

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, February 11, 2014**  
**Idaho Springs Public Library**

**I. Call to Order**

The meeting was called to order by Marianne Loritz at 7:02 p.m.

**Attending:** Robert Loeffler  
Marilyn Lunbery  
Marianne Loritz  
LeeAnn Cox  
Hope Reynolds  
Kate Foy

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

**II. Approval of Agenda**

Marilyn Lunbery made a motion to approve the February, 2014 agenda as presented. LeeAnn Cox seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

Marilyn Lunbery made a motion to approve the January 14, 2014 minutes as presented. Hope Reynolds seconded the motion and the minutes were approved unanimously.

**IV. Audience Business**

No audience was present

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

- Calendar – we’ve decided to delay the public announcement of the calendar until the next newsletter. We’ve had some bugs lately that we are sure we can overcome, but we want to be past them before we advertise the calendar as ready. We also want to make sure everyone is on it. We now have the Rec District on it and the County Tourism site. The Chamber wants to discuss adding categories for “retail” and “nightlife,” which they would maintain. These would allow them to do things such as advertise dinner specials and bands performing in the county.
- Cindy Neely canceled the meeting about the lease and Sue has not heard from her.
- The draft of the report on the John Tomay building will be added to the Dropbox February 12, 2014. Phyllis does not expect that there will be many major changes to the report, but that the state may make some recommendations. She cautions that not every recommendation needs to be implemented, and certainly not necessarily in the way suggested in the report. She also says that Craig tends to underestimate costs (although those will be listed in the final report), and that the architect report – when we get to that stage – may be more accurate in that respect.
- Marianne Loritz provided information on Mountain Reads, which is an adult literacy program.

## **Library Director Report – Continued**

### **ISPL**

- The first meeting of the Idaho Springs Library Association foundation was last week. They approved bylaws and appointed Gen Chandler as their designated agent.
- The 501 © 3 application was improperly submitted; Sue and Gen went over all the documents and are pretty much ready to re-submit the application. There will be an \$850 fee, which will be taken out of the activity fund, unless there are any objections from this board or the BAC. There were no questions, comments or objections from this board.
- Somebody spray painted graffiti on the back of the building and the police were informed.
- We are trying to provide a non-biased venue for people to discuss political issues with their reps. The first session is scheduled for the 24<sup>th</sup> - K.C. Becker – took over for Claire Levy, Dist. 13.

### **JTML**

- The Friends Soup is Thursday from 11:30 to 1ish.
- The mural in the solarium, funded by the Friends, is in progress.

## **VI. Financial Report**

### **Vouchers**

Comments included: CCTS is the first payment of the grant. LeeAnn Cox made a motion to accept the vouchers as presented. Robert Loeffler seconded the motion and the vouchers were approved unanimously.

### **Budget Performance**

Comments included: 8.34% of the budget has been spent; the annual insurance payments, including workman's comp was paid; the insurance payment was high because the company accounted for multiple locations from when the ISPL was remodeled, a credit was given. Payments include the renewal of databases. A copy of the insurance reports can be added to the Dropbox for the board to review. No additional comments, questions or objections were made.

### **ISPL Activity Fund**

Comments included: 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**

### **Board Vacancy – Kate Foy**

Robert Loeffler made a motion to appoint Kate Foy to the Clear Creek County Library District Board of Trustees as one of the ISPL representatives. LeeAnn Cox seconded the motion and the appointment was approved unanimously. Kate provided a brief introduction.

## **VIII. New Business**

### **Appointment to BAC Vacancy – Jeromie Morgan**

The Idaho Springs Building Activity Committee recommended Jeromie Morgan to the committee. Marilyn Lunbery made a motion to appoint Jeromie Morgan to the Idaho Springs Building Activity Committee. Kate Foy seconded the motion and the appointment was approved unanimously.

## **New Business - Continue**

### **Discussion re: Contractors – Robert Loeffler**

The Board discussed using contractors to write grants and whether it would be better to have staff write them. Sue does not have time, but it would be possible to train a staff member. Donna Gee, a library assistant, already has experience writing grants. Phyllis Adam's was contracted with the ISPL remodel for grant writing and later was expanded as the administrator of the project. It was suggested to allow Phyllis to finish the grant projects she is on and then utilize staff employees for grant writing and the administration of the JTML remodel. A discussion ensued and all agreed unanimously. Sue Lathrop will work with Phyllis to have her work with Donna Gee and John Ewers to do the transition.

### **Other**

The court hearing for the liquor ticket is scheduled for February 14, 2014. It is expected that the charges will be dropped, but, it is not yet official. No other business was presented.

### **Executive Session**

LeeAnn Cox made a motion to adjourn to Executive Session to discuss a personnel issue and litigation pursuant to 24-6-402(4)(f), C.R.S. at 7:45 p.m.

## **IX. Adjournment**

The meeting was adjourned immediately following the Executive Session.

**The next Board meeting is scheduled for April 8, 2014 at the Idaho Springs Public Library**