

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, January 14, 2014**  
**John Tomay Memorial Library**

**I. Call to Order**

The meeting was called to order by Marianne Loritz at 7:00 p.m.

**Attending:** Robert Loeffler  
Marilyn Lunbery  
Marianne Loritz  
LeeAnn Cox  
Victoria Colle

**Guests:** Sue Lathrop, District Director  
Donna Gee, Staff

**II. Approval of Agenda**

LeeAnn Cox made a motion to approve the January, 2014 agenda as presented. Victoria Colle seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

It was noted that under Call to Order it was Marilyn Lunbery not Marianne Loritz that requested comments to be kept short. Marilyn Lunbery made a motion to approve the amended minutes of the meeting for December 3, 2013. LeeAnn Cox seconded the motion and the December, 2013 minutes were approved unanimously.

**IV. Audience Business**

No audience was present

**V. Library Director Report – Sue Lathrop**

- Our choice of calendars for the community calendar seems to be very well liked and extremely usable. We have work to do on it, but it is live so we can demonstrate it, and we have several new entities coming on board soon.
- I am meeting with Cindy Neely this week to discuss the lease. Their attorney, Holland and Hart are drawing it up but there are a couple of areas yet to discuss, such as the use of the storage space in the basement. That space is expected to be available for use as early as this Spring. The Historical Society has looked over the report from the Preservation specialist and is incorporating some of the recommendations into its plan, such as adding a clean room for the storage room and putting uv filters on the windows in the room where the archives will be located. The report was also provided to the Board.
- ISPL yard – The City of IS is planning to put \$10,000 in its 2015 budget for the landscaping project. They also have offered to write a GOCO grant and believe the leftover money from what has been raised for the cannon can go to the landscaping project. The Landscape Committee is meeting during the BAC meetings, and is off to a good start. The committee would like to name the park after a woman who has made a mark on the community/library, such as the first librarian. We are bringing names for consideration to the next BAC meeting in February.

## **Library Director Report - Continue**

- We received a grant of \$3,500 from Freeport McMoran for the Technology for Seniors program. We have been invited by the Anschutz foundation to apply for a grant from them, and that went in today.
- The board had a brief discussion on the possibility of changing the bylaws in regard to the number of board members to the District Board from the building committees, as it can sometimes be difficult to find two people from each committee willing to do two meetings per month. All agreed to discuss it until it becomes impossible to fill a position.
- We should have our report on the Georgetown Library building needs from Craig by the next meeting. Phyllis said she has seen the draft.
- The ticket issued at the grand opening celebration at ISPL was discussed.
- All agreed to cancel the March, 2014 meeting, as Sue can't be there.

ISPL and JTML updates, Branch Librarian Reports were provided in the DropBox

## **VI. Financial Report**

### **Vouchers**

The vouchers were discussed. Marilyn Lunbery made a motion to accept the vouchers as presented. LeeAnn Cox seconded the motion and the vouchers were approved unanimously.

### **2013 Budget Performance**

Comments included: 101.88% of the income has been received thus far; very few bills are remaining for 2013 thus the number provided in the report is close to final. Under legal and professional dues/fees, payroll is for the company that processes payroll. That line is at 107.11%. The salary line is for employee pay, and it is below budget at 93.84%. No additional comments, questions or objections were made.

### **ISPL Activity Fund**

Comments included: Gen Chandler inadvertently paid some personal bills with the Activity Fund. A deposit was made back immediately. Procedures have been put in place to avoid this in the future. Robert Loeffler made a motion to approve the ISPL Activity Fund as presented. LeeAnn Cox seconded the motion and the Idaho Springs Activity Fund was approved unanimously.

## **VII. Old Business**

### **Proposed Friends of the Library Policy**

The proposed Friends of the Library Policy was provided in the DropBox and reviewed by Sue Lathrop. It was noted that a liaison is attending the Friends meetings to help keep them on track to ensure their spending is for the Library, if they don't they can lose their 501c3. ISPL's application for a 501c3 has been filed, and Gen Chandler is just waiting to receive the letter of acceptance. Marilyn Lunbery made a motion to accept the Friends Policy as presented. LeeAnn Cox seconded the motion and the Friends Policy was approved unanimously.

## **Old Business - Continued**

### **Tuition Reimbursement Requests**

Sue Lathrop reviewed tuition request report as provided in the DropBox. Comment included: the amount given to each employee should be limited per person and total payment; the Library program typically is two years and is budgeted under Staff Development and the budget

currently has enough to cover the current requests as well as other staff development and conferences and only two schools offer the program locally. Robert Loeffler made a motion to approve \$1,000 per class maximum, with six classes per year for a total of no more than \$6,000 per year per employee. LeeAnn Cox seconded the motion and \$1,000 per class maximum, with six classes per year for a total of no more than \$6,000 per year was approved unanimously.

## **VIII. New Business**

### **Meeting Room Policy**

Sue Lathrop reviewed the meeting room policy document provided in the DropBox. LeeAnn Cox made a motion to accept the Meeting Room Policy as presented. Marilyn Lunbery seconded the motion and the Meeting Room Policy was approved unanimously.

### **Resolution 2014-01 to Adopt a Board Meeting Location**

Sue Lathrop reviewed Resolution 2014-01, which was modeled from 2013. LeeAnn Cox made a motion to approve Resolution 2014-01 as presented. Marilyn Lunbery seconded the motion and Resolution 2014-01 was approved unanimously. The document was signed accordingly.

### **Board Vacancy**

Susan McOllough sent her letter of resignation and a new Board member is needed.

Recommendations and/or names of those interested should be given to Sue Lathrop and be invited to February's meeting.

### **Election of Officers**

Current officers are: Marianne Loritz – President; Marilyn Lunbery – Vice President; Victoria Colle – Treasurer and the Secretary position is vacant. LeeAnn Cox made a motion to nominate Robert Loeffler as Secretary. LeeAnn Cox seconded the motion and the appointment of Robert Loeffler to Secretary was approved unanimously. Robert Loeffler made a motion to continue with the current officers. LeeAnn Cox seconded the motion and the current Board remaining was approved unanimously. It was suggested to send Susan McOllough a thank you letter for her services to the Board.

### **Other**

No other business was presented

## **IX. Adjournment**

The meeting was adjourned at 8:10 p.m.

**The next Board meeting is scheduled for February 11, 2014 at the Idaho Springs Public Library**