

Regular Meeting of the Eaton Public Library Agenda

Wednesday, November 2, 2022
Eaton Library Board Room
132 Maple Avenue, Eaton, CO 80615

*Agenda is preliminary and subject to change by majority vote of the Board at the meeting.
Individuals requiring special accommodation to attend the meeting should advise the Library Director (970-673-7899) of
their specific need(s) at least 48 hours before the meeting.*

Participants may join via Zoom:
<https://us02web.zoom.us/j/82961848785> Meeting ID: 829 6184 8785

Facilitator: Dennie Kutcher, President

Opening: Pledge of Allegiance

1. Call to order:

Dennie Kutcher, President

Julie Finn, Vice President

Nomie Ketterling

Maureen St. Peter

Michael Yancey

Andrew Chadwick

Andrew Morehead

Laura Van Wyk

2. Additions or Deletions to Agenda / Approval of Agenda

3. Approval of Minutes –

- a. October 5, 2022 Regular Board Meeting

4. Friends of the Library

5. Reports

- a. President's Report – Dennie Kutcher
- b. Vice President's Report – Julie Finn
- c. Director's Report – Amber Greene
- d. Financial Report- Amber Greene
- e. Committee Reports
 - i. Art Task Force – Nomie & Maureen

6. Old Business/Board Comments

7. New Business

- a. Capital Projects
- b. Legal Counsel
- c. Staff Recognition

8. Public Comment (3 minutes each)

Any individual who would like to speak is free to do so at this time. No other time will be allotted for public comments during the meeting. Each individual shall state their name, address, and title.

9. Adjournment

Next regular Eaton Public Library meeting, January 4, 2023, at 5:30 PM.

Regular Meeting of the Eaton Public Library

MINUTES

**Wednesday, October 5, 2022
Eaton Library Board Room
132 Maple Avenue, Eaton, CO 80615**

The regular monthly Eaton Public Library Board meeting was called to order by Julie Finn, Board Vice President at 5:33 pm with the Pledge of Allegiance.

Vice President Julie Finn announced that President Dennie Kutcher has resigned from the Board as of the November meeting. He has accepted a position with the Weld County Sheriff's Department.

Those in attendance were

- Julie Finn, Vice President
- John Isbell, Trustee
- Michael Yancey, Trustee (via Zoom)
- Nomie Ketterling, Trustee
- Amber Greene, Library Director
- Dave Sloan, Friends of the Library
- Liz Carlson, Friends of the Library
- Andrew Morehead, community member and board trustee applicant (via Zoom)
- Caroline Wickes, Children's Librarian
- Rebecca Proctor, Executive Assistant

Vice President Finn announced that Board President Dennie Kutcher has accepted a position with the Weld County Sheriff's department and will be stepping down from the Board effective following the November 2nd meeting.

There were no deletions from the agenda, Vice President Julie Finn added to New Business with a letter from former-Trustee Shelley McLatchie for consideration of reinstatement to the board. Trustee Isbell motioned that the agenda be approved with the addition of the letter. Trustee St. Peter seconded the motion. The motion was unanimously approved.

Vice President Finn asked for any additions or corrections to the September 7, 2022 minutes. None were voiced. Trustee St. Peter motioned to approve the September minutes as entered. Trustee Isbell seconded the motion. The motion was unanimously approved.

Friends of the Library Report

David Sloan and Liz Carlson from the Friends of the Library were in attendance. Vice President Finn invited Mr. Sloan to address the board. Mr. Sloan reported that the Friends had met with the then new Director, Amber Greene, in August and reported they had a nice visit and were able to discuss past issues. The Friends provided refreshments for a couple of events held at the library. They held their September meeting on the 27th, discussions included a staff appreciation luncheon, book sale beginning October 31st and running through November 4, 2022, and Christmas baskets to be sold at the library on November 28th through December 16, 2022, via a silent auction. An invitation was extended to the EPL Board to join the staff appreciation luncheon on Friday, December 9, 2022, from 11:00 am until 1:00 pm in the library's event room. The board expressed their appreciation for the invitation. Mr. Sloan and Ms. Carlson expressed their desires for the Friends of the Library and the ELP Board to be able to resume the positive working relationship they enjoyed pre-COVID. The Board members agreed that this was their desire as well. Mr. Sloan and Ms. Carlson expressed their appreciation to the Board for hearing their report.

Director Greene introduced two new staff members to the Board. Caroline Wicks is the new Children's Librarian and Rebecca Proctor is the new Executive Assistant. The Board welcomed the two new staff members to the library family.

Vice President Finn announced that Trustee John Isbell has stepped down from the board effective at the end of the meeting. Vice President Finn presented a plaque and the Board's sincerest thank you for Trustee Isbell's many years of service to the EPL Board. Trustee Isbell expressed his gratitude for the plaque and that he would miss being on the board.

REPORTS

President's Report

There was not a President's report as President Kutcher was not in attendance.

Library Director's Report

Director Amber Greene presented her report, highlighting changes that have occurred in her three months as director. The library has hired two new full-time employees, has said farewell to four employees, and will have two open positions posted by the end of October, rolled out six new regularly scheduled programs, expanded community partnerships with government and educational organizations, and taken steps to improve internal operations in the areas of onboarding, purchasing, scheduling, evaluation, and marketing. Director Greene handed out two thank you cards to be viewed by the board. Director Green stated that Board bios will not be placed on the website until the three vacancies are filled and migration of the website to a new platform is complete. The Board was invited to participate in the Trick or Treat Street event that will happen on Monday, October 31, 2022, from 3:30 to 5:00 pm on the sidewalk in front of the library. Director Greene also shared the results from the Town of Eaton's recent survey (added in full to these minutes) that were about the library. There were 673 community members that participated in the survey. Director Greene shared that of the survey participants approximately 63% of those surveyed had visited the library in the past 12 months, showing that we have approximately 37% of the population who are underserved or non-users and would benefit from providing outreach and marketing. Approval of the library averaged 96% of library users who somewhat or strongly approve of the library's management, programs and services and 4% who somewhat or strongly disapprove. An average of 43% of respondents had no opinion, mirroring the number of community members who don't actively use the library. Director Greene encouraged the board to look closely at the survey results as they are a useful resource.

Financial Report

Director Greene referenced the reports in the board packet that was sent out on September 28th.

Art Task Force Report

Trustee St. Peter stated she had been unable to attend any meetings. Trustee Ketterling stated that they are moving their sculpture fundraising advertising around and it is currently at Heritage Market. The current amount that has been raised is around \$17,000. The next installment to the artist will be \$10,000 with the remainder paid when the sculpture is completed. Daniel, the artist, is working with local students to create the illustrations for the book covers, books, and book titles that the hero statue will be standing on. The next meeting will be held on October 15, 2022, at 9 am at the library.

OLD BUSINESS/BOARD COMMENTS

Vice President Finn suggested that the bylaws discussion be tabled until the November 5th meeting so that plenty of time would be allocated to discuss the trustee vacancies. All agreed.

Trustee Vacancies

Three vacancies were discussed for recommendation to the Eaton Town Council for appointment. All applications and rationale for recommendation will be published in the October 15, 2022, Town Council packet. The candidates are as follows:

Interviewed Candidates:

- Andrew Chadwick
- Andrew Morehead
- Bailee Mrozinski
- Becca Mahoney
- Emily Wallin
- Laura Van Wyk

Not interviewed as application came in after completion of interviews:

- Claire Tovrea
- Shelley McLatchie

The candidates selected are Andrew Chadwick, Andrew Morehead, and Laura Van Wyk, and alternate Emily Wallin. Trustee Isbell motioned to accept the three chosen potential trustees with the alternate, Trustee Yancey seconded the motion. The motion was unanimously approved pending reference checks.

NEW BUSINESS

2023 Budget

Director Greene shared the projected 2023 budget along with a budget justification narrative that was included in the board packet sent out on September 28th. A motion to approve the budget as presented, to be recommended to the Eaton Town Council, was made by Trustee Ketterling, Trustee Isbell seconded the motion. The motion was unanimously approved.

Holiday Party

Vice President Finn suggested that there not be a holiday party in December due to the busyness of the season, and that a social event could be held in January or February to include our new trustees. All agreed.

Public Comment

There were no public comments.

Adjournment

Next regular Eaton Public Library meeting, November 5, 2022, at 5:30 PM.

Trustee Ketterling motioned that the meeting be adjourned, Trustee Isbell seconded the motion. The motion was unanimously approved. The meeting adjourned at 7:27 pm.

Respectfully submitted

Rebecca Proctor

September 28, 2022

TO: Eaton Library Board
FROM: Shelley McLatchie
RE: Re-appointment to Eaton Library Board

Dear EPL Board and Director,

I would like to be considered for re-appointment to the Eaton Library Board. As the board is aware, the circumstances of my resignation in June 2022 have changed. During my term as trustee, I worked with the policy, space planning and bylaws committees. I believe my efforts as Board Secretary showed my organizational skills and attention to detail that added value to the purpose of the board.

My continued involvement with the American Legion Auxiliary in Eaton has afforded me many opportunities within the community, as well as being elected as the District President for the American Legion Auxiliary allows me to travel our region and appreciate the service of others within this organization.

With my knowledge and commitment to the Eaton community and the accomplishments during my years on the board, I truly believe I could again contribute to the Eaton Library and fulfil my term.

Thank you,

Shelley McLatchie



October 5, 2022

**The Eaton Public Library
Board of Trustees
welcomes your input**

PUBLIC COMMENT GUIDELINES:

- If you wish to address the Board of Trustees, please sign in below
- When you are recognized, please stand and state your name and address
- Your comments will be limited to three (3) minutes unless the Board President chooses to extend that limit
- The Board may not respond to your comments but may take your comments and suggestions under advisement and your questions may be directed to the appropriate staff person for follow-up

Name (please print)

Organization/Address

<i>David Sloan</i>	<i>Friend of the Library</i>

Friends of the Eaton Public Library

October 18, 2022

Call to Order

Approve minutes of previous meeting

Treasurer's Report

Library News

Old Business:

1. Christmas Baskets-Baskets will be passed out to fill-8 baskets
2. Reminder of upcoming Book Sale
3. Reminder of those who signed up for Staff Appreciation Luncheon
4. Is more help needed to shelve books?

New Business

1. Decorating for Christmas?
2. Sign up for help with new events coming up
3. Any other

10/15/22

Friends of Eaton Public Library
Balance Sheet
 As of October 15, 2022

	<u>Oct 15, '22</u>
ASSETS	
Current Assets	
Checking/Savings	
New West	9,165.04
Total Checking/Savings	9,165.04
Total Current Assets	9,165.04
TOTAL ASSETS	<u>9,165.04</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of Colorado	10.00
Total Credit Cards	10.00
Total Current Liabilities	10.00
Total Liabilities	10.00
Equity	
Opening Bal Equity	11,076.81
Retained Earnings	-2,681.04
Net Income	759.27
Total Equity	9,155.04
TOTAL LIABILITIES & EQUITY	<u>9,165.04</u>

10/15/22

Friends of Eaton Public Library
Profit and Loss
 January through December 2022

	<u>Jan - Dec '22</u>
Income	
Book sales	978.38
Scholarship donations	3,000.00
Total Income	3,978.38
Expense	
Licenses & Permits	20.00
scholarship	3,000.00
Supplies	199.11
Total Expense	3,219.11
Net Income	<u>759.27</u>

Director's Report

In the month of September, Eaton Public Library surpassed 2021's annual visits totaling 19,737 with 21,214 year-to-date 2022 library visits and another quarter left to go in the year. Staff have welcomed this uptick in visits with new programs and activities, updated collections and increased technology access. The afterschool snack program continues to grow, with an average of 20-25 youth daily, and the district's food drive has brought in donations to our partner agency Weld County Food Bank. The library has worked to resume pre-COVID outreach activities including weekly storytimes at Faith Lutheran Pre-School and monthly storytimes at BEES. Staff are energized for the coming year, as we begin the planning process for 2023, and the many initiatives and services we envision to engage our community.

New fall programming includes Messy Art for youth and families on Saturday mornings, financial literacy classes in partnership with Bank of Colorado as part of a Life Skills in the Community focus, Storytime with a Veteran, Coffee and Cocoa with a Veteran, and Learning Labs for elementary and middle school ages to teach STEM (Science, Technology, Engineering and Math) concepts using hands-on, exploratory learning.

Town Council approved the following community pillars at the October 20, 2022 meeting: Embrace Guided Growth; Maintain and Develop Premier Resources; Facilitate Engagement and a Sense of Community; Foster Trust through Transparency; Sustain a Safe Community; and Ensure Generational Needs are Met. These pillars will help to guide the library's strategic priorities in collaboration with the Town of Eaton's community initiatives.

Town Council appointed the following trustees to the Eaton Public Library board at the October 20, 2022 meeting: Andrew Chadwick, term ending May 2026, Laura Van Wyk, term ending July 2024, Andrew Morehead, term ending August 2024.

Trustees are invited to attend the Friends of the Library annual staff luncheon on December 9th at 11am in the library event room.

Operations

Facilities: Recommendations were received from Knott Laboratory Forensic Engineering and Animation after investigation of water damage that resulted from a cracked sprinkler valve in August. A timeframe of 6-12 months is recommended to remove the deteriorated portion of concrete foundation, repair with mortar and finish with concrete, plaster and paint. Delay of repairs could result in oxidation of rebar and compromise the structural integrity of the concrete foundation.

Library Closures: Recommendation to add the following library closures: November 4, 2022 early closure at 4pm (Teambuilding), January 16, 2023 (Martin Luther King Day), June 19, 2023 (Juneteenth), September 26, 2023 (Staff Day) and all remaining holidays observed by the Town of Eaton.

New Year's Day	Monday, January 2
Martin Luther King Day	Monday, January 16
President's Day	Monday, February 20
Memorial Day	Monday, May 29
Juneteenth	Monday, June 19
Eaton Days	Saturday, July 8
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Staff Development Day	Tuesday, September 26
Veteran's Day	Friday, November 10 <i>observed</i>
Thanksgiving Day	Thursday, November 23
Friday after Thanksgiving	Friday, November 24
Christmas Eve	Saturday, December 24
Christmas Day	Monday, December 26 <i>observed</i>
½ Day New Year's Eve, Close at 1pm	Friday, December 29 <i>observed</i>

Staffing: Current vacancies include 1 FTE Librarian (unassigned), 2 FTE Librarian Assistant (unassigned), .5 FTE Facilities, and .625 FTE Children's Program and Outreach Specialist. The Assistant Manager position has been filled with internal candidate Stacie Khoury, who brings 8 years of public library experience, 10 years of supervisory experience in both the public and private sector, and a Master's in Library Science and Education. The Technology Services Coordinator position closed on October 24th and interviews are scheduled for early November.

Strategic Planning

Recommendation to complete a [strategic planning exercise](#) at a future board meeting.

Policy Recommendations

Recommendation for discussion of Library Board Bylaws for future motion at January 4, 2023, meeting.

TOWN OF EATON, COLORADO
RESOLUTION NO. 2022-25

RESOLUTION ADOPTING PILLARS FOR THE COMMUNITY

WHEREAS, the Town of Eaton, Colorado (the “Town”) is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees (“Town Board”) constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, recognizing the strength and character of the Town and in appreciation of the valued citizens who reside in the Town, the Town Board desires to adopt guiding principles for the Town Board’s conduct and for the community; and

WHEREAS, the Town Board finds that adoption of the guiding principles set forth below is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF EATON, COLORADO, THAT the following guiding principles are hereby adopted:

- Embrace Guided Growth;
- Maintain and Develop Premier Resources;
- Facilitate Engagement and a Sense of Community;
- Foster Trust through Transparency;
- Sustain a Safe Community; and
- Ensure Generational Needs are Met.

PASSED, SIGNED, APPROVED, AND ADOPTED this 20th day of October, 2022.

TOWN OF EATON, COLORADO

ATTEST:

By: Margaret Jane Winter
Margaret Jane Winter, Town Clerk

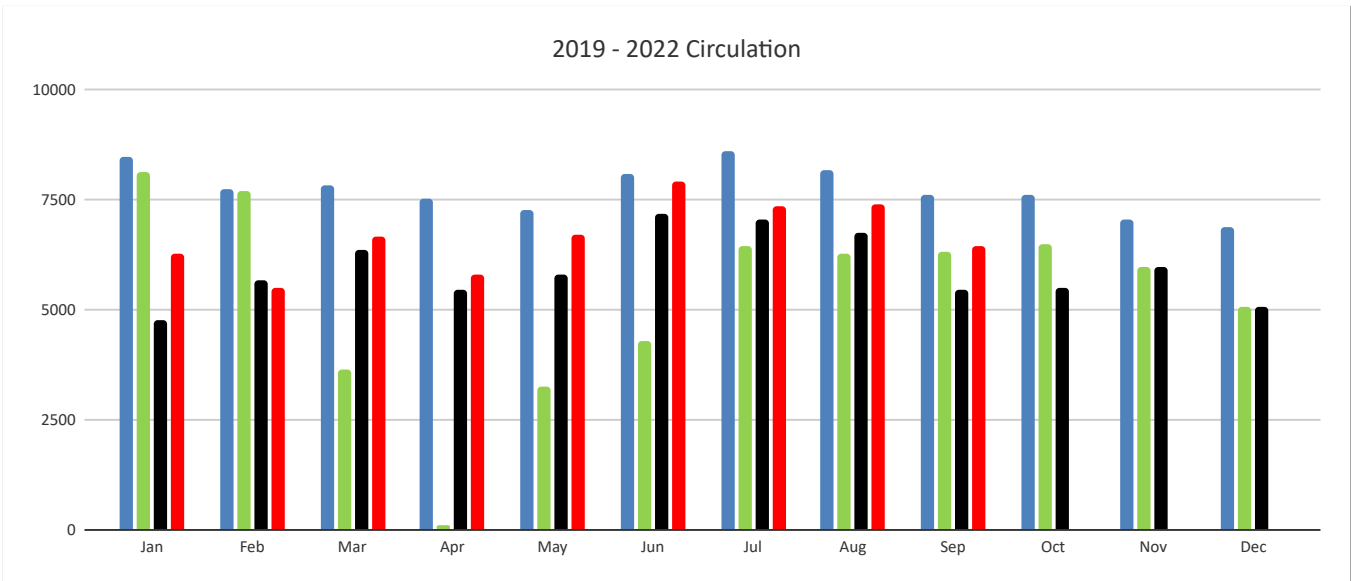
By: Scott E. Moser
Scott E. Moser, Mayor



Eaton Public Library

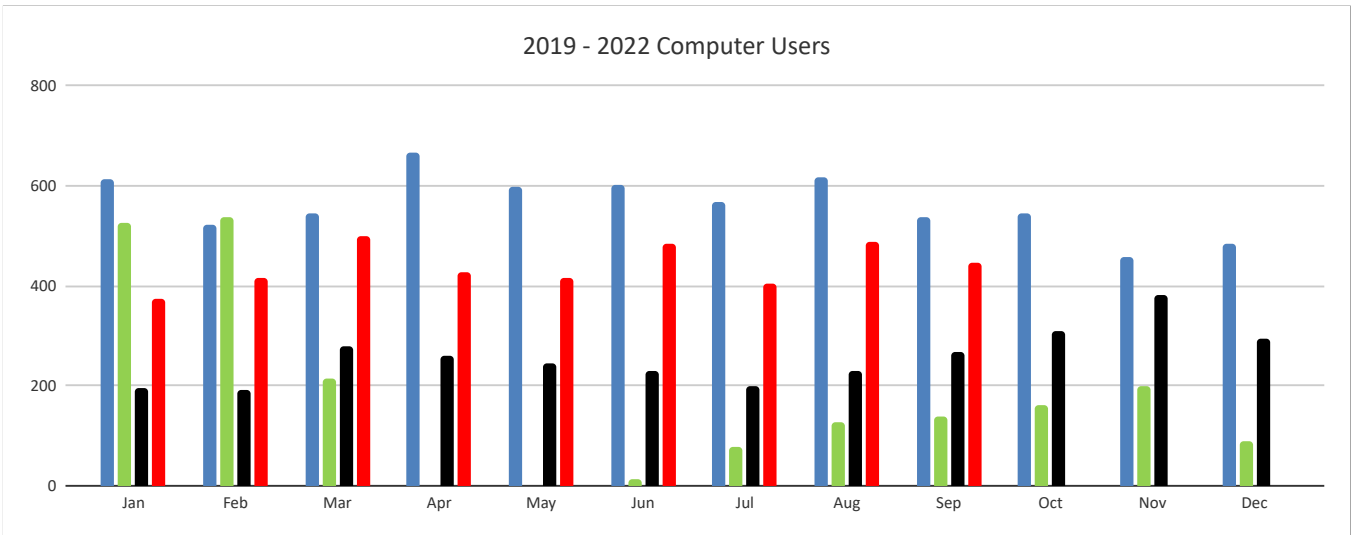
2019, 2020, 2021 & 2022 Statistics

Circulation



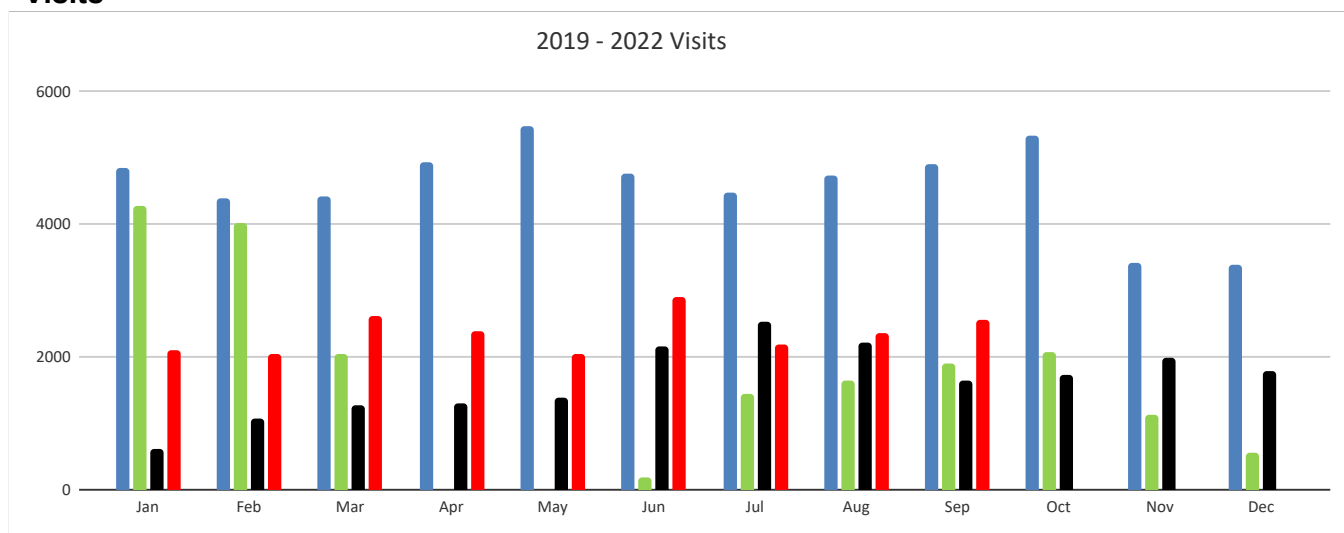
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	8,475	7,734	7,818	7,543	7,253	8,081	8,615	8,160	7,596	7,629	7,051	6,862	92,817
2020	8,121	7,706	3,650	97	3,242	4,305	6,443	6,281	6,299	6,497	5,966	5,074	63,681
2021	4,786	5,680	6,375	5,472	5,784	7,175	7,073	6,743	5,476	5,484	5,990	5,089	71,127
2022	6,281	5,504	6,680	5,795	6,711	7,938	7,343	7,406	6,438				60,096

Computer Users



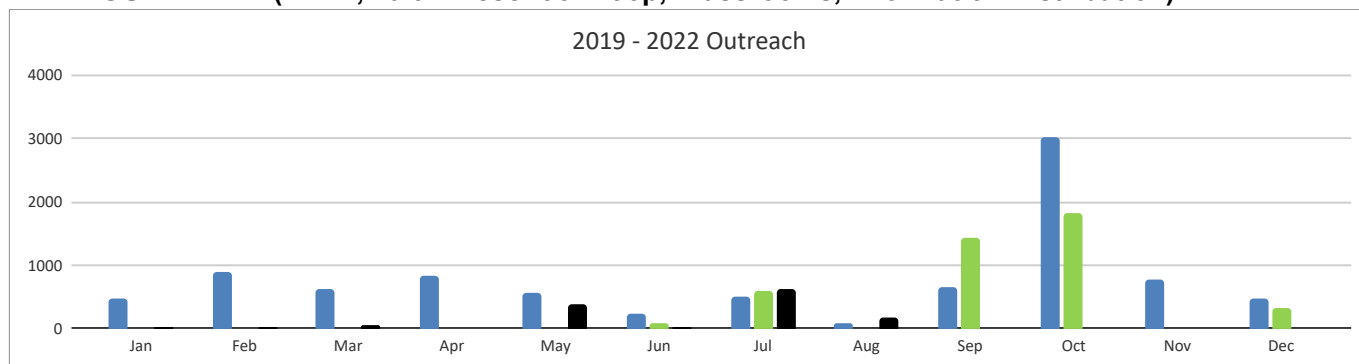
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	613	522	545	668	600	601	568	618	538	546	457	485	6,761
2020	526	538	215	0	0	13	78	128	139	160	199	91	2,087
2021	195	192	280	260	244	229	199	229	268	310	382	295	3,083
2022	373	416	500	428	416	486	403	488	447				3,957

Visits



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4,861	4,398	4,406	4,925	5,475	4,753	4,485	4,743	4,903	5,344	3,408	3,401	55,102
2020	4,273	4,007	2,036	0	0	197	1,436	1,633	1,908	2,073	1,121	563	19,247
2021	616	1,078	1,263	1,316	1,375	2,159	2,545	2,232	1,657	1,743	1,976	1,777	19,737
2022	2,103	2,041	2,621	2,399	2,041	2,892	2,195	2,350	2,572				21,214

OUTREACH (EELC, Faith Preschool Coop, Classrooms, Information Distribution)



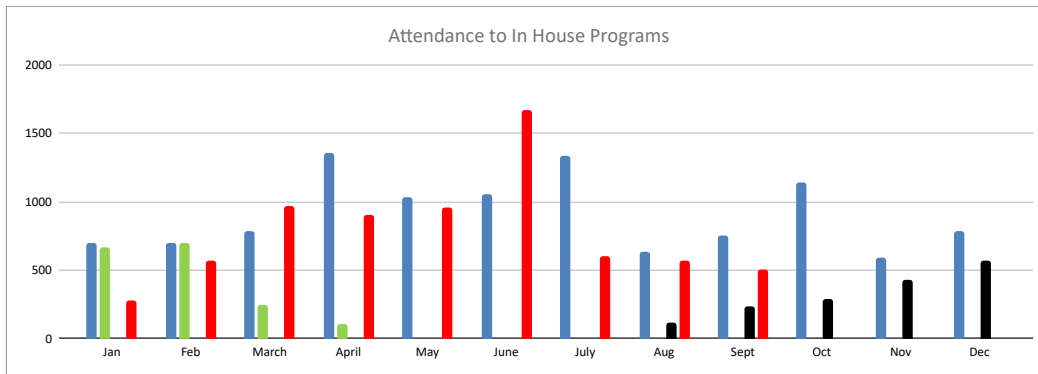
Started following state definition of Outreach Sep 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	466	907	641	838	563	237	507	85	670	3017	775	466	9,172
2020	796	583	344	2									1,725
2021						75	612		1450	1815	7	322	4,281
2022	22	43	63	5	400	20	623	167					1343

Eaton Public Library

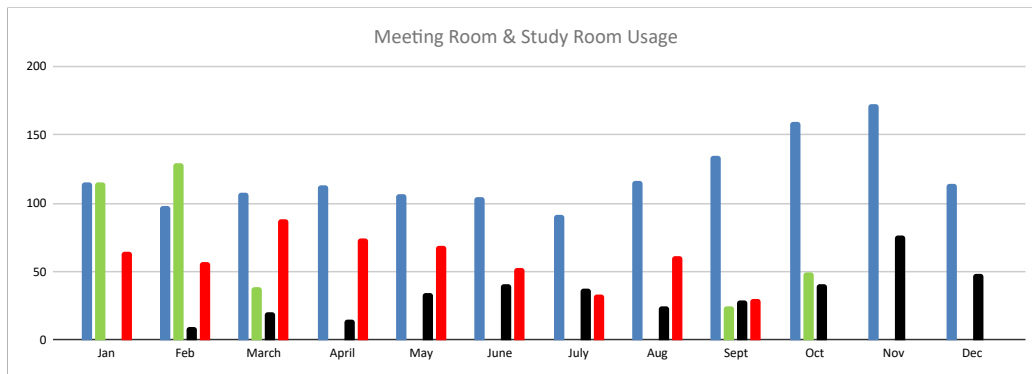
2019, 2020, 2021 & 2022 Statistics

In house Programs



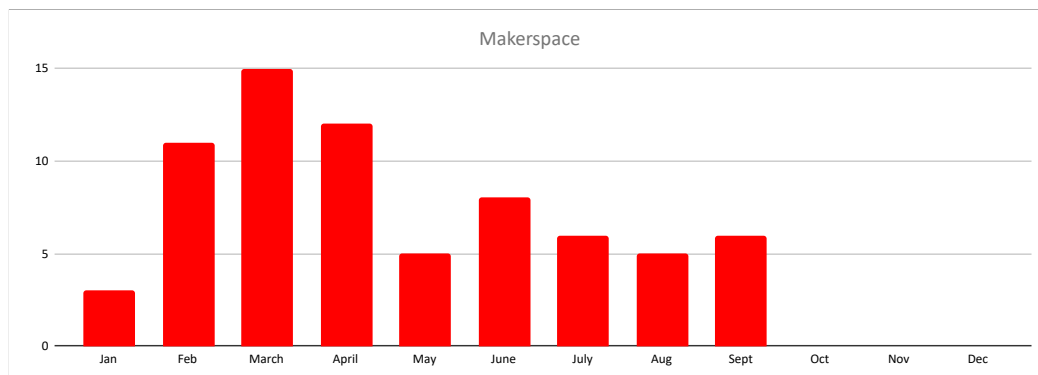
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	695	703	786	1354	1030	1056	1331	632	750	1144	590	786	10,857
2020	670	697	249	104									1,720
2021						1670	600	576	506				1,640
2022	283	572	966	902	964								7,039

Meeting Room & Study Room Usage (non-library)

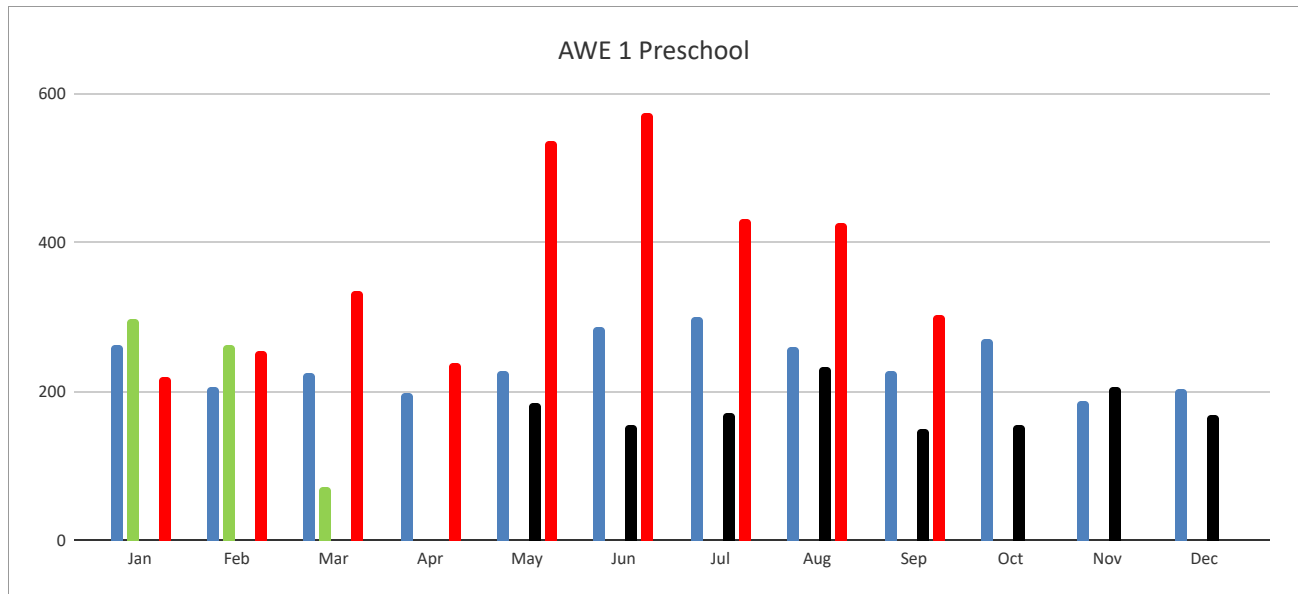


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	115	98	108	113	107	105	92	116	135	159	172	114	1,434
2020	115	129	39	0					25	50	0	0	358
2021	0	10	20	15	34	41	38	25	29	41	76	48	377
2022	65	57	88	74	69	53	33	61	30				530

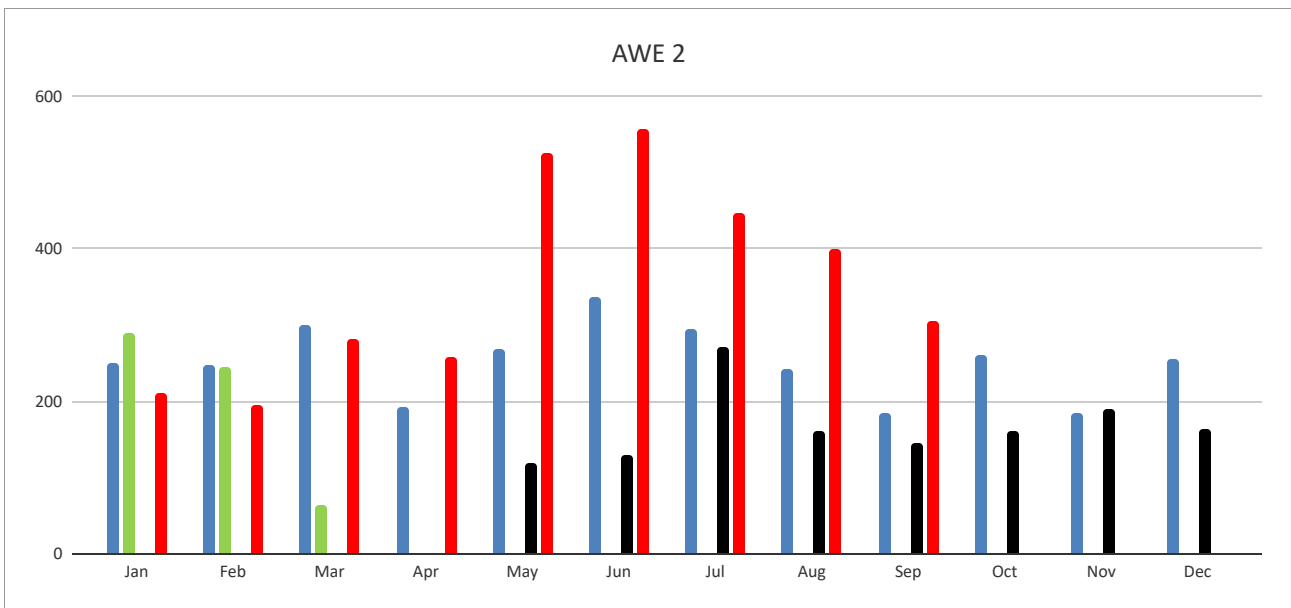
Makerspace



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	3	11	15	12	5	8	6	5	6				71









	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 1 2019	263	207	226	198	227	287	301	259	228	270	186	203	2,855
AWE 1 2020	296	261	72	0	0	0	0	0	0	0	0	0	629
AWE 1 2021	0	0	0	0	185	155	171	233	150	156	206	167	1,423
AWE 1 2022	218	253	335	238	536	574	432	426	302				3,314



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 2 2019	249	248	300	193	268	337	295	242	184	260	184	255	3,015
AWE 2 2020	289	244	65	0	0	0	0	0	0	0	0	0	598
AWE 2 2021	0	0	0	0	119	129	272	162	146	160	189	165	1,342
AWE 2 2022	211	195	283	257	525	558	448	399	305				3181

NOVEMBER

MON	TUE	WED	THU	FRI	SAT
Kids Teens Adults Family	1 Computer Basics @ 11 Yarn Yakkers @ 1 Tales to Tails Reading Dog @ 4	2 Storytime @ 10	3 Idea Lab @ 4 (ages 9-12)	4 Wiggle Worms @ 10 Button Making @ 4	5
7 Tales to Tails Reading Dog @ 10	8 Computer Basics @ 11 Yarn Yakkers @ 1 Tales to Tails Reading Dog @ 4	9 Police Officer Storytime @ 10 LEGO Club @ 4	10 Tinker Lab Dinovember @ 4 (ages 5-8)	11 Library Closed 	12 Messy Art @ 11
14 Tales to Tails Reading Dog @ 10 Pajama Storytime @ 6	15 Coffee & Cocoa with a Veteran @ 10 Computer Basics @ 11 Yarn Yakkers @ 1 Tales to Tails Reading Dog @ 4	16 Storytime with a Veteran @ 10	17 Identity Theft @ 1	18 Wiggle Worms @ 10 Artemis @ 5-8pm	19
21 Tales to Tails Reading Dog @ 10 Teen Advisory Board @ 4	22 Computer Basics @ 11 Yarn Yakkers @ 1 Tales to Tails Reading Dog @ 4	23 Storytime @ 10 Crafternoon Pre-K @ 2 Crafternoon K-12 @ 3	24 Library Closed 	25 Library Closed 	26 Messy Art @ 11
28 Tales to Tails Reading Dog @ 10	29 Computer Basics @ 11 Yarn Yakkers @ 1 Snack Around the World @ 4 Tales to Tails Reading Dog @ 4	30 Storytime @ 10 Inspirational Book Club @ 1 Chess Buddies @ 4			



Kid's Snacks

Monday - Friday: 3:30 - 5 PM

Facebook: Eaton Public Library
 Instagram: @eatoncolibrary
 Phone: (970) 454-2189
 Email: eplstaff@highplains.us
 Website: mylibrary.us/eaton

Teen & Kid's craft kits available
 throughout the month!



September 2022 Financials

LIBRARY						
ACCOUNT NUMBER	ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
02-00-4110	Property Taxes	-	1,146,769.46	1,147,754.00	984.54	99.91%
02-00-4500	Art Special Projects	590.00	14,978.21	-	(14,978.21)	
02-00-4730	Library Fines & Miscellaneous	76.45	2,244.06	3,000.00	755.94	74.80%
02-00-4805	Gifts & Memorials	-	9,495.00	1,600.00	(7,895.00)	593.44%
02-00-4820	Interest Income	2,708.54	5,256.53	468.00	(4,788.53)	1123.19%
02-00-4830	Grant Proceeds	3,810.55	3,810.55	-	(3,810.55)	
	TOTAL REVENUE	7,185.54	1,182,553.81	1,152,822.00	(29,731.81)	102.58%
EXPENDITURES						
	SALARIES	27,403.20	295,157.43	587,792.00	292,634.57	50.21%
02-00-6180	Employee Benefits	2,972.80	8,936.89	146,948.00	138,011.11	6.08%
02-00-6181	FICA/ME Tax ER Paid	-	14,531.28	-	(14,531.28)	
02-00-6182	Health/Vision Insurance ER Pd	-	10,471.44	-	(10,471.44)	
02-00-6183	Employee Supplemental ER Pd	-	-	-	-	
02-00-6185	Pension ER Pd	-	7,459.82	-	(7,459.82)	
02-00-6188	Employment Taxes ER Pd	-	488.59	-	(488.59)	
	Transfers out General Fund	-	-	-	-	
02-00-6150	Administration costs	-	-	14,250.00	14,250.00	0.00%
02-00-6266	Emergencies	-	-	-	-	
02-00-7215	Operating Supplies	826.19	10,983.48	18,000.00	7,016.52	61.02%
02-00-7216	Public Relations	876.00	6,253.94	10,000.00	3,746.06	62.54%
02-00-7217	Postage	-	-	500.00	500.00	0.00%
02-00-7220	Communications	260.08	3,259.20	4,725.00	1,465.80	68.98%
02-00-7235	Mileage Reimbursements	211.25	256.88	2,800.00	2,543.12	9.17%
02-00-7240	Training	1,222.21	2,020.92	11,500.00	9,479.08	17.57%
02-00-7270	Insurance	-	9,991.33	18,000.00	8,008.67	55.51%
02-00-7315	Contract Services	4,829.78	42,628.27	37,350.00	(5,278.27)	114.13%
02-00-7510	Utilities	1,201.54	6,279.98	20,500.00	14,220.02	30.63%
02-00-7520	Repairs & Maintenance	2,300.00	9,316.02	35,000.00	25,683.98	26.62%
02-00-8211	Media	177.19	5,991.74	26,000.00	20,008.26	23.05%
02-00-8400	Art Expense Special Projects	-	11,192.00	-	(11,192.00)	
02-00-8510	Print	1,077.19	21,236.13	32,000.00	10,763.87	66.36%
02-00-8520	Reference	-	-	-	-	
02-00-8530	Periodicals	34.00	1,082.52	4,900.00	3,817.48	22.09%
02-00-8535	Gift Expenses	282.84	936.60	1,600.00	663.40	58.54%
02-00-8540	Makers Space	128.15	9,753.41	25,000.00	15,246.59	39.01%
02-00-8600	Library Programs	3,109.43	22,553.30	32,000.00	9,446.70	70.48%
02-00-9110	Acq of Equipment	549.00	549.00	20,000.00	19,451.00	2.75%
02-00-9150	Capital Projects	-	67,516.07	45,400.00	(22,116.07)	148.71%
	TOTAL EXPENDITURES	47,460.85	568,846.24	1,094,265.00	525,418.76	51.98%
	NET SURPLUS (DEFICIT)	(40,275.31)	613,707.57	58,557.00		

cleaning, legal and CPS HR

American Constructions invoices

EPL committee report form

Committee: EPL Art Task Force Meeting Date(s): 10/15/22
9AM

Members Attending:

Shan W David N Tom Segura, Katie L.
excused: Maureen SIP, Amber G 9
Nomineer,

Type of Committee Report:

- ☒ Reporting/updating
☐ Recommending Board action
☐ Recommending policy change(s)

Brief statement of committee issue / area reporting: (Excel? Grant? Friends?)

Priority #1 funding raising review con-
tract - payment dates. Followup
on donors; promises; placement of
cutout - market done & now Red Ctr.

Brief background information and possible impact of issue / area (examples - Why is it an issue?
Will funding, staff utilization, services and / or facility changes be necessary?):

New yard sign: denotes "future home"
of Heroes statue in flower bed!

Approved clay version to Daniel: suggested
a little longer hair for gender neutrality.

Recommendation for Board action, if any (state in the form of motion(s) to be acted upon by the full board):

Book titles: suggestion merged, library
will research cultural titles (Kasp, Japan +
Epr - human) list for artist.
Continue to work up artist & school
involvement.

Please keep the report to one page. Please return this committee report to the executive director at least ten days prior to the Board meeting.

Questions? Contact committee chair:

Phone: 970 3813417

Email:

Nomineer Ketterling
Next mtg: Nov 12:9AM Sat

Submit via email to bcarns@highplains.us

Fundraiser: Themed gift basket for
Art Task Force @ Friends "holiday
baskets" @ Library, Lead: Katie

EATON PUBLIC LIBRARY

2022-2023 BUDGET

CAPITAL IMPROVEMENT PROJECTS

- Staff workroom remodel: add three work stations to existing work area to accommodate budgeted FTE
\$24,600
- Generator: \$90,700 for installation and annual maintenance of a gas-powered generator to provide back-up electrical power in case of outages
- Basement Repair and Remodel: \$100,000 to repair water damage and update basement
- ADA Improvements: \$200,000 to update building facilities to meet ADA requirements
- Bathroom Remodel: \$65,400 to update public restrooms
- Outreach Vehicle: \$300,000 purchase outreach bookmobile to provide library services at schools, parks, fairs, homebound seniors and other locations
- Book Kiosk: \$40,000 install kiosk at Galeton location to provide check-out and return of library materials
- Art Mural: \$10,000 for selection and installation of a children's mural in the storytime room
- Outdoor Children's Area: \$62,400 to build and outdoor educational space for family programming, storytimes, meals and recreation

October 19, 2022

Sent via e-mail: c/o AGreene@EatonCo.org

Eaton Public Library
132 Maple Ave.
Eaton, CO 80615

Re: Eaton Public Library
Engagement for Legal Services

Dear Ms. Greene:

Thank you for retaining Seter & Vander Wall, P.C. (the “**Firm**”) to provide legal services to the Eaton Public Library (the “**Library**”). This letter is to summarize and confirm the terms and conditions of the Firm’s representation of the Library.

1. Scope of Representation and Personnel

Our engagement will be as general counsel to the Library, as well as those additional legal services as requested. As general counsel, we will serve as the primary legal advisor to the Library, providing oversight of the Library’s legal requirements and legal services needed for the daily operation of the Library.

Kim Seter will be the attorney primarily responsible for your matters. In addition, some services may be provided by attorney Marissa Peck and paralegal Michele “Mitch” Barrasso. Other attorneys and paralegals may be assigned to work on your matters as appropriate for the service being provided and expertise required.

2. Fees and Billing

The Firm provides legal services on an hourly basis, billed in six-minute increments. The current hourly rate for Mr. Seter is \$410 per hour. The current hourly rates for Ms. Peck and Ms. Barrasso are \$200 and \$160 respectively. The rates of other personnel in our office vary from \$120.00 to \$490.00 per hour. All rates are subject to change January 1 of each year.

In addition to our time, we may incur costs on your behalf. Costs include photocopying expenses, delivery charges, filing and recording fees, Westlaw research charges and other expenses incurred when we advance materials or funds on your behalf. Costs are billed separately from legal fees and appear on your monthly invoice. Costs are to be paid on the same terms as legal fees. We do not charge for secretarial or other staff support except for paralegals and we do not add a surcharge or mark-up to any costs for any reason.

{00625358}

We will provide you with a detailed invoice for services and costs incurred. Invoices are mailed monthly and payment is due 45 days from the date of the invoice. Past due invoices may be subject to a monthly late charge of 1.5% of the unpaid balance.

3. Communication

The Firm primarily communicates with its clients using e-mail; the sending of documents and correspondence via the United States Post Office, UPS, FedEx, courier or other similar delivery service; and telephone. When sending e-mail, we endeavor to ensure that only the intended recipient(s) receives the e-mail. However, our e-mail communication is not encrypted. Communication via e-mail is not completely secure and e-mails may pass through servers controlled by third-parties and could be accessed by unauthorized third-parties.

Although a common form of social communication, the Firm does not generally communicate with clients about client matters via text message, iMessage, or other form of instant messaging. Communications made via text, iMessage or instant messaging may not be received and risk not being attended to in a timely manner. Accordingly, communications with the Firm should be made via one of the other identified communication methods.

Generally, communication between the client and the Firm are confidential and subject to the attorney-client privilege. This privilege is for the benefit of the client and if confidential communications are shared with third-parties by the client, that privilege may be lost.

4. Document Retention

In the course of our representation, we will maintain a file of documents produced and received in the ordinary course of practice. Not all papers and electronic data are maintained in the ordinary course of practice. For example, multiple copies or drafts of the same document, or communications containing duplicative correspondence or concerning non-substantive communications may not be retained. We generally maintain our files in electronic format, and except for certain documents required to be maintained in hard copy, will convert paper copies to electronic format and dispose of the paper copy.

It is the general policy of the Firm to retain your files in paper or electronic format for at least ten (10) years from the date our representation is complete, either by completion or resolution of the matter for which we were engaged or termination of the attorney-client relationship. In certain circumstances, such as where there is pending or threatened litigation related to the matter which is known to the Firm, we may be required to maintain your files for a longer period. Following expiration of the ten-year retention period, your file may be destroyed without notice unless you have requested the original file to be delivered to you.

Notwithstanding the foregoing policy, if the Firm is designated as a public records custodian for the Library pursuant to the Colorado Open Records Act, Part 2 of Title 24, C.R.S., or is otherwise in possession of "public records" of the Library, the Firm will retain and destroy those files in accordance with any approved document retention and destruction policy of the Library, the Colorado State Archives or similar regulatory body.

5. Conflicts of Interest

We have performed an internal review for potential conflicts of interest based on information provided to us. At this time, we do not have any conflicts of interest with any current or former clients that would preclude our representation of the Library. Should a conflict of interest arise, we will advise you as soon as practicable, and if the conflict cannot be resolved or waived, the Firm may be required to withdraw from representation of the Library.

6. Termination

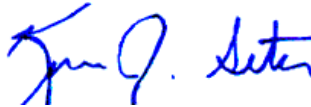
Either of us is free to terminate this agreement at any time for any reason. However, it is important to both of us that any termination is in writing to allow for a clear allocation of responsibilities. Termination of legal services will not affect the Library's responsibility for payment of legal services rendered and costs incurred before termination and incurred in connection with an orderly transition of legal services. Our efforts on your behalf may cease and we may withdraw from further representation at any time if an invoice is not timely paid.

Please countersign this letter in the space provided if you agree to these terms and return a copy to our office.

We look forward to working with you.

Sincerely,

SETER & VANDER WALL, P.C.



Kim J. Seter

KJS:krh

I have reviewed this proposal and agree to the engagement of Seter & Vander Wall, P.C.
pursuant to the terms of representation described in this letter.

Eaton Public Library

Print Name: _____

Title: _____

Date: _____



John Chmil
jchmil@lyonsgaddis.com
303-776-9900

September 27, 2022

Eaton Library
Board of Trustees

VIA EMAIL ONLY
AGreene@eatonco.org

Re: Proposal for General Counsel Legal Services

Dear Board of Trustees:

The law firm of Lyons Gaddis, P.C. (the "Firm") is pleased to offer its services as general legal counsel to the Eaton Library (the "Library").

QUALIFICATIONS AND EXPERIENCE

FIRM BACKGROUND

The Firm traces its origins to the formation of a law firm partnership in 1972. Because of our long experience in representing special districts, school districts, and other governmental entities, we take pride in the fact that we are often able to answer a client's question with a simple phone call rather than "reinventing the wheel," thus keeping a client's legal costs to a minimum.

We are very experienced in working with policy-making boards of directors, managers and other independent consultants, and pride ourselves on effectively communicating and working collaboratively with all who serve the Library's needs. We represent many institutional clients including library districts, special districts, school districts, private corporations, non-profit corporations, and other entities governed by boards. A current listing of representative governmental clients is attached.

The Firm consists of 27 attorneys, all of whom are properly licensed to practice law in the state of Colorado, 13 paralegals, and 3 legal assistants, who work within specific practice areas, in addition to 5 administrative staff members. Attorneys throughout the Firm work collegially across practice areas to provide comprehensive and excellent service to our clients. The Government Practice Group ("GPG"), which represents library districts, special districts, school districts, and metropolitan districts, currently consists of seven attorneys, two paralegals, and a legal assistant. Our GPG group members are highlighted in bold in our Firm's makeup that is attached.

Located in Longmont, our Firm has a state-wide practice with clients ranging from the Bethune School District on the eastern plains to the Crested Butte Fire Protection District to the west; and from the Red Feather Lakes Fire Protection District in the northern Front Range to Manzanola School District to the south. Using e-mail, conference calls, and video technology, we find that we are able to effectively represent our clients throughout the state.

LYONS GADDIS, P.C.

515 Kimbark Street 2nd Floor PO Box 978 Longmont, CO 80502-0978
950 Spruce Street, Unit 1B Louisville, CO 80027

Longmont Office 303 776 9900 | Fax Number 303 776 9100 | Louisville Office 720 726 3670 | www.lyonsgaddis.com

Eaton Library - Board of Trustees
September 27, 2022
Page 2

Through strong community engagement, high-quality service, and dedication to our clients, the Firm has remained a financially stable partnership throughout its long-standing history. In addition, the Firm's wide range of practice areas provides insulation from a downturn in any particular sector and impacts from a changing economy. The Firm has thoughtfully and strategically grown along with the expansion of the Front Range; however, we continue to serve our clients under the same essential principles and values.

We strictly adhere to Rule 1.13 of the Colorado Rules of Professional Conduct, which clarifies that our ethical obligation would be to the Library itself and not to its individual board members or its library director.

In conjunction with the representation of our many governmental clients, we have assisted in all aspects of their operations. This includes district service plan and formation issues, boundary adjustments (inclusions, exclusions and consolidations), elections and election challenges, ballot language, Bruce/TABOR and Gallagher Amendment issues, directors' meetings, bond issuances and other forms of financing such as certificates of participation and lease purchase agreements, contract drafting, negotiation and administration, budget preparation, construction projects, real estate acquisitions (including easements and condemnations) and related land use issues, intergovernmental agreements, lobbying efforts at the state and local levels, drafting of bylaws and regulations, personnel, fiscal and other policies, Open Records and Open Meetings Act issues, the Colorado Governmental Immunity Act ("CGIA"), and civil litigation involving various and diverse issues ranging from constitutional rights to employment law matters, and from personal injury and administrative law claims to contractual disputes.

REFERENCES

Nederland Community Library
Director: Elektra Greer
200 Hwy 72 N
Nederland, CO 80466
303-258-1101
egreer@nedlib.org

Lyons Regional Library
Director: Kara Bauman
P.O. Box 619
Lyons, CO 80540
303-823-5165
kara@lyonsregionallibrary.com

The Government Practice Group provides a full range of comprehensive general legal services to our clients, as detailed above and further described below.

Eaton Library - Board of Trustees

September 27, 2022

Page 3

FIRM EXPERIENCE

We believe that our Firm is uniquely positioned to provide the Library with exceptional legal representation at an affordable rate. The Firm and its attorneys have extensive experience counseling all types of local governments, specifically including library districts. From this experience, we have become adept at managing and prioritizing a client's legal needs so that the client can be served in the most cost-effective manner possible. We understand the budgetary constraints local governments face and make every possible effort to provide legal counsel within those confines.

I would be responsible for overseeing the Library's day-to-day legal issues and am available to attend Library meetings in person or via phone. We may also utilize the services of other attorneys as necessary and rely on the support of our staff to reduce the Library's legal costs. The GPG can effectively and efficiently utilize the talents and time of all of its team members to support its clients. This may be accomplished by routine matters being assigned to paralegals and associates, particular matters being assigned to an attorney with greater knowledge or additional experience in such areas, and/or the utilization of forms and boilerplate documents from our extensive library.

Our GPG attorneys have spoken on a variety of issues before various groups and organizations, including the Division of Local Government's workshops, the Special District Association's annual conventions and spring workshops, and the Colorado Association of School Board's attorneys' council section. Topics have included, among others, such issues as TABOR, consolidation of districts, the Colorado Open Records Act, due process for employers, location and extent review of governmental capital construction projects, employment matters, and executive searches under the Open Meetings Law.

Additional background information regarding each of the attorneys on our team is below (Resumes are attached):

- **Adele Reester:** A 1994 graduate of the State University of New York-Binghamton, Ms. Reester received her Juris Doctorate *Magna Cum Laude* from the Washington College at Law of The American University in 1997. After clerking for Chief Judge Roxanne Bailin of the 20th Judicial District in Boulder, Ms. Reester served as Assistant City Attorney for the City of Loveland. Admitted to the Colorado Bar in 1997, Ms. Reester's practice has focused almost exclusively on local government law after joining the Firm in 2001. She is a frequent speaker at various conferences and has authored several published articles.

- **Catherine Tallerico:** Ms. Tallerico graduated from the University of Colorado with a Bachelor of Science Degree in Journalism and received her law degree from its School of Law in 1990. Admitted to practice in 1990, Ms. Tallerico's 30-year career has emphasized special district and school district issues and litigation since 1992.
- She has worked as insurance defense counsel for numerous school districts, local governments, and private entities throughout the state.
- Having litigated hundreds of cases, Ms. Tallerico brings to the Firm a unique perspective of litigation avoidance by providing client counseling in employment matters, construction law, and tort immunity cases, as well as serving as defense counsel for our clients through the Colorado Special Districts Property and Liability Pool. Ms. Tallerico regularly attends board meetings and advises boards regarding various matters.
- **Chad Kupper:** Mr. Kupper graduated from the University of Colorado with an undergraduate degree in Business Administration majoring in business information systems. Prior to obtaining his Juris Doctorate *Cum Laude* from the Thomas M. Cooley Law School in 2007, Mr. Kupper worked as a computer support technician and a technology instructional assistant. He assists in real estate, financing, and contract matters. He is the primary attorney responsible for all intellectual property matters including trademark, copyright, and licensing issues.
- **John Chmil:** Mr. Chmil graduated from the University of Colorado, Boulder with a Bachelor of Arts Degree, *Magna Cum Laude*, in Sociology in 2010, and subsequently received his Juris Doctorate from the University of Colorado Law School in 2015. In the year between his undergraduate and law studies, Mr. Chmil served as an Americorps volunteer for a Boulder Valley non-profit serving public school-aged children. During law school, Mr. Chmil worked with the City Attorney offices of both the City of Arvada and City of Boulder, gaining valuable experience in operating as general counsel for government entities. After graduating, he was a judicial clerk for the Honorable Patrick Butler of the 20th Judicial District where he handled a wide array of both civil and criminal matters including jury trials, court hearings, and motions practice. Since joining the Firm in 2016, Mr. Chmil's practice has focused on supporting all facets of the Firm's governmental clients such as board governance, open meetings, public records, elections, authorities, urban renewal, and financial matters, as well as litigation and contracting.
- **Wyatt A. Forman:** Wyatt graduated with honors from the University of Denver in 2016 and earned his J.D. from the University of Colorado in 2021. While in law school, Wyatt was a law clerk in the Boulder City Attorney's office, working on zoning, water rights, and constitutional matters. Additionally, he interned with the 1st Judicial District for Jefferson and Gilpin Counties and worked as a student attorney for CU's environmental law clinic. Prior to attending law school, Wyatt worked as a research fellow for the Chancellor at the University of Denver researching higher education institutions. Wyatt joined the Firm in 2021 to support the GPG's work for its governmental clients.

- **Christopher J. Esser:** Chris graduated from the University of Iowa and completed his J.D. at the University of Denver Sturm College of Law in Denver, CO. He joins Lyons Gaddis in 2022 following his tenure working for Jefferson County Public School R-1 (also known as Jeffco Public Schools).
- His experience with education law at Jeffco Public Schools focused on employee relations in his roles as general counsel, as well as the school district's Chief Legal Officer and Executive Director of Employment Relations.
- Prior to that, Chris began his career working for University of Colorado Hospital as both a human resources and employment law contractor and a coordinator for Americans with Disabilities Act (ADA).
- **Richard Lyons:** Admitted to practice law in 1977 in Missouri, Mr. Lyons clerked for a U.S. District Court judge in Kansas City and researched and wrote the initial drafts of several rulings regarding the Kansas City de-segregation litigation as well as other cases involving educational law. Upon returning to Colorado, he was admitted to the Colorado Bar in 1979, and he has devoted his practice to the representation of local governmental entities, with an emphasis on policy development and administration, board relations, constitutional matters, and election issues. With over 35 years of experience in handling all facets of special district law, Mr. Lyons' wealth of knowledge is a valuable asset to the Government Practice Group. He holds an undergraduate degree from the University of Colorado, a Juris Doctorate from the University of Missouri-Kansas City, and certificates of completion from St. Edmunds Hall (Oxford University) in a comparative law program, and from Harvard Law School for a summer course of advanced legal studies. While retired from the daily practice of law, Mr. Lyons remains available to share his expertise and knowledge with the attorneys in the GPG.

GPG EXPERTISE

The following examples are some of the common legal issues our clients face and illustrate the type of counsel we routinely provide. Additional areas, such as real estate, non-profit, water, and oil and gas are supported both from within the GPG, as well as across practice groups in our Firm.

Board Governance. The crux of any local government attorney is advising the Board on matters of policy and governance. The GPG understands the issues boards face and can assist in all matters coming before the Board. This includes, but is not limited to, review and advice on bylaws, policies, resolutions, audits, budgets, and meeting procedures. Our long history representing local governments, and library districts in particular, also provides a bank of forms and samples that allow us to provide the Board with accurate and efficient documents without the need to start from scratch.

Elections. Our GPG team has extensive experience both conducting elections and defending election results against legal challenges. In 2014, our Firm successfully defended one of our fire district clients against an election challenge. After a three-day trial, the judge ruled in favor of our client and the plaintiffs eventually dropped their appeal efforts. In addition to defending against election challenges, our Firm has many years of experience conducting all types of elections,

Eaton Library - Board of Trustees
September 27, 2022
Page 6

including those that involve taxing and debt issues, term limit waiver questions, inclusion and consolidation questions, and many other topics. We also offer training for designated election officials (DEOs) and election judges.

Contracts. Attorneys in our office regularly review, draft, and negotiate various contracts, including employment contracts, real estate contracts, intergovernmental agreements, and construction contracts.

With respect to construction contracts, our GPG attorneys are experienced with AIA contracts, as well as other forms of design-build, general contractor/owner and consultant/owner agreements. We are knowledgeable about insurance requirements, indemnity provisions, and compliance with Colorado statutes such as bonding, retainage and final payment procedures.

CORA. We recognize that the implications of the Colorado Open Records Act play an increasing role in the administrative demands of local governments. Our attorneys and paralegals are well versed in CORA procedure and are prepared to counsel the Library on creation or revision of a CORA policy, responding to CORA requests, and defending citizen challenges under CORA.

Labor and Employment. Attorneys in our office regularly work with our clients on administrative or personnel matters with the goal of reducing risk and managing issues prior to litigation. They are experienced in all aspects of personnel issues including employment policies, workplace investigations, and dispute resolution. They are also experienced with defending Equal Employment Opportunity Commission ("EEOC") and Colorado Civil Rights Commission ("CCRD") claims, as well as claims made to the Department of Labor.

Litigation and Legal Claims. Our Firm attorneys handle matters assigned by the Colorado Special District's Self-insurance Pool and well as other insurance company assigned matters in defense of our clients. We have litigated Americans with Disabilities Act ("ADA") claims, CGIA claims, Title VII and constitutional claims, breach of contracts and real estate related matters.

Library Law. Our Firm continues to represent independent library districts as well as a library that is a member library for High Plains Library District (Ft. Lupton Public and School Library). Based on this experience, we are familiar with the unique aspects of the Library Law and operational realities of running a public library.

FEES

The Firm bills on an hourly rate and there are no monthly recurring costs or fees. We are committed to providing our clients with the highest quality of professional services at reasonable rates.

Our attorney hourly rates through December 31, 2022, will be set not to exceed \$283, with the exception of water law matters which will not exceed \$300. Our paralegal rate will not exceed the hourly rate of \$176 and our legal assistant rate will not exceed \$62 per hour. Hourly rates are typically adjusted based upon CPI on a fiscal year basis upon written notice.

Eaton Library - Board of Trustees
September 27, 2022
Page 7

In addition to the hourly rates set forth above, we would bill the Library for out-of-pocket expenses incurred in connection with our representation of the Library on an actual cost basis. Mileage fees will be charged at the then current IRS standard rate. Travel time is billed at a full hourly rate in accordance with the hourly rates and mileage charges presented above.

We believe that our rates are extremely competitive, given our experience and expertise. We are often able to answer a question over the phone without lengthy research due to our specialization. Additionally, we continue to efficiently handle legal matters with a cost-effective approach on our team of shareholders, associates, and paralegals.

CLIENT SERVICES

Meeting Client Needs. Our Firm, and the GPG in particular, represent a diverse group of local government clients. Our clients range in size from very small rural districts that require sporadic legal counsel to multi-county districts that request our assistance on an almost daily basis. Specifically, the GPG represents a number of special districts that similarly vary in size and need for legal counsel. No matter the size and amount of activity, we always cater our services to the needs and wishes of the client. For several of our clients, we attend or host an annual retreat which provides an opportunity for board members and staff to receive training and advice on legal and policy issues encountered by the particular client. Each year, at no charge, our Firm provides a periodic memorandum to our clients updating them on recent legislative changes.

In cases where a piece of legislation is particularly complex or will have a significant impact on a client, at the client's request, we will provide a training session to explain the legislation and its implications.

Our Philosophy. The GPG was built and operates under a philosophy of teamwork to optimize experience and allow our attorneys to provide timely, efficient, and reliable legal services. We understand that questions often arise at times when the Board or a committee is attempting to work through a particular issue. Based on the collective experience and specialized knowledge of the GPG, the Library will be able to reach an attorney or other staff member who can discuss the issue and either provide an answer over the phone or supply a timeline for delivering a response based on the needs of the Library.

Firm Values. At Lyons Gaddis and within the GPG, our mission is to provide the highest quality legal service and counsel to our clients from an enduring, supportive, and engaging environment. In pursuit of this mission, we honor the following core values:

- **TRUST** – We maintain trust through thoughtful communication, action with integrity, and constant dedication to each other and our clients.
- **RESPECT** – We embrace each individual's unique talents, honor diverse life and work styles, and unfailingly treat everyone with dignity.



Eaton Library - Board of Trustees
September 27, 2022
Page 8

- **COMMUNITY** – We contribute positively to the lives of co-workers, clients and the community at large, creating an atmosphere of service that extends to the world around us.
- **EXCELLENCE** – We provide superior legal services by meeting or exceeding expectations in all aspects of legal representation and through our unrelenting commitment to be the best at what we do.

Client Trainings. We can provide trainings on Board mechanics, the Library Law, applicable transparency laws (i.e., Open Meetings and Open Records), and conflicts of interest, as well as sexual harassment or other employment or policy-based trainings. We are also happy to research issues and provide individualized trainings based on requests from the Board or Library Director.

Management of Legal Services. Although a retainer arrangement can be discussed, it is our experience that for an institutional client, it should only pay for legal services which it requests. In the long run, an hourly fee arrangement may be more beneficial to the client. As a result, our normal fee arrangement is proposed on an hourly basis and is set forth in our enclosed engagement letter which also details our billing practices and charges. If we are selected as general legal counsel, we request that the Library's Board of Trustees authorize the Board President to sign the engagement letter and simply return a copy to us.

Conflicts. Should we be retained by the Library, we would not undertake representation of any new client whose interests conflicted with those of the Library. In the event any conflict of interest arose between the Library and a present client of the Firm, such conflict would be promptly disclosed in writing to all parties and resolved in accordance with our professional code of ethics.

TIMELINES AND CURRENT WORKLOAD

The GPG operates on a regular basis with a considerable workload. However, through execution of the teamwork philosophy, the GPG efficiently and effectively handles the existing workload and has room to grow. If selected as the Library's general counsel, the GPG will commit to working with the Library to ensure the most efficient and supportive legal services for the Library's particular needs and is available for immediate representation.

Thank you for the opportunity to submit this proposal and for considering us as your legal counsel. Please do not hesitate to contact me if you have any questions or desire additional information.

Sincerely,

John Chmil

Enclosures



GOVERNMENTAL CLIENTS FOR WHICH WE SERVE AS GENERAL COUNSEL

Allenspark Fire Protection District	Longs Peak Water District
Allenspark Water & Sanitation District	Lyons Regional Library District
Arapahoe County School District No. 1	Manzanola School District 3J
Arvada Fire Protection District	Mile High Water Company
Baseline Water District	Morgan County Quality Water District
Berthoud Fire Protection District	Mountain View Fire Rescue District
Bethune School District R-5	Nederland Community Library District
Briggsdale Fire Protection District	Nederland Fire Protection District
Chatfield South Water District	Niwot Sanitation District
Clear Creek Metropolitan Recreation District	North Carter Lake Water District
Crested Butte Fire Protection District	Nunn Fire Protection District
Crystal Lakes Fire Protection District	Paint Brush Hills Metropolitan District
Dancing Willows Metropolitan District	Park County School District RE-2
Eagle County School District RE-50J	Park Hospital District
East Boulder County Water District	Pawnee Fire Protection District
Eaton Fire Protection District	Pinewood Springs Fire Protection District
Elk Creek Fire Protection District	Platte Canyon Fire Protection District
Estes Park Local Marketing District	Platte Valley Fire Protection District
Estes Valley Recreation and Park District	Platteville-Gilcrest Fire Protection District
Fort Lupton Public and School Library	Poudre Canyon Fire Protection District
Four Mile Fire Protection District	Red Feather Lakes Fire Protection District
Front Range Fire Rescue Fire Protection Dist	Sheridan School District No. 2
Galeton Fire Protection District	Southeast Weld Fire Protection District
Gold Hill Fire Protection District	St. Vrain & Left Hand Water Conservancy Dist
Grand County Library District	St. Vrain Sanitation District
Hi-Plains School District	St. Vrain Valley School District RE-1J
Hygiene Fire Protection District	Sterling Rural Fire Protection District
Idalia School District	Stratton Fire Protection District
Indian Hills Fire Protection District	Sugar Loaf Fire Protection District
Indian Hills Water District	Summit School District RE-1
Kiowa County Fire Protection District	Upper South Platte Water Conservancy Dist
Kiowa County School District RE-2	Valley School District Re-1
Larkspur Fire Protection District	Weld RE-5J School District
LaSalle Fire Protection District	Wellington Fire Protection District
Left Hand Water District	West Metro Fire Protection District
Lefthand Fire Protection District	Western Hills Fire Protection District
Livermore Fire Protection District	Windsor-Severance Fire Protection District
Longmont Downtown Development Authority	



**GOVERNMENTAL CLIENTS FOR WHICH WE SERVE AS
SPECIAL COUNSEL AND WATER COUNSEL**

Adams 12 Five Star Schools
Byers Fire Protection District
City of Arvada
City of Longmont
City of Trinidad
Crystal Valley Metropolitan District Nos. 1-2
Denver Public Schools
*Eagle Rock School & Prof. Dev. Ctr.
East Larimer County Water District
Fort Collins-Loveland Water District
Headwater Authority of the South Platte
Highlands Ranch Metropolitan District
Lake County
Littleton Public Schools
*Longmont Christian School
Longmont Housing Authority
Monte Vista School District
*The New America School
North Weld County Water District
Parker Jordan Metropolitan District
Penrose Water District
Poudre School District
Poudre Tech Metropolitan District
Raindance Metropolitan District
Rocky Mountain Academy of Evergreen
Roxborough Water and Sanitation District
Saddlehorn Metropolitan District
South Conejos School District
Stonegate Village Metropolitan District
Town of Castle Rock
Town of Dillon
Town of Lochbuie
Town of Milliken
Town of Severance
Tri-Lakes Monument Fire Protection District



CURRENT PRINCIPALS AND STAFF

Shareholders: Jeffrey J. Kahn, John W. Gaddis, Bradley A. Hall, Steven P. Jeffers, Anton V. Dworak, **Adele L. Reester**, **Catherine A. Tallerico**, Scott E. Holwick, Cameron A. Grant, Matthew D. Machado, Madoline E. Wallace-Gross, Thomas L. Beckmann, Jennifer M. Spitz, **Chad A. Kupper**, and Jeffrey S. Rose.

Senior Counsel: **Richard N. Lyons, II.**

Special Counsel: Suzan D. Fritchel, and Kimberly A. Barr.

Associate Attorneys: **John I. Chmil**, Sean M. Stewart, Brian L. Allard, Anthony J. Basile, Erin C. Pierce, **Wyatt A. Forman**, **Chris J. Esser**, Casey J. Weaver, and Allison I. Gorsevski

Paralegals/Legal Assistants: Maureen C. Simpson, Jennifer C. Kaufman, Melissa G. Lux, Kimberly A. Machmuller, Jaynie R. Poole, Denise R. Poepping, Autumn J. Jaster, K. Scott Sinclair, **Patricia (Trish) J. Vallejo-Scavotto**, Chelsea A. Deeder, Michelle R. Soule, Janet T. Cummings, Aleigha L. Alexander, Michayla L. Hunt, Katie S. Pendleton, **Carolyn Smoot**, and Jennifer Threlkeld.

Administrative Team: Trish A. Nelson (Administrator), Tessa D. Kuiken (Administrative Assistant), Peggy S. Brenton (Accounting Coordinator), Kayleigh T. Bloodgood (Office Services Clerk), and Lisa J. Mohn (Receptionist).

PRACTICE AREAS

Government Practice Group. (*Adele Reester, Catherine Tallerico, Chad Kupper, John Chmil, Wyatt Forman, Chris Esser, and Richard Lyons. Support Staff: Patricia (Trish) J. Vallejo-Scavotto and Carolyn Smoot*). This practice group specializes in the representation of local governmental entities throughout Colorado, including school districts and Title 32 special districts (hospital district, fire districts, water and sanitation districts, an ambulance district, park/recreation districts), a marketing district, authorities, and serving as special counsel to a county for personnel matters. This group also serves as insurance defense counsel to nearly all of its governmental clients.

Business/Real Estate/Taxation Group. (*Anton Dworak, Cameron Grant, Thomas Beckmann, Jennifer Spitz, Suzan Fritchel, Chad Kupper, Sean Stewart, Brian Allard, and Kimberly Barr. Support Staff: Maureen Simpson, Jaynie Poole, Kim Machmuller, and Michayla Hunt*). This business-oriented practice group specializes in all aspects of real estate law and development, all forms of taxation, including formation of non-profit organizations, as well as general business work related to leases, contracts, bylaws, and corporate organizational documents.

General Practice Group. (*John Gaddis, Jeff Rose, and Erin Pierce. Support Staff: Melissa Lux, Chelsea Deeder, Aleigha Alexander, and Katie Pendleton*). The General Practice Group is involved in assisting individuals and small businesses, ranging from all aspects of family law to

LYONS GADDIS, PC

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Longmont 303 776 9900 | Louisville 720 726 3670 | www.lyonsgaddis.com



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formation of small businesses, assisting in real estate and land use matters, and wide-ranging commercial and civil litigation.

Water Law Group. (*Jeffrey Kahn, Steven Jeffers, Matthew Machado, Scott Holwick, Madoline Wallace-Gross, Anthony Basile, Casey Weaver, and Allison Gorsevski. Support Staff: Jennifer Kaufman, K. Scott Sinclair, and Michelle Soule*). Emphasizing water and natural resources law, this practice group enjoys a state-wide practice representing water users from farmers and ranchers to large municipalities and water authorities/conservancy districts. In addition, it specializes in land use matters throughout the Front Range.

Personal Injury/Workers Compensation Group. (*Bradley Hall. Support Staff: Autumn Jaster*). Mr. Hall's practice group emphasizes personal injury litigation, as well as workers' compensation claims. In addition, Mr. Hall has extensive experience in complex commercial litigation and copyright infringement.

Estate Planning. (*John Gaddis, Anton Dworak, Thomas Beckmann, Jennifer Spitz, Suzanne Fritchel, Chad Kupper, Sean Stewart, Brian Allard, and Kimberly Barr. Support Staff: Maureen Simpson, Melissa Lux, Kim Machmuller, Jaynie Poole, Autumn Jaster, Denise Poepping, and Janet Cummings*). This practice group works with individuals on their estate plans, including preparation of wills, trusts, powers of attorney and living wills. The group also assists with estate and trust administration, including probate.



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ADELE L. REESTER

Areas of Practice

Special District Law: Representation of large and small fire, parks and recreation, sanitation, library and water districts throughout the State of Colorado.

Education Law: General representation of large and small school districts throughout the State of Colorado including board governance; special education; employment and personnel matters; contracts; charter schools; student matters; and compulsory attendance.

Negotiations: Interest-based and traditional bargaining; Facilitation; Interest-Based Bargaining training; Master contract negotiations for school districts; and Superintendent contract negotiations.

Employment Law: Trainings; Investigations; Defense of claims before the EEOC and CCRD; and Draft policies and contracts.

Litigation: District, County, and Municipal Courts, including teacher employment and dismissals, special education due process, collections, traffic infractions, and personal injury.

Employment

Lyons Gaddis, P.C., Longmont, CO
Shareholder: 2008 – present
Associate Attorney: 2001 – 2007

City of Loveland, Loveland, CO
Assistant City Attorney: 1998 – 2001

Twentieth Judicial District of Colorado, Boulder, CO
Law Clerk to the Honorable Roxanne Bailin, Chief Judge: 1997 - 1998

Education

Washington College of Law at The American University, J.D. 1997
magna cum laude, Class Rank: Top 13%
Solicitor General, Student Bar Association Executive Board
Interschool Competitions Director, Moot Court Executive Board

State University of New York at Binghamton, B.A. 1994
magna cum laude, Phi Beta Kappa, Dean's List
High Honors Thesis: "Minority Voting Rights: Electing or Influencing a Candidate of Choice"
Honors: Golden Key National Honor Society; Political Science National Honor Society; SUNYAC Commissioner's List; SUNYAC All-Academic Team; Varsity Letters

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ATTORNEYS & COUNSELORS

Bar Admission

Supreme Court of Colorado
United States District Court, District of Colorado

Professional Development

Colorado and Boulder Bar Associations, Member
Colorado Association of School Boards, Member
Colorado Association of School Boards Legislative Council, Member
Young Lawyers Division, Doctor/Lawyer Program, Past Volunteer
Girl Scouts, Mountain Prairie Council, Past Nominating Committee, Member
Girls Scouts of Colorado, Past Board Governance Committee
Colorado Women's Golf Association, Member
City of Longmont, Human Relations Commission, Past Member
Denver Center Childcare Association, Past Board Member

Publications/Presentations

Constitutional and Statutory Requirements for Special District Websites, September 2018
Annual Conference, Special District Association
Keystone, Colorado

Consolidation of Fire Services: A Study in Collaboration (panel), September 2017
Annual Conference, Special District Association
Keystone, Colorado

Disciplining the Special Education Student, October 2016
Special Education Law From A to Z Seminar, National Business Institute
Denver, Colorado

S.M.A.R.T. Goals, September 2016
Annual Conference, Special District Association
Keystone, Colorado

Top 10 Policies Your Board Should Have! September 2015
Annual Conference, Special District Association
Keystone, Colorado

"Interest-Based Bargaining Methodology"
Special District Association of Colorado News August 2012 and
Boulder County Bar Newsletter, February 2012

Miscellaneous presentations relating to school law and employment law, including
CASB, CASE, and CASPA conferences, 2001 – present

Miscellaneous presentations regarding special districts and related local government
requirements, Special District Association Annual Conference, 2005 – present

"Obtaining a Liquor License"
2009 Boulder County Attorneys Profiles & Reference Book, May 2009



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"Changing Your Facility? Don't Forget the Liquor License!"
Restaurateur of Colorado, December 2001/January 2002

"Judges as Case Managers: What Happened to Trials?"
On reserve in Washington College of Law Library

Selected Appellate Cases

Cacioppo v. Eagle County School District RE-50J, 92 P.3d 453 (Colo. 2004)

Cox v. Ackerman, Case No. 01 CA 1915

Donovan v. Lefever, Case No. 01 CA 2085

Mortech Custom Homes v. Salazar, Case No. 02 CA 1016

Goddard v. West Metro Fire Protection District, Case No. 04 CA 989



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ATTORNEYS & COUNSELORS

CATHERINE A. TALLERICO

Areas of Practice

Complex Litigation: involved with every aspect of litigation for a wide variety any types of cases filed in state and federal court including: governmental immunity, election matters, personal injury and other tort liabilities, discrimination, civil rights, breach of employment contract, wrongful discharge, construction defects, real estate and easement litigation and breach of commercial contracts. Well versed in all aspects of public entity defense including the Colorado Governmental Immunity Act.

Special District/Local Government Law: assist special districts and local governments with Board issues, meetings and hearings, executive sessions, open meeting laws, risk management, policy development, elections, personnel matters, contracts and agreements, and exclusions and inclusions.

School/Education Law: provide counsel on personnel matters, special education and 504 issues, federal and state education laws, Board issues, contracts and agreements, and policy development. Defend OCR charges, due process hearings and litigation.

Employment Law: provide creative problem solving and guidance, draft policies, negotiate contracts, conduct investigations, defend claims before the EEOC and CCRD, and Department of Labor.

Construction Law: draft and negotiate construction contracts. Provide guidance relating to insurance requirements, indemnity provisions, and compliance with State and Federal laws.

Risk Management: negotiate and mediate a wide variety of claims, develop strategic solutions for litigation avoidance, provide guidance and analysis of insurance coverage issues.

Employment

Lyons Gaddis Kahn Hall Jeffers Dworak & Grant, PC, Longmont, Colorado
Shareholder

Fowler, Schimberg & Flanagan, P.C., Denver, Colorado
Shareholder 1999 – 2006
Associate Attorney 1992 - 1998

Feiger, Collison & Kilmer, P.C., Denver, Colorado
Associate Attorney 1990 - 1992

Education

University of Colorado School of Law, Juris Doctor, 1990
Board of Editors, University of Colorado Law Review

University of Colorado, School of Journalism, Bachelor of Science, 1986

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LYONS GADDIS
ATTORNEYS & COUNSELORS

Bar Admission

Supreme Court of Colorado
United States District Court, District of Colorado
United States Court of Appeals, Tenth Circuit

Professional Activities

Colorado and Boulder Bar Associations, Employment Law Committees
Attorney's Council for Colorado Association of School Boards
Colorado Women's Bar Association
National Association of School Boards
AV Preeminent Peer Review Rated

Selection of Publications/Lectures

Constitutional and Statutory Requirements for Special District Websites, September 2018
Annual Conference, Special District Association
Keystone, Colorado

Employment Law Challenges, Developments & Trends, September 2017
Annual Conference, Special District Association
Keystone, Colorado

Workplace Investigations, September 2016
Annual Conference, Special District Association
Keystone, Colorado

Top 10 Policies Your Board Should Have! September 2015
Annual Conference, Special District Association
Keystone, Colorado

Top Ten Legal Issues With Social Media, September 2014
Annual Conference, Special District Association
Keystone, Colorado

"EEOC's New Enforcement Guidance on the Use of Criminal Background Checks"
The Colorado Lawyer, Vol. 41, p. 45, December 2012

"The Framework of Special Education Law", October 2012
National Business Institute, Colorado Special Education Law Seminar
Denver, Colorado

Employment Law Update, September 2012
Annual Conference, Special District Association
Keystone, Colorado



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Legal Issues Associated with Bullying, June 2011
Colorado Association of School Boards
Thornton, Colorado

The ABC's of Employment Law, October 2010 and September 2009
Colorado Association of School Boards, Loveland, Colorado
Annual Conference, Special District Association, Keystone, Colorado

What Every Tom, Dick and Mary Jane Should Know About Medical Marijuana in the Workplace, September 2010
Annual Conference, Special District Association
Keystone, Colorado

Challenges Posed by Teacher Discipline, Reporting and Settlement, June 2008
Colorado Association of School Boards
Golden, Colorado

The New Immigration Laws, December 2006
Colorado Association of School Boards
Colorado Springs, Colorado

Selection of Appellate Cases

Colorado Union of Taxpayers, et al. v. West Metro Fire Protection District, et al., 2014CV31089
(Jefferson County Combined Court)

Trujillo v. Board of Education of Adams 12 Five Star Schools, 12CA0599 (Colo. Ct. App. 2013)

Tyler V. v. St. Vrain Valley School District, 2011 WL 1045434 (D. Colo. 2011)

Leprino Foods Co. v. Feldmeier Equipment, Inc., 04CA0686 (Colo. Ct. App. 2005)

Glaeser v. Academy School District 20, 2005 WL 2592477 (D. Colo. 2005)

Marino v. Mayger, 118 Fed. Appx. 393, 2004 U.S. App. LEXIS 25079 (10th Cir. 2004)

National Chiropractic Mutual Insurance Co. v. Kancilia, 77 Fed. Appx. 445, 2003 U.S. App. LEXIS 20265 (10th Cir. 2003)

Bartell v. Aurora Public Schools, 263 F.3d 1143 (10th Cir. 2001)

Shaw v. Sargent School District No. RE-33-J, 21 P.3d 446 (Colo. Ct. App. 2001)

Rocky Mt. Hospital & Medical Service v. Mariani, 916 P.2d 519 (Colo. 1996)

Mariani v. Rocky Mt. Hospital & Medical Service, 902 P.2d 429 (Colo. Ct. App. 1994)

N.E., Inc. v. Iliff & Monaco Assocs., LP, 890 P.2d 146 (Colo. Ct. App. 1994)



CHAD A. KUPPER

Areas of Practice

Education Law: Representation of large and small school districts throughout the State of Colorado, including advise Boards of Education regarding powers and duties, board policy and development, human resources and administration, and TABOR; participate in student compulsory attendance and expulsion proceedings; draft, review, and negotiate contracts, including employment contracts, leases, real estate contracts, and vendor contracts; BEST Financing; register and protect district copyrights and trademarks.

Special District Law: Representation of large and small fire, parks and recreation, sanitation and water, library, and other special districts, throughout the State of Colorado.

General Civil Law: Business Transactions, act as general counsel for corporate entities, including corporate structure, purchase and sale, litigation matters, and contract negotiations; Real Estate, draft and advise regarding acquisition and sale, leasing, and financing; Estate Planning and Probate.

Employment

Lyons Gaddis Kahn Hall Jeffers Dworak & Grant, P.C., Longmont, CO
Shareholder: 2021 - present
Associate Attorney: 2008 – 2020

Gubbels Law Office, P.C., Castle Rock, CO
Associate Attorney: 2007-2008

Sixty Plus., Inc. Elder Law Clinic, Lansing, MI
Legal Intern: 2006-2007

Education

Thomas M. Cooley Law School
Juris Doctor *Cum Laude*, 2007
Dean's List, Honors Scholarship

University of Colorado, College of Business Administration
Bachelor of Science, 2002, Business Information Systems

Bar Admission

Supreme Court of Colorado
United States District Court, District of Colorado

Affiliations and Community Involvement

Boulder County Bar Association, Real Estate Section Chair



LYONS GADDIS
ATTORNEYS & COUNSELORS

Friends of the Longmont Museum, Board Member
Twin Peaks Rotary, Member
Colorado Bar Association, Member
Longmont Area Chamber of Commerce, Member



LYONS GADDIS
ATTORNEYS & COUNSELORS

JOHN CHMIL

Areas of Practice

Local Government Law: General representation of large and small school districts, special districts, library districts, and marketing districts throughout the State of Colorado on all matters that arise for public entity clients including, but not limited to governance; contracts, construction; employment and personnel matters; and elections.

Employment

Lyons Gaddis Kahn Hall Jeffers Dworak & Grant, P.C., Longmont, CO
Associate: 2016 – present

Judge Patrick Butler, 20th Judicial District Trial Court, Boulder, CO
Judicial Clerk: 2015 – 2016

Boulder City Attorney's Office, Boulder, CO
Law Clerk: 2014 – 2015

American Indian Law Clinic, Boulder, CO
Student Attorney: 2014 – 2015

Justice Gregory Hobbs, Colorado Supreme Court, Denver, CO
Judicial Intern: 2014

Arvada City Attorney's Office, Arvada, CO
Law Clerk: 2013

Mark Squillace, University of Colorado, Boulder, CO
Research Assistant: 2013

Education

University of Colorado Law School, J.D. 2015
Production Editor- Colorado Natural Resources, Energy & Environmental Law Review, 2014-2015
National Native American Law Student Association Moot Court Competition, 2015
Colorado Appellate Advocacy Competition, 2013 & 2014
Native American Law Student Association, Board Member 2013-2014
1L Mock Trial Competition, 2012

University of Colorado – Boulder, B.A. 2010
magna cum laude

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Mock Trial Team, Competitor 2009-2010

Bar Admission

Colorado, November 2015

Professional Development

Colorado and Boulder County Bar Associations, Member

Special District Association Legislative Committee, Member

Colorado Association of School Board Attorneys, Member



LYONS GADDIS
ATTORNEYS & COUNSELORS

CHRISTOPHER J ESSER

Areas of Practice

Education Law: Full service general counsel to Colorado school districts throughout the State of Colorado including board governance; special education; employment and personnel matters; charter schools; student matters; truancy; contracting; and policy development.

Employment Law: Representation of both large and small employers, as well as employees in employment and labor litigation.

Negotiations: Interest-based and traditional bargaining representation; Facilitation; Interest-Based Bargaining training; Mediation and arbitration services.

Employment

Lyons Gaddis, P.C., Longmont, CO
Attorney: 2022 – present

Jefferson County Public Schools R-1, Golden, CO
Chief Legal Officer: 2020 – 2022
Deputy General Counsel: 2019 – 2020
Staff Attorney and Employee Relations Director: 2015 – 2019

University of Colorado Hospital (UCHealth system), Aurora, CO
Human Resources Employment Attorney 2013-2015

Education

University of Denver, Sturm College of Law, J.D.
National Trial Team, DU Hoffman Cup Champion; Semi-finalist at American Bar Association Employment Law tournament; Awarded Student Trial Lawyers Association Outstanding Team
University of Iowa, B.S. Political Science, B.S. Psychology
Academic Honor Student

Bar Admission

Supreme Court of Colorado
United States District Court, District of Colorado

Professional Associations

Colorado, Boulder Bar Associations, Member
Colorado Association of School Boards, Member
Colorado Association of School Boards Legislative Council, Member
National School Board Association, Counsel of School Attorneys

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LYONS GADDIS
ATTORNEYS & COUNSELORS

Dennison PTA, Member

Publications/Presentations

Effective Performance Management, April 2022

Colorado School Districts Self Insurance Pool HR symposium
Lone Tree, Colorado

Off-Campus Speech in an Online Era: Unpacking the Mahanoy Decision, July 2021

Annual School Law Seminar, Colorado Council of School Board Attorneys
Denver, Colorado

Proposed Title IX Regulations, September 2019

In-House Counsel Seminar, Colorado Council of School Board Attorneys
Denver, Colorado

Ethical Considerations when Conducting Investigations, December 2018

Annual School Law Seminar, Colorado Council of School Board Attorneys
Colorado Springs, Colorado

Miscellaneous presentations to Jefferson County School District administrators and staff

Topics include:

Mandatory Reporter Training

*The Balance Points of School Safety, IDEA compliance, and Claire Davis
Sex Based Harassment and Discrimination*

Conducting Effective Threat Assessments

Colorado Open Records Act

Interest-Based Bargaining

Legal Considerations for School Counselors

Attendance Support and the Role of Truancy

Effective Documentation and TECDA

Using Physical Restrain in Schools

The Interactive Process under the ADA

Employee Due Process and Effective Union Partnerships

Student Discipline and Due Process

Starting with Why. Team Building Strategies for Administrators

Restorative Justice: Facilitating Circles and Restorative Conferences



LYONS GADDIS
ATTORNEYS & COUNSELORS

WYATT A. FORMAN

Areas of Practice

Special District Law: Representation of large and small fire, parks and recreation, sanitation, library and water districts throughout the State of Colorado.

Education Law: General representation of large and small school districts throughout the State of Colorado including board governance; special education; employment and personnel matters; contracts; charter schools; student matters; and compulsory attendance.

Employment Law: Trainings; Investigations; Defense of claims before the EEOC and CCRD; and Draft policies and contracts.

Litigation: District, County, and Municipal Courts, including teacher employment and dismissals, special education due process, collections, traffic infractions, and personal injury.

Employment

Lyons Gaddis, P.C., Longmont, CO
Associate Attorney: 2021 – present

Boulder City Attorney's Office, Boulder, CO
Law Clerk: 2020 – 2021

Getches-Green Natural Resources, Energy, and Environmental Law Clinic, Boulder, CO
Student Attorney: 2020

Scott Skinner-Thompson, University of Colorado, Boulder, CO
Research Assistant: 2019

Judge Christopher Zenisek, 1st Judicial District, Golden, CO
Judicial Intern: 2019

University of Denver Chancellor's Office, Denver, CO
Research Fellow: 2016 – 2017

Education

University of Colorado Law School, J.D. 2021
Articles Editor, Environmental Law Review
Environmental Law Society Member
Volunteer: I Have a Dream Foundation

University of Denver, B.A. 2016
cum laude, International Studies
Honors: Crimson and Gold Merit Scholar

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**Bar Admission**

Colorado, October 2021

Professional Development

Colorado and Boulder Bar Associations, Member

Colorado Association of School Boards, Member



LYONS GADDIS
ATTORNEYS & COUNSELORS

John Chmil
jchmil@lyonsgaddis.com
303-776-9900

September 27, 2022

Eaton Library
Board of Trustees

VIA EMAIL ONLY
AGreene@eatonco.org

Re: Engagement Letter

Dear Board of Trustees:

Thank you for the opportunity to serve as general legal counsel to the Eaton Library (the "Library"). We propose the following arrangements:

1. **TERM.** This Agreement would become effective upon the Library's approval and would remain in effect unless terminated by either party, with or without cause, upon 30 days' written notice to the other party.
2. **SERVICES.** During the term of this Agreement, we would serve as general legal counsel to the Library and advise it on all legal matters referred to us by its Board of Trustees, its Library Director or other designated individuals regarding Library affairs. We would not undertake representation of any new client whose interests conflicted with those of the Library. In the event any conflict of interest arose between the Library and a present client of the firm, such conflict would be promptly disclosed in writing to all parties and resolved in accordance with our professional code of ethics.
3. **RESPONSIBLE ATTORNEY.** I would serve as the attorney primarily responsible for your legal needs, provided, however, that the services of any attorney of the firm may be utilized depending upon the nature of the specific legal services required or requested by the Library. Additionally, we may discuss the Library's primary areas of need and will assign primary attorney contacts for each one identified.
4. **FEES.** Our attorney hourly rates will be at an hourly rate not to exceed \$283, with the exception of water law matters that will not exceed \$300, and our paralegal rate will not exceed the hourly rate of \$176 and our legal assistant rate will not exceed \$62. Hourly rates are adjusted based upon CPI on a calendar year basis upon written notice. In an effort to reduce cost of legal services to the Library, we often assign routine document preparation to paralegals or legal assistants employed by the firm under my supervision. We are also often able to answer a question over the phone without any lengthy research due to our specialization and knowledge.
5. **MISCELLANEOUS CHARGES.** In addition to the hourly rates set forth above, we would bill the Library for out-of-pocket expenses incurred in connection with our representation of the Library on an actual cost basis.

LYONS GADDIS, PC

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Eaton Library
Engagement Letter
September 27, 2022
Page 2

Mileage fees will be charged at the then current IRS standard rate. Travel time is billed a full hourly rate in accordance with the hourly rates and mileage charges presented above.

6. BILLING PROCEDURES. We will present itemized, detailed statements to the Library on or about the fifth day of each month reflecting services rendered and costs and expenses incurred on behalf of the Library through the end of the immediately preceding month. The statements will show the person who performed the service, a description of the services performed, the amount of time devoted to those services (expressed in one-tenth of an hour increments) and the dollar amount or value of the services utilizing that person's hourly rate.

7. DOCUMENT RETENTION. When our work on a specific discrete matter ends (e.g., a construction project) we will provide to you, at your written request, any documents and data that you provided to us, or we otherwise obtained from you or others during the course of representation on that specific matter. It is your responsibility to secure the return of such documentation/data. We will make an effort to notify you at your billing address on file with the firm before we destroy any such documents/data obtained or provided to us during our representation of you. You agree that we have the right to retain copies of such documents/data.

We look forward to working with you and your consultants.

Yours truly,

John Chmil

The above terms and conditions of engagement are accepted.

Eaton Library

By: _____
Board of Trustees, President

Dated: _____