

# Library Board of Trustees

*The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve.*

## MEETING AGENDA

**THURSDAY, January 17, 2019**  
**Library Meeting Room, 1st Floor**  
**951 Spruce Street**  
**6:30 PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Election of Officers
- VI. Public Comments
- VII. Trustee Informational Comments on Pertinent Items Not on the Agenda
- VIII. Introduction of New Library Director
- IX. New Business
  - A. Designate:
    - 1) 2019 locations to post notices of public meetings
    - 2) 2019 Schedule of Board Meetings
  - B. Distribute:
    - 1) 2019 Open Government and Ethics Pamphlet
  - C. City of Louisville Strategic Plan Review
  - D. Library Policy Changes
- X. Ongoing Business
  - A. Louisville City Council update (A. Stolzmann)
  - B. Superior Board of Trustees update (S. Hammerly)
  - C. Library Foundation liaison report (R. Gurganus)
- XI. Director's Report (S. Nemechek)
  - A. Staffing Update
  - B. Tentative Board Calendar
  - C. FLC Updates

D. Library Strategic Plan/Work Plan Session

XII. Agenda Items for Next Meeting: March 14, 2019

XIII. Adjournment

# Library Board of Trustees

*The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve.*

## Meeting Minutes—*DRAFT*

*(Version 11/19/2018)*

Thursday, November 8, 2018  
Library Meeting Room, 1st Floor  
951 Spruce Street  
6:30 PM

- I. Call to Order. President Schuman started the meeting at about 6:33 pm.
- II. Roll Call
  - Board Members Present:
    - Jeannie Schuman, President
    - Sheri Lancton, Vice President (arrived at 6:36)
    - Richard Chamberlin, Secretary
    - Renée Gurganus
    - Conor Seyle
    - Helana Lechner
  - Board Members Absent:
    - Sandie Hammerly, Town of Superior Trustee
  - City Staff Members Present:
    - Becky Campbell, Interim Library Director
  - Others present:
    - Michael Bishop, citizen of Louisville
    - Neal Shah, Member elect of the Superior Board of trustees
    - Laura Skladzinski, Member elect of the Superior Board of trustees
- III. Approval of Agenda: The agenda was approved by general consent.
- IV. Approval of previous minutes: The minutes were approved by general consent.
- V. Public Comments: There were no public comments.
- VI. Trustee Informational Comments on Pertinent Items Not on the Agenda: There were no comments.
- VII. New Business
  - A. Farewell to departing board member Sheri Lancton.
  - B. The LBOT approved changing its next regular meeting date to Thursday, Jan 17, 2019.
- VIII. Ongoing Business
  - A. Louisville City Council Update (A. Stolzmann): No report.

- B. Superior Board of Trustees update( S. Hammerly): No report.
- C. Library Foundation Report (R. Gurganus): The Foundation promotional insert will be mailed with the water utility bills to Louisville and Superior residents. A new member will be joining the Foundation board.
- IX. Director's Report (B. Campbell): There were many personnel changes in 2018. For example: the new Director of Library and Museum Services, Sharon Nemechek, will be starting on November 13; Support Services Coordinator Karen Freiter retired in September. Erin Owen was promoted from Library Associate to Support Services Coordinator, which leaves her position unfilled; Adult Services Librarian for Business Support Sean Lamborne resigned effective the end of September, and his replacement will begin work on November 26; and, the circulation staff had lots of changeover. The City Council agreed to add 10 hours per week to the Library staff (i.e. ¼ full time equivalent). The change will appear in the next City budget. The "On The Same Page" community reading program which featured the book *Killers of the Flower Moon* had a very high participation rate - the highest to date. The City Manager, Heather Balsler, is working with the City staff to create a new integrated, unified strategic plan for all City departments. The final form of the plan is expected to be presented to the City Council in late November for approval.
- X. Agenda for next meeting on Jan 17, 2019: (1) Election of officers; (2) Meet the new Library Director.
- XI. The meeting was adjourned at 7:13 pm.



# City of Louisville Open Government & Ethics Pamphlet 2019

City Clerk's Office  
749 Main Street  
Louisville CO 80027

[www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)  
303.335.4536



# Table of Contents

Citizen Participation .....	3
Open Meetings .....	4
Executive Sessions.....	5
Ethics.....	5
Other Laws on Citizen Participation .....	7
Public Involvement Policy.....	8

## Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

### Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

#### City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov).
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

### Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov), as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at [CityCouncil@LouisvilleCO.gov](mailto:CityCouncil@LouisvilleCO.gov).

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

### Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

### Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees
- Local Licensing Authority

- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City’s web-site ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk’s Office, City Hall, 749 Main Street
- City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

### **Planning Commission**

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City’s web-site ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

### **Open Government Training**

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

## **Open Meetings**

The City follows the Colorado Open Meetings Law (“Sunshine Law”) as well as additional open meet-

ings requirements found in the City’s Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a “public body” for ease of reference). Important open meetings rules and practices include the following:

### **Regular Meetings**

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

### **Study Sessions**

Study sessions are also open to the public. However, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City’s website.

## **Executive Sessions**

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City’s rules regarding executive sessions include the following:

### **Timing and Procedures**

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or “straw” vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

### **Authorized Topics**

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

## **Ethics**

**E**thics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

*Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.*

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

### **Conflicts of Interest**

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

### **Contracts**

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

### **Gifts and Nepotism**

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

### **Other Ethics Rules of Interest**

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

### **Disclosure, Enforcement, and Advisory Opinions**

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)) and also from the Offices of the City Manager and City Clerk.

## Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

### Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

### Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

### Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of city facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website ([www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)) for information, and to contact the City with any questions regarding City records.

## Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

### Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

*Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.

*Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

*Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

*Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

*Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

*Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

*Access to Decision Making* - The process will give participants the opportunity to influence decision making.

*Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.

*Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.

*Evaluation* - The success and results of the process will be measured and evaluated.

### **Roles and Responsibilities - City Council**

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

### **Roles and Responsibilities - City Staff and Advisory Boards**

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding

Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

### **All Participants**

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

*Updated December 2015*

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov).

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

## ***Vision***

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

## ***Mission***

Our commitment is to protect, preserve, and enhance the quality of life in our community.

## ***Values***

***Innovation:*** Leading and embracing change and transformation through creative thinking, learning, and continuous improvement.

***Collaboration:*** Proactively engaging colleagues and other stakeholders in developing solutions through open communication.

***Accountability:*** Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

***Respect:*** Treating people, processes, roles, and property with care and concern.

***Excellence:*** Doing our best work and exceeding expectations with responsive, efficient, and effective customer service.

## ***Critical Success Factors***



***Financial Stewardship  
and Asset Management***



***Reliable Core Services***



***Vibrant Economic Climate***



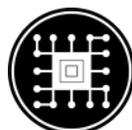
***Quality Programs and Amenities***



***Engaged Community***



***Healthy Workforce***



***Supportive Technology***



***Collaborative Regional Partner***

# Louisville Public Library

## Collection Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
September 12, 2013.

The purpose of the Louisville Public Library is to provide effective delivery of library and information services that meet the informational, educational, and recreational needs of the community.

### Responsibility for Selection

The authority and responsibility for the selection of library materials are delegated to the Library Director and professional staff. Purchase suggestions from the general public and staff are encouraged and are given serious consideration within the framework of policies determined by the Louisville Public Library Board of Trustees.

### Criteria for Selection

The Library provides a wide variety of materials, including books, periodicals, DVDs, musical CDs, books on CD, downloadable audio books and e-books, and electronic databases. Selection of all library materials shall be made in consideration of the following:

- Contemporary significance or permanent value
- Popular demand, even if not enduring in value, interest, or accuracy
- Purpose and quality of the material
- Representation of important viewpoint, trend, or cultural movement
- Author's reputation, skill, and significance
- Authority of the publisher
- Listing in professionally recognized selection aids
- Favorable reviews in professional, literary, or general periodicals
- Suitability of physical form for library use (size, paper, print, binding)
- Price, format, and ease of use
- Scarcity of information in subject areas
- Size and extent of the current materials budget
- Size and extent of the existing collection
- Holdings of other libraries within the region
- Materials of regional interest
- Present and potential needs of the community

Materials are neither excluded nor proscribed because of the race, nationality, political, social, or religious views of the author, or because of diverse views of individuals or groups within the community. ~~The Library seeks to obtain presentation of all points of view and all sides of issues. Inclusion does not constitute endorsement of any particular viewpoint.~~

# Louisville Public Library

## Collection Policy

### Areas of Limited Acquisition

Selection of materials in certain areas is limited to very general or basic works which are not too specialized or considered beyond the province of public library service. These areas include:

- **Textbooks:** The Library does not supply textbooks and other materials required for school coursework, but will provide materials supplemental to, or correlative with, various courses of instruction. Textbooks will be purchased only when they supply the best or only source of information on a subject.
- **Genealogy:** The Library does not supply specialized genealogy sources but will purchase general guides and electronic resources to help patrons learn how to trace their ancestry.
- ~~**Religious Materials:** The Library endeavors to build religious collections which offer a broad spectrum of information on the texts, doctrines, history, and leaders of all major religions and religious philosophies. Materials which proselytize, propagandize, or foster intolerance toward other religions will not be included in the Library's collection. Materials published by church-owned or church-sponsored organizations will be accepted as gifts or be purchased only when they meet selection criteria.~~
- **Local Authors?**

### Gifts

Gifts added to the collection shall meet the same selection criteria as purchased materials. Gifts become the property of the Louisville Public Library Foundation and are accepted subject to the following limitations: (1) the Library Foundation retains unconditional ownership; (2) Library staff makes the final decision on acceptance, use, or disposition.

When the Library Foundation receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policy of the Library.

### Withdrawal of Library Materials

Just as care and thought are put into the selection of library materials, equal consideration is given to withdrawing those materials when they:

- Become worn or are in poor condition;
- Are outdated or contain obsolete information;
- Are no longer in demand and are no longer being checked out; or
- Are one of multiple copies of a title that is no longer in demand

Librarians will continually review materials on the shelves to maintain an up-to-date and useful collection. Withdrawn materials will be placed with the Louisville Public Library Foundation

# Louisville Public Library

## Collection Policy

for sale, donation, or recycle. Materials are not removed from the collection for the purpose of selling them, nor are they removed due to controversial content without successful completion of a Challenged Materials review.

### **Challenged Materials**

The choice of library materials by users is an individual matter. While anyone is free to personally reject the viewpoints expressed in books and other materials, he or she may not restrict the free choice of others.

Responsibility for the use of library materials by children rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may inadvertently come into the possession of children.

The Louisville Public Library and its Board of Trustees support and adhere to the American Library Association's guidelines for public access to information as described in:

1. The Library Bill of Rights
2. The Freedom to Read statement
3. The Freedom to View statement

Citizen requests for reconsideration of specific materials or subject matter shall be made in writing and submitted to the Library Director. The Library's written consideration procedure will be followed and the Board of Trustees will review the complaint and render a final decision no later than the Board's next meeting following the challenge's initial Board hearing.

# Louisville Public Library

## Computer Use Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
September 12, 2013.

### Foundations of the Computer Use Policy

The Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources. The Internet is an information resource that allows public library users access to a wide variety of information. Library staff cannot control the content of the constantly changing Internet. Some information may be outdated, incorrect, or biased. Users may find some content is personally offensive.

### Use of the Internet by Children and Teens

Parents and designated caregivers are responsible for their minor children's behavior while using computers at the Library. All Children's and Teen computers are filtered. Filtering software is not perfect, however, and it may not block everything that might be considered objectionable. For more information, see the Children's Services Division Policy: Computer & Internet Use.

### Copyright

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including music, electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Louisville Public Library expressly disclaims any liability or responsibility resulting from such use.

### Disclaimer

Users access the Library computer hardware, software and documentation at their own risk. The Louisville Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc., or electronic transactions of any type which are related to the public use of Library computer resources.

### Unacceptable Use of the Library's Computers

- Disruptive behavior in the vicinity of workstations
- Destruction of, or damage to, equipment, software, or data belonging to the Library or other users
- Interference with or disruption of network users, services, or equipment
- Unauthorized monitoring of electronic communications
- Violation of computer system security or integrity
- Using the networks to make unauthorized entry to any other machine accessible via the Library's networks
- Propagation of computer worms or viruses

# Louisville Public Library

## Computer Use Policy

- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- Violation of software license agreements
- Violation of copyright laws
- Violation of network usage policies and regulations
- Falsification of one's age to gain access to Internet sites
- Distribution of unsolicited advertising
- Violation of another user's privacy
- Viewing sexually explicit material
- Violation of federal, state, or local laws

### Consequences of Violating the Computer Use Policy

~~Library staff visually monitors use of computers for violations of this policy.~~ Violators may lose their library privileges. They may also be subject to criminal prosecution or other legal action.

# Louisville Public Library

## Code of Conduct

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
July 6, 2017.

The Louisville Public Library is supported by the taxes of the citizens of Louisville and Superior, and they have the right to expect that the Library be clean, pleasant and safe.

### Use of the Children's Area and The Loft

The Children's area is intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose. All others are asked to use the Adult or Teen areas of the library. Similarly, although elementary school students and young children as well as those older than seventeen are welcome to use the teen collection in The Loft, once materials have been selected, they are expected to use the Children's or Adult areas of the library.

### Inappropriate Behavior

Individuals engaging in inappropriate behavior that infringes on the rights of others, results in injury to oneself or others, or threatens loss or damage to customer or Library property will be asked to leave and may have library privileges suspended. In some cases, legal action may follow. Examples of unacceptable Library behavior include:

- Abuse/vandalism of Library facilities, materials or equipment
- Attempting to access LSVPL computer programs or computer systems software which is restricted to staff use
- Bathing/washing clothes
- Body odor/perfume/cologne (excessive) which elicits general complaint or causes discomfort to other Library users
- Disciplining children in a manner which disrupts use of the Library by others
- ~~Drinking from uncovered containers or eating~~ Creating a mess, damaging library property or disturbing patrons or staff with food or drink.
- Exhibitionism/flashing
- Excessive public displays of affection
- Gambling
- Absence of shoes or shirt
- Leaving young children unsupervised
- Loitering, including refusal to leave at closing
- Noisy behavior, including whistling, loud talking, and disruptive use of cellular phones
- Obscene language
- Occupation of more than one seat or study space
- Open display of weapons

# **Louisville Public Library**

## **Code of Conduct**

# Louisville Public Library

## Code of Conduct

- Overcrowding at study tables or carrels (limit of 4 per study table)
- Physical, sexual or verbal abuse or harassment of Library users or staff
- Refusal to show ID or submit possessions for inspection to Library staff upon request
- Running
- Skating, including use of skates, skateboards, inline skates and scooters
- Sleeping
- Smoking
- Soliciting
- Theft
- Use of radios/TVs without headphones
- ~~Use of wrong restrooms~~
- Visible drug or alcohol intoxication
- Voyeurism/peeping
- Any unlawful behavior and any other behavior that unreasonably interferes with the safe or reasonable use of the Library by other persons
- Electioneering and/or petitioning of patrons within City buildings is not allowed; such activities may occur on public sidewalks outside the City building but shall not block passage by other users of the sidewalk and shall be conducted in accordance with applicable laws.

### **The following may not be brought into the Library:**

- Bedrolls/bed blankets
- Animals except for service dogs
- Bicycles
- Shopping carts
- Weapons?

# Louisville Public Library

## Meeting Room Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
November 12, 2015.

### PURPOSE

The Louisville Public Library has two meeting rooms available. When not previously booked by a Library or other City-government group, the room is available for meetings or public programs sponsored by:

1. Organized, non-profit groups which offer philanthropic, educational, or cultural programs to the community;
2. For-profit businesses located in Louisville or Superior.

The rooms are not intended to serve as a permanent or regular public meeting location except for Library and other City-government groups.

### ADMINISTRATIVE POLICY

#### Reserving a Room

- Reservations are on a first-come, first-served basis.
- An application is required for each scheduled meeting; staff will review the application, determine eligibility and approval, and confirm the availability of a meeting room.
- Applications must be signed and returned before the scheduled meeting is held.
- The applicant representing the group using the room accepts personal responsibility for damage or loss to Library equipment and furnishings and must be in attendance at the scheduled meeting.
- The Library reserves the right to cancel the use of a meeting room at any time; in the event of a scheduling conflict, every attempt will be made to reschedule a group's event.
- In the event of cancellation, the applicant is required to give at least 48 hours' notice. Permission to use a meeting room does not constitute an endorsement by the Library of the group's beliefs.

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#### Room Reservation Fee

##### Non-profit Groups

- Use of meeting rooms is free for organized non-profits located in Louisville and Superior.
- For all other non-profits, a fee of \$25 per hour—or portion thereof—will apply.

##### For-profit Groups

- Use of meeting rooms is reserved for businesses located in Louisville and Superior.
- A fee of \$45 per hour—or portion thereof—will apply.

# Louisville Public Library

## Meeting Room Policy

### All Users

- The total fee is to be paid by cash, check, or credit card (Visa, Master Card, American Express, and Discover) at time of check-in for the meeting.
- If a group occupies a meeting room beyond their stated time, additional payment will be required.
- Future meeting room use will be denied until all fees are paid and current.

### Conditions of Meeting Room Use

1. A reservation may be made no more than 60 days in advance and a group is limited to one meeting in a 30-day period. Maximum reservation time is limited to four hours.
2. Meeting rooms may not be reserved by or for a single individual; the meetings rooms are available for use by organized non-profit groups or local for-profit businesses.
3. No parties/celebrations may be held in the meeting rooms, including but not limited to birthdays, weddings, memorial services, award ceremonies, graduation or retirement parties and the like.
4. The rooms cannot be used for events where admission is charged, or for marketing or selling of goods or services for profit.
5. The meeting must be open to Library staff at all times.
6. Non-City government groups are required to check in at either the first-floor Circulation Desk (for Meeting Room use) or the second-floor Information Desk (for Board Room use) prior to the start of their meeting.
7. The meeting rooms can be used for any Library sponsored events.
8. Group members will not be allowed in the Library prior to opening and must leave by the times stated below.

The meeting rooms are available:

DAY	TIMES
Monday-Thursday	10:00 AM to 7:30 PM
Friday & Saturday	10:00 AM to 5:30 PM
Sunday	1:00 PM to 4:30 PM

9. The first-floor meeting room chairs and tables are set in a default setting (see posted diagram). If furniture is rearranged, the group is required to return it to its default setting when the meeting is over. All trash must be placed in the appropriate wastebasket/recycling/composting container. Whiteboards must be erased and cleaned; whiteboard cleaner and paper towels are available in the meeting rooms.

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# Louisville Public Library

## Meeting Room Policy

10. Requests to use the Library audiovisual (A/V) equipment must be arranged by calling 303-335-4815 at least 72 hours prior to the meeting, or at the time of application, whichever is sooner. An agreed-upon time will be arranged to familiarize the responsible party with the A/V equipment (e.g., laptop hookup, LCD projector, control panel touch screen).
11. Catered box lunches may be served in the meeting rooms. Light refreshments (beverages and snacks) may be served. ~~All food and drink must be kept within the meeting room. Beverages With Red Or Purple Dye Are Not Permitted (e.g., Hawaiian Punch, grape juice, grape soda, etc.).~~
12. If furnishings or equipment are damaged, repair or replacement will be determined by the Library Director, and the responsible group will be billed for repair or replacement. If excessive cleaning is required by the Library's custodial service, the group will be billed for that excessive cleaning.
13. The Library will not store items for groups and will not be held responsible for items left behind.
14. Notices posted in the Library or submitted to the media announcing the meeting must first be approved by the Support Services Coordinator, which review is limited to determining whether the notice is consistent with the approved application and Library meeting room policies.
15. No open flames or knives or other sharp objects (other than scissors and ordinary kitchen utensils) shall be used in the meeting rooms at any time.
16. Under City ordinance, smoking is not allowed in the building or within 15 feet of the building.
17. The fire code limits occupancy to 70 people in the 1st-floor room (Meeting Room) and 30 people in the 2nd-floor room (Board Room).
18. Children must be supervised by responsible adults at all times.
19. Applicant must sign in and sign out at the designated information desk (first floor for the Meeting Room, second floor for the Board Room).
20. The Library Code of Conduct applies to all persons and groups using any meeting room.
21. ~~Failure to meet the conditions or observe these policies is grounds for denial of future meeting room use. Prior notice of any group's failure to adhere to meeting room policies is not required. Denial of meeting room use is at the discretion of the Library Director.~~

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# Louisville Public Library

## Code of Service

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
November 8, 2012.

In accordance with the Louisville Public Library's mission to inform, involve, and inspire those we serve, Library users of all ages may expect to be treated promptly, professionally, and courteously, whether in person, by phone, or electronically. In addition, Library users may expect:

- A welcoming environment that is clean, safe, and well organized
- Helpful and respectful service from approachable, knowledgeable staff
- Accessible library materials that are ~~up to date and accurate~~ current and relevant
- Access to the Internet, electronic resources, downloadable content, and emerging technologies
- Virtual access to electronic resources, Library information, and account status
- Programming, including outreach, that informs and entertains, extending the boundaries of traditional library resources
- Protection of the confidentiality of individual's library account information and borrowing history, as provided by the Colorado Library Law (CRS, 24-90-119)

**Open Space Advisory Board TENTATIVE\* Board Items Calendar**  
(Updated December, 2018)

January 9, 2019	February 13, 2019	March 13, 2019
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>Officer Elections for: Chair, Vice-Chair, and Secretary</li> <li>Approve Designation of Places for Posting “Notices for Public Meeting” for 2019</li> <li>Open Space Zoning</li> <li>Approve OSAB 2019 Goals &amp; 2018 Accomplishments</li> </ul> <p><b>Updates/Discussion from the Department:</b></p> <ul style="list-style-type: none"> <li>Introduction of Nathan Mosley, Director of Parks, Recreation, and Open Space</li> <li>Priorities for Natural Resource Management</li> <li>Distribute Board Contact Information</li> <li>Coyote Run Slope</li> </ul> <p><b>Updates/Discussion from the Board:</b></p> <ul style="list-style-type: none"> <li>Introduction of New Board Members</li> </ul>	<p><b>Action Items:</b></p> <p><b>Updates/Discussion from the Department:</b></p> <ul style="list-style-type: none"> <li>Louisville Lateral Piping from HBWTP to SCWTP (Impacting Davidson Mesa to Harper)</li> <li>Develop Timeline and Approach for Key Indicator Survey Development: Trash Container Rating &amp; Maintenance of Open Space Rating</li> </ul> <p><b>Updates/Discussion from the Board:</b></p>	<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>Public Outreach Approach for Prescribed Fire</li> </ul> <p><b>Updates/Discussion from the Department:</b></p> <ul style="list-style-type: none"> <li>Open Space Zoning</li> <li>2018 Encroachment Campaign</li> <li>Open Space Municipal Code Revisions</li> <li>Reevaluate Driving Tour: Opportunities for Preserving Open Space and Improving Trail Connectivity</li> </ul> <p><b>Updates/Discussion from the Board:</b></p>
April 10, 2019	May 8, 2019	June 12, 2019
<p><b>Action Items:</b></p> <p><b>Updates/Discussion from the Department:</b></p> <ul style="list-style-type: none"> <li>Prescribed Fire</li> <li>Key Indicator Surveys</li> <li>Determine OSAB’s Interest in Participating in May Education and Outreach Programs Including: Kids to Park Day and Farmers Market</li> </ul> <p><b>Updates/Discussion from the Board:</b></p>	<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>Driving Tour: Opportunities for Preserving Open Space and Improving Trail Connectivity</li> </ul> <p><i><u>Likely to take full meeting time</u></i></p> <p><b>Updates/Discussion from the Department:</b></p> <p><b>Updates/Discussion from the Board:</b></p>	<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>Trail Priorities</li> <li>Driving Tour: Opportunities for Preserving Open Space and Improving Trail Connectivity</li> </ul> <p><i><u>Likely to take full meeting time</u></i></p> <p><b>Updates/Discussion from the Department:</b></p> <p><b>Updates/Discussion from the Board:</b></p>

\*All items are subject to change. A final version of the agenda is posted on the web during the week prior to the OSAB meeting.