

**Clearview Library District**  
**Tuesday, April 26<sup>th</sup>, 2011 - 5:30 p.m.**

**LIBRARY BOARD MEETING**

**CALL TO ORDER**

**PUBLIC INPUT**

Receive Petition

**MINUTES**

**REVIEW OF AGENDA**

**DIRECTOR'S REPORT**

**MONTHLY STATISTICS**

**MONTHLY EXPENDITURES**

**TREASURER'S REPORT**

**COMMUNICATIONS**

**OLD BUSINESS**

**Work Session review (rebranding/name change)**

**NEW BUSINESS**

**Director Search(selection of search firm/establish search committee)**

**Review of Bylaw Committee Recommendations**

**Update on School Partnerships**

**Library Hours**

**Phone System Bids**

**CONSENT AGENDA**

**REVIEW UPCOMING AGENDA**

**ADJOURNMENT**

**NEXT MEETING**

**May 31<sup>st</sup>, regular meeting**

**Clearview Library District**  
**Minutes to the Library Board of Trustees Regular Meeting, April 26, 2011**

Board Members in Attendance: Matthew O'Neill, Scott Wildman, Bill Karr, David Vance, Kelly Hall, Rick Klimek, Jennifer Dizmang and Carol Engel, (Library Director, ex officio).

Others in Attendance: Diane Montgomery (Assistant Library Director), Joanne Hagen (Attorney), Hillary Dodge (Youth Services), Erica Rose (Outreach Services), Shari Thompson (Technical Services).

Meeting called to order at 5:32 p.m.

Public Input: Several members of the public attended and made input. Mary Beard presented a petition with 642 signatures requesting that the name Windsor-Severance Library District be restored. Other speakers were Doug Patterson, Margaret Sandstrum, Garry Johnston, Art Downey, Linda Baldwin, Jim Jenson, Claire Hartman, Gayle Moyer, Sara Moore, Ron Hernandez, and Carol Householder.

Meeting Minutes (O'Neill): March 2011 special meeting and regular meeting minutes were approved. Motion to approve: Klimek, Second: Karr. Minutes approved.

Review of Agenda (O'Neill): A May 7th work session was added. Motion to approve Klimek; Second: Karr: Agenda approved.

Director's Report (Engel): Highlights include:

A metal sculptured bird will be placed on the roof to replace the pelican destroyed by the 2008 tornado. It's being crafted by a local artist and paid for with money from the William Schneider memorial fund.

Library staff members are being highlighted on the foyer bulletin board. Christina Hernandez, Ann Giesick and Bev Reule from the Acquisitions and ILL department are featured this month.

Dave Chismar of All Phase Construction, LLC, is making changes to staff workspaces.

The library's e-newsletter was sent out to 2,000 patrons.

Program attendance has increased.

Planning for the summer reading program is complete.

A vending machine has been placed in the large conference room at no cost to the library.

The full Director's Report is available on Library's Website.

Statistics (Engel): A review of activity statistics showed that children's circulation has surpassed adult circulation; overall program attendance has increased; and, laptops for public use progresses slowly due to security software difficulties. Erica Rose explained that some difficulties with Bookmobile connectivity continue especially when it is operating on the fringe of the Verizon network.

Expenditures (Vance): A review of expenditures showed that technical costs have increased, most line items are right where they should be; and, the 1997 bond debt was paid off four years early which saved a considerable amount of interest. Overall the budget is on track for 2011.

Communications (Engel): The new edition of Public Library Standards is now available through the State Library. Karr said he had received an invitation to attend a "Northern Colorado Library People" networking event at Council Tree Library, Poudre River Library District in Fort Collins and the Board and Staff were also welcome to attend.

## **Old Business**

Addition to March 2011 Minutes (Wildman): An "engagement letter for audit" which was voted on and passed at last Board Meeting needed to be added to the March minutes. Wildman moved to accept the engagement letter for the audit; Vance second. Motion approved.

Work Session Review (Vance): Vance delivered a summary of the public work session to review aspects of the "Naming Issue." Five Board Members, seven staff members, thirty-one members of the public, and two newspaper reporters attended for a total forty-five.

Shelley Walchak of the Colorado State Library facilitated the discussion and Vance presented a brief history of the branding project. The public and some staff supported keeping the Clearview Library District name; and, some supported removing the Clearview Library District name and restoring the Windsor-Severance Library District name. The two most popular options of five options for moving forward were: 1) Restore WSLD, but keep logos/graphics/tagline; and, 2) Leave everything as it is now. Board members are being contacted by many people stating their opinion. The Board agreed a decision needs to be made so the library and community can move on.

Karr suggested putting together a "Compromise Committee" to develop a workable, inexpensive solution that is satisfactory to all. The Board agreed; Karr and Wildman will proceed by forming a balanced committee of individuals with differing opinions to work on a compromise. The compromise committee can then make a recommendation to the Board so that the Board can vote on the name at the May 31, 2011, Board meeting. Karr said that individuals who were interested in serving on the committee could e-mail him and he would schedule an initial meeting.

## **New Business**

Update on Partnerships with Schools (Dodge and Rose): Dodge, Youth Services Librarian, and Rose, Outreach Services Librarian, presented a review of their current projects, partnerships and philosophies supporting education and literacy. They highlighted activities and events that were underway or will be implemented to promote partnering projects with local schools. The Mobile Branch is central to partnering because it serves students at schools; and, the Youth and Outreach Branches are also key to partnering because they present programs in the schools and invite students and classrooms to the Library. Jen Maley, Severance Middle School Librarian, praised their efforts and summarized benefits to local students. Maley said she intends to develop a long range plan for partnering with the schools.

May Work Session (O'Neill): A work session is scheduled for May 7, 2011 to update strategic plans.

Library Director Search (Vance): Library Director, Carol Engel, has set a retirement date of July 5, 2011. As a result, the Board will conduct a search for a new Director. Three companies specializing in Library Director searches have submitted proposals. All their references have been checked. The Board conducted a discussion to determine which agency to use.

Vance moved to use Larry Corbus for the Library Director search; second: Klimek. Motion approved.

Vance, who will chair the selection search committee, said he would like to add two community members to the personnel committee to form the Director selection committee. The public and staff will be invited to comment and participate during the search process. Director search information will be posted on the Library website.

Bylaws Committee (O'Neill): O'Neill discussed proposed changes from the TriBoard Committee. There will be one more meeting; then the Library Board will begin discussions. Discussions must take place over two consecutive Library Board meetings before being voted on.

Library Hours (Wildman): In response to public inquiry, Montgomery prepared a document summarizing the number of hours the Clearview library is open to the public as compared to other public libraries in Colorado. Her findings showed that Clearview is open more hours than nearly all other Colorado public libraries. Many libraries are not open at all on Sundays. Some have proposed Clearview close earlier than 10 p.m. on Thursdays. Patrons visiting on Thursday evenings will be asked their opinion. The Board will revisit the issue in May.

Phone System Purchase (O'Neill): Montgomery presented cost estimates and information from three companies to replace and update the library's old phone system. The current system's technology is no longer supportable. An updated

system will improve customer service and increase staff efficiency. The purchase will be discussed in May.

Consent Agenda: Wildman moved to accept the financials. Klimek second. Motion approved.

Review of Upcoming Agenda: The following topics will be included in next month's agenda:

- Name change
- Phone system
- Library hours
- Bylaws
- Library director search

Adjournment: O'Neill asked for a motion to adjourn. Klimek moved; Karr second. Meeting adjourned at 9:40 p.m.

The Board's next regular meeting will be May 31, 2011 at 5:30 p.m. in the library's large meeting room.

Minutes taken by Montgomery  
Reviewed/edited by Karr

## **Director's Report April 2011**

The new pelican weathervane is nearing completion. Joey Bainer, a very talented young sculptor, showed the staff a clay mock-up of the bird to be installed on the roof. This new pelican will replace the weathervane that was destroyed during the tornado. Memorial money from the Bill Schneider family will cover the cost of replacement. Joey had two of his sculptures on display at the last Art Show held in the library.

The first department to be honored in April was ILL/Acquisitions. Bev, Christina and Ann handle all the incoming and outgoing materials for the library. These materials include those requested by CLD patrons and those requested by other libraries. In addition, they order and receive new materials, sort donations, work with withdrawn materials, and order and disperse supplies. It is very busy back in their corner of the library. We certainly applaud and appreciate the great work they do every day. Part of the bulletin board in the entrance way was devoted to pictures and some personal information about the group.

Dave Chismar was selected to complete some projects around the library. Dave was the project manager for Heath when the new addition was being constructed. When completed, the improvements include a new gate for the trash area, new bulletin board areas, new workstations in Youth Services and the staff workroom, and more storage areas. Almost everything can be completed with reusing cabinets and materials left over from the remodel. The projects should be completed by the middle of May.

The second newsletter was sent out to 2000 household in the Library District. Constant Contact, the vendor used to facilitate the project, felt that there were too many incorrect addresses and wanted to limit the number of emails sent this time around.

Popular author Maggie Sefton's program was very well attended and many of her books were signed and sold after the event.

Youth Services and Outreach have completed plans for the 2011 Summer Reading Program. The prizes and books are ready to go, as well as the booklets for all age groups. This year should be record breaking again with the Bookmobile sharing its programs around the district. Plans are still in the making for the adult program, but it will take place this summer as well.

A new vending machine is now available in the large meeting room. The moveable partition will be closed most of the time to accommodate use of the west portion of the room for a social space allowing food, drink, and good conversation. There is no cost to the library to host the machine and ten percent of the profit will be given to the library by the vending company.

Overall in March, business picked up in almost all areas. More people came through the doors of the library, the bookmobile, and the web portal. Respectfully submitted, Carol Engel

## Clearview Library Fund Balances

April 30, 2011

		<u>Bank and Fund Statements</u>			<u>Balance Sheet</u>
		Interest, Purch,			
		<u>March</u>	<u>redemp, Checks</u>	<u>April</u>	<u>April</u>
<u>Operations</u>					
First National Bank -General	0.00%	\$27,573	\$67,152	\$94,724	\$62,783
Colo Trust Plus #7120	0.13%	\$371,683	(\$94,799)	\$276,884	\$276,884
		\$399,256	(\$27,648)	\$371,608	\$339,667
 <u>Debt</u>					
Colo Trust Prime #4002	0.05%	\$3,784	\$0	\$3,784	\$3,784
 <u>General</u>					
Colorado East Bank CD	2.50%	\$227,836	\$0	\$227,836	\$225,000
Colotrust General Fund 7121	0.13%	\$500,133	\$54	\$500,187	\$500,187
		\$727,969	\$54	\$728,023	\$725,187
 <u>Capital</u>					
Colo Trust Prime #4001	0.05%	\$250,486	\$10	\$250,496	\$250,496
 <u>Long-Term Building</u>					
Farmers Bank Money Mkt	1.26%	\$226,190	\$240	\$226,430	\$226,430
Colo Trust 7118	0.13%	\$334,089	\$36	\$334,125	\$334,125
		\$560,279	\$276	\$560,555	\$560,555
<b>Total</b>		\$1,941,774	(\$27,308)	\$1,914,466	\$1,879,689
<u>Weld County Tax Distribution for March deposited in April (acct #7120)</u>					\$80,164

# Clearview Library District

## April 2011 Year-to-Date Results

<u>Operating Fund</u>	<u>April</u>	<u>Year-to-date</u>	<u>2011 Budget</u>	<u>Year-to-date asa % of Budget</u>
<b>Revenue</b>				
General property tax	\$493,689	\$1,003,188	\$1,567,416	64.0%
Specific owner ship tax	\$8,423	\$35,739	\$112,000	31.9%
Other	<u>\$607</u>	<u>\$6,431</u>	<u>\$18,800</u>	<u>34.2%</u>
Total	\$502,719	\$1,045,358	\$1,698,216	61.6%
<b>Expenditures</b>				
Salaries	\$79,837	\$247,169	\$871,255	28.4%
Related expenses	\$14,117	\$45,690	\$164,073	27.8%
Materials/periodicals	\$6,240	\$23,267	\$129,000	18.0%
Software/tech support	\$6,982	\$27,040	\$65,000	41.6%
Operating supplies	\$3,195	\$11,647	\$55,000	21.2%
County treasurer's fee	\$7,407	\$15,047	\$25,625	58.7%
Electronic databases	\$7,859	\$14,159	\$25,000	56.6%
Public relations	\$150	\$2,047	\$20,000	10.2%
Programming	\$416	\$1,725	\$17,000	10.1%
Building costs	\$3,654	\$28,997	\$66,000	43.9%
Bookmobile costs	\$1,007	\$2,434	\$25,000	9.7%
Capital outlays	\$1,150	\$9,771	\$62,000	15.8%
Other	<u>\$2,340</u>	<u>\$13,633</u>	<u>\$57,638</u>	<u>23.7%</u>
Total	\$134,354	\$442,626	\$1,582,591	28.0%
Net	\$368,365	\$602,732	\$115,625	
<b><u>Debt Service</u></b>				
Revenue	\$45,960	\$95,268	\$150,705	63.2%
Expenditures	<u>\$678</u>	<u>\$113,020</u>	<u>\$142,302</u>	<u>79.4%</u>
Net	\$45,282	-\$17,752	\$8,403	
<b><u>Combined</u></b>				
Revenue	\$548,679	\$1,140,626	\$1,848,921	61.7%
Expenditures	<u>\$135,032</u>	<u>\$555,646</u>	<u>\$1,724,893</u>	<u>32.2%</u>
Net	\$413,647	\$584,980	\$124,028	

## Clearview Library District Board of Trustees Special Public Meeting Minutes 7 April 2011

Special public meeting called to order at 6:42 p.m.

Board Attendees: O'Neill (President), Wildman (Vice President), Vance (Treasurer), Hall (Library Foundation Representative), Engel (Director, ex-officio)

Other Attendees: Jo Anne Hagen (Library Legal Counsel), Don Thompson (Windsor Town Board Member)

Motion made by Vance to revise meeting Agenda to allow Don Thompson to speak prior to the executive session rather than after it. Second by Hall. Motion passed.

Don Thompson, Windsor Town Board, led a conversation and reviewed his slides regarding suggested changes to the Library Board Bylaws. These will be reviewed again before adoption. Changes will also need to be made to the Town and School Board bylaws.

Mr. Thompson left the meeting at 7:33pm (estimated).

Executive Session: O'Neill asked if there was a motion pursuant to section 24-6-402(4) of the Colorado Revised Statutes to adjourn this 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 staff of the Clearview Library District as authorized by § 24-6-402(4)(f). Vance so moved, Hall seconded the motion. Motion was unanimously approved.

Hagen affirmed that she was acting as counsel giving advice to the Board of Trustees of the Clearview Library District in executive session. Pursuant to section 24-6-402(d. 5)(ii)(B), no record will be kept of the portions of the executive session following this statement because in her opinion the discussions constitute 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 7:42 p.m. (estimated) on 7 April, 2011 for the sole purpose of discussing personnel issues concerning the staff of the Clearview Library District. Attending were Board members O'Neill (President), Wildman (Vice President), Vance (Treasurer), Hall (Library Foundation Representative), and non-Board member, Jo Anne Hagen (Library Legal Counsel).

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.

The executive session adjourned at 8:20 p.m. (estimated) and reconvened in regular session.

Regular Session : Based on discussion during the executive session, Vance moved that the Board of Trustees offer Beth Hager, Community Relations/Marketing Manager, \$21,500 in severance since the position of Community Relations/Marketing Manager had been eliminated; and, in return, Ms. Hager will sign a full release/waiver of all claims against the Clearview Library District. Wildman seconded the motion. Motion passed.

Based on discussion during executive session, Wildman moved that Vance be authorized to contact Gene Hainer at the Colorado Association of Libraries to secure some consultant names to begin the process of hiring a new director. O'Neill seconded the motion. Motion passed.

The Board agreed that Hall and Wildman will draft a press release regarding Engel's retirement (effective July 5, 2011) and send it to the local newspapers by noon Tuesday, April 12.

The Board proposed having a public work session with Shelley Walchak from the Colorado State Library on April 19 at 6:30 p.m. at the library. The purpose of the work session will be to facilitate a conversation about the name change, and to explore options to move forward. Engel was asked to calculate costs associated with reversing the name change, and send the information to all Board members.

The Board proposed a June 2nd date for Board training with Shelley Walchak. The date is to be confirmed with other Board members.

Adjournment: Vance moved the meeting be adjourned. Second by Hall.

Meeting adjourned at 8:36pm.

Respectfully submitted,

Bill Karr  
Secretary