

Clear Creek County Library District Board of Trustees
MINUTES
7:00 p.m., Tuesday, April 8, 2014
Idaho Springs Public 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
Kate Foy
Victoria Colle

Guests: Sue Lathrop, District Director
Donna Gee, Staff

II. Approval of Agenda

Marilyn Lunbery made a motion to approve the April, 2014 agenda as presented. Kate Foy seconded the motion and the agenda was approved unanimously.

III. Approval of Minutes

Kate Foy made a motion to approve the February 11, 2014 minutes as presented. Marilyn Lunbery seconded the motion and the minutes were approved unanimously.

IV. Audience Business

No audience was present

V. Library Director Report – Sue Lathrop

VI. Financial Report

Vouchers

Comments included: Billie Rounds is Sue Lathrop's attorney and there should be one more payment for a phone consultation. No additional comments or questions were made. Robert Loeffler made a motion to accept the vouchers as presented. Marilyn Lunbery seconded the motion and the vouchers were approved unanimously.

Budget Performance

Comments included: The internet budget is at 50% for internet wireless and this will be over budget due to the upgrade to two wireless modems to keep up with speed. The total was \$369 monthly now it is \$530 monthly and E-Books and E-Apps are at 100%, but, these are sub-categories under Digital Content, which is only at 8.17, to allow for flexibility in spending. No additional comments or questions were made. Robert Loeffler made a motion to accept the budget performance as presented. Victoria Colle seconded the motion and the budget performance was approved unanimously.

ISPL Activity Fund

No comments or questions were made. 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

ISPL Landscaping

Sue Lathrop reported that the ISPL BAC is waiting to hear from the CSU students with their plans. A date will be schedule for the students to do a site visit. Their final plans are due by May 15th. Currently there is no district direction for the landscape and the property is city owned. The board would like to see the wish list, plans and the IGA between the city and the library. Ideas for direction included:

- If something is approved i.e. plaques/memorials, the dedicator should be responsible for the maintenance.
- It should be clear the suggestions from the stakeholders will be considered, not guaranteed.
- If suggestions are to be considered, they should be made before a selected deadline.
- Focus on process not artificial barriers.
- Do not invite any (further) suggestions until the plans are received.
- Any suggestions should be incorporated into the final plans.
- The boards should speak with a uniform front.
- Gen Chandler or Sue will attend some City board meetings until the final plans are drafted.

ISLA Formation

ISPL is forming a 501c3 as the Idaho Springs Library Association. In order to start the bank account, \$200 is needed from the Activity Fund, which the District has said in the past it will grant to the ISLA after it is formed. Robert Loeffler made a motion to transfer \$200 from the Activity Fund to a bank account for the ISLA. LeeAnn Cox seconded the motion and the transfer was approved unanimously.

District Structure

Each library was a stand-alone entity with its own board of trustees until 1982. The stakeholders and Board of County Commissioners formed a district at that time and each library was operated as a county department until the insurance company said it wouldn't insure the library. The Commissioners gave the District a choice to become part of the county or go to the voters for a mill levy increase and fully separate. The District won the mill levy increase and separated completely from the county over a two-year period. After a few stormy months, the Library District eliminated the individual board of trustees at each library and replaced them with building committees appointed by the District Board to look after the interest of their communities and to work on special projects. The District Board is the governing board. The GLA is a privately funded foundation formed decades ago to assist the Georgetown Library. The GLA owns the library building, and the District leases the building from them. The Idaho Springs Library building and grounds are owned by the City of Idaho Springs, which leases the building to the District. ISLA, in the process of being formed, is equivalent to the GLA, however it also covers the District as a whole. It was noted that both libraries now work very well together.

VIII. New Business

Appointment to ISPL BAC Vacancy – Tric Omerod

The Idaho Springs Public Library Building Activity Committee recommended Tric Omerod to the committee. Kate Foy made a motion to nominate Tric Omerod to the Idaho Springs Public Library Building Activity Committee. LeeAnn Cox seconded the motion and the nomination was approved unanimously.

Job Description Update

A copy of the updated Library Clerk job description was provided in the Dropbox. Sue Lathrop asked the board if they would like to continue to approve job descriptions, since they are

continuously changing, or delegate this to the Library Director. The board agreed that all jobs except that of the Library Director herself should be delegated to the Library Director. A review of the staffing and compensation will still be done at budget time. Marilyn Lunbery made a motion to delegate job description review and updates, other than the district librarian's job description's to the library director. LeeAnn Cox seconded the motion and the delegation was approved unanimously.

Annual Report Review

A copy of this the 2013 Annual Report and 2012 Annual Report (for comparison) has been provided in the Dropbox. The Annual Report is filed with the state annually. Sue Lathrop asked that the board review the document and email any comments or questions. The biggest changes noted were that computer usage appears to be down, but previously the library was counting by people every 30 minutes, now it is being tracked by actual usage. Also, circulation was up in 2014 despite the fact that the ISPL was closed for a month.

Office Lease Renewal

A copy of the office lease was provided in the Dropbox and reviewed by the board. The lease renews through January 31, 2015, at the current rate and after expiration will be month by month until the move. Marilyn Lunbery made a motion to approve, sign and send the District Office lease as presented. LeeAnn Cox seconded the motion and the lease was approved unanimously.

Other

Sue Lathrop reviewed the upcoming events.

IX. Adjournment

The meeting was adjourned at 8:13 pm.

The next Board meeting is scheduled for May 13, 2014 at the John Tomay Memorial Library