookmobile Driver to replace Trevor Williams. Vance so moved. Karr seconded the motion. Motion passed.

Library Board of Trustees Officer Elections (Wildman): Karr moved that Dave Vance be President, Kelly Hall be Vice President, Bill Karr be Secretary, and Scott Wildman be Treasurer. Vance seconded the motion. Motion passed. Vance moved that the Vice President would also be the Chair of the Personnel Management Committee. Karr seconded the motion. Motion passed.

Consent Agenda (Wildman): Financials. Vance moved that the consent agenda be approved; Karr second. Motion passed.

Upcoming Agenda (Wildman): Topics to be included in the next meeting agenda are: 1) Expediting the Publishing of Meeting Minutes; and 2) Hearing Public Inputs on the 2012 Budget.

Adjournment (Wildman): Karr moved to adjourn; second by Vance. Motion approved.

Meeting adjourned at 7:07 p.m.

Next regular meeting will be September 27, 2011.

Minutes taken by Karr.



LIBRARY BOARD MEETING

Saturday Aug 20, 2011

**CLEARVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING AND
WORKSESSION**

SATURDAY AUGUST 20, 2011 8:30 A.M.

AGENDA:

**WORK SESSION; 5 YEAR PLAN AND 2012
GOALS; REVISIONS/UPDATES STRATEGIC
PLAN**

**LIBRARY BOARD OF TRUSTESS SPECIAL
MEETING; CONTINUE DELIBERATIONS
REGARDING HIRING OF NEW LIBRARY
DIRECTOR**



LIBRARY BOARD MEETING

Aug 29, 2011

**CLEARVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING**

MONDAY AUGUST 29, 2011 3:00 P.M.

AGENDA:

DISCUSS HIRING OF TWO POSITIONS TO REPLACE CURRENT
STAFF RESIGNATIONS



Personnel Committee Meeting
2011- 4:00 p.m.

Monday, August 15,

Agenda

Consider recommendations of Salary Survey.

This meeting will be held one of the meeting rooms.

**Clearview Library District
Minutes to Board of Trustees' Special Public Meeting and
Executive Session
20 August 2011**

Board Attendees: Scott Wildman (Vice President), Bill Karr (Secretary), David Vance (Treasurer), and Kelly Hall (Trustee)

Other Attendees: Jo Anne Hagen (Library Legal Counsel)

This meeting was held prior to a Library Board Five-Year Plan work session and was a follow on meeting to the Board's 18 August Special Public Meeting/ Executive Session. After opening this Special Public Meeting at 08:30 a.m., Vice President Wildman asked if there was a motion pursuant to section 24-6-402(4) of the Colorado Revised Statutes to adjourn the special public meeting of the Clearview Library District Board of Trustees and that, upon an affirmative vote of at least two-thirds of the members present for this motion, the Board reconvene in executive session for the sole purpose of discussing personnel issues concerning the selection of a new Clearview Library District Director as authorized by § 24-6-402(4)(f). Vance so moved. Karr seconded the motion. Motion was unanimously approved and the executive session was called to order at 8:33 a.m.

Hagen affirmed that she was acting as counsel giving advice to the Clearview Library District's Board of Trustees in executive session. Pursuant to section 24-6-402(d.5)(ii)(B), she would advise if any portions of the executive session should not be recorded if in her opinion the discussion constituted privileged attorney-client communication pursuant to section 24-6-402(4)(b).

An executive session of the Board of Trustees of the Clearview Library District convened at 8:33 a.m. on 20 August 2011 for the sole purpose of discussing personnel issues concerning the selection and hiring of a new Clearview Library District Director. Attending were Board members Wildman (Vice President), Karr (Secretary), Vance (Treasurer), Hall (Trustee) and non-Board member Jo Anne Hagen (Library Legal Counsel).

Attendees discussed the nature and content of a Letter Offering Employment and an Employment Contract. Topics included whether the new Director would have an annual contract or be hired 'at-will'. All agreed that a one-year, annually renewable contract was preferred to hiring the new Director 'at-will'.

Attendees discussed other topics to be included in the contract such as salary, a relocation package, vacation time, benefits, health care, house-hunting trips, and background checks. It was agreed that the contract would contain a clause stating that the Director would be subject to annual 360-degree evaluations. It was also agreed that the Letter Offering Employment would stipulate that it is desirable for the Director to reside within the District. It was also agreed that the contract state that the library's annual budget would be the new Director's first order of business.

During the executive session, the Board discussed or received advice regarding the library district's personnel issues. At no time during the executive session did acting counsel and non-Board member, Ms. Jo Anne Hagen, participate in or influence the Board's deliberations. The Board did not engage in substantive discussion of any matter not enumerated in section 24-6-402(4), C.R.S. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

Vance moved that the executive session adjourn. Karr seconded the motion. The motion passed. The Executive Session ended at 9:13 a.m. and the Board reconvened into its Special Public meeting.

Based on discussions during the Executive Session, Vance moved that Board members vote to have Ms. Jo Anne Hagen develop drafts of a Letter Offering Employment and an Employment Contract. Karr seconded the motion. The motion passed unanimously. Hagen said she could probably have both ready for review at the Board's next regular meeting on 30 August 2011.

Vance moved the Special Meeting be adjourned. Seconded by Hall. Motion approved.

Meeting adjourned at 9:19 a.m.

Respectfully submitted,

Bill Karr

Board Secretary



LIBRARY BOARD MEETING
2011

THURSDAY AUGUST 18,

**SPECIAL MEETING OF THE CLEARVIEW
LIBRARY DISTRICT BOARD OF TRUSTEES**

**THURSDAY, AUGUST 18, 2011
8:30 P.M.**

AGENDA:

**DISCUSS AND REVIEW LIBRARY DIRECTOR
CANDIDATES**

POTENTIALLY SELECT NEW LIBRARY DIRECTOR