

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, May 13, 2014**  
**@ John Tomay Memorial Library**

**I. Call to Order**

The meeting was called to order by Marianne Loritz at 7:03 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 May, 2014, agenda as presented. Kate Foy seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

LeeAnn Cox made a motion to approve the April 8, 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**

- Tom Bennhoff, former Georgetown Mayor and JTML BAC member died unexpectedly last month. As a result, the JTML BAC did not meet.
- A state representative has suggested doubling state funding for libraries if libraries would be willing to waive fines on children's books. As it happens, our staff had already discussed this, because we find that fines are a barrier to children's books being checked out. Parents are afraid of the fines so they won't check them out. Communication to parents could be done via the newsletter and if able, via the reminder email. LeeAnn Cox made a motion to no longer charge fines on the juvenile and easy books. Kate Foy seconded and the motion passed unanimously.
- Landscaping — the CSU students were at ISPL last week and will present five different plans. Also in attendance at that meeting were two representatives from the City and one from the Historical Society.
- One of the ways we are trying to promote the library is by having our employees serve on boards or attend important meetings. Gen has recently joined the IS Historical Society, and Delphina will be joining the Veterans Coalition.
- John, Gen, Delphina and Sue toured the old schoolhouse again to get Delphina up to speed on the project. We are hoping to get a \$2,000 grant for shelving for the downstairs storage room so that we can begin storing things in the schoolhouse as early as this summer.
- Sue is meeting with Cindy Neely on Friday to discuss the lease on the old schoolhouse.

## **Library Director Report – Continued**

- We purchased 25 Kindles last month. Five of them were put to work immediately at the Georgetown Library, and are seeing a lot of use. The rest are being prepped for the technology for seniors program. We expect that between five - ten of them will be checked out to seniors at the yellow house (senior apartment in Idaho Springs) within the next two weeks. Next we will be working on the seniors at the Senior Center and in Georgetown. We also plan to publicize the program in our newsletter. Delphina will work with the Veterans' Coalition to identify elderly or disabled veterans who could benefit from the program.
- There is a good chance we will have the first 20 checked out by the end of June. An unexpected expense — we have discovered that in order to open an amazon account, a senior must have either a credit card or a gift card. To avoid one more barrier, we are purchasing \$5 Amazon gift cards so that we can open an account for the seniors.
- The mountain area realtors will be holding another fund-raiser for area libraries. Last year they were able to raise over \$1,000 for our library.
- Both the City of Idaho Springs and the Idaho Springs Historical Society will be joining our community calendar after receiving presentations from Library Staff. The calendar problems were fixed and everything with the calendar was running smoothly —until today.
- Summer Reading begins June 4. This year, King-Murphy is being remodeled, so we will be holding the Evergreen program at the Rocky Mountain Academy.

## **VI. Financial Report**

### **Vouchers**

Comments included: the Spectrum General Contract payment should have gone to Spectrum Industries (check went to the wrong vendor); Sue Lathrop is working on a refund and making the correct payment. 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: Special District Association is at 84% as this is an annual payment, 174% marketing supplies is the iPad cases and the category Digital Content has some sub-categories at 100%, however, the entire category is only at 10%, as this category was created 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. LeeAnn Cox seconded the motion and the budget performance was approved unanimously.

### **ISPL Activity Fund**

No ISPL Activity Fund Report was provided since no meeting was held for the ISPL in May.

## **VII. Old Business**

No Old Business was presented.

## **VIII. New Business**

### **Change to Retirement**

A copy of the CCOERA Retirement Plan and Trust Agreement was provided in the Dropbox. Sue Lathrop asked the board if they would approve loans from the accounts. It was noted that in section 17.9 on the agreement that only the checked items apply. Kate Foy made a motion to allow loans from the employee retirement plan. Victoria Colle seconded the motion and the addition was approved unanimously.

## **Elevator Contract**

A copy of the KONE care Plus Agreement for Vertical Transportation for both Libraries was provided in the Dropbox and reviewed by the board. Sue Lathrop asked if the board would approve the annual contract for approximately \$4,000 for both Libraries. Below is a brief description of the contract coverage for the lift there.

### **John Tomay Library**

#### Standard Scope

- Includes annual test
- Includes exam/lubrication visit quarterly
- Check for safe and functionally correct
- Excludes service call coverage. If a call is made for a service problem or if something needs to be repaired or replaced, material is billable and labor is billable at \$362.16/ per hour.

### **Idaho Springs Library**

#### Complete Scope

- Includes annual test
- Includes preventative maintenance quarterly
- Check for safe and functionally correct
- Repair/replace components caused by normal wear and tear
- Includes service call coverage
- If a call is made for a service problem outside of a PM visit it's included (during normal business hours, work included in scope)

No additional comments or questions were made. Marilyn Lunbery made a motion to accept the Agreements as presented, and have Gen continue researching for additional resources. LeeAnn Cox seconded the motion and the agreement was approved unanimously.

## **Grant Account**

Sue Lathrop indicated that there is grant money in a separate checking account, approximately \$10,300 and there is no longer a need to keep the money separate. Sue asked if the money can be combined into the general checking account. Robert Loeffler made a motion to combine the grant checking into the general checking account. Marilyn Lunbery seconded the motion and the combining of the checking accounts was approved unanimously.

## **Other**

No Other Business was presented.

## **IX. Adjournment**

The meeting was adjourned at 7:55 pm.

**The next Board meeting is scheduled for June 10, 2014 at the Idaho Springs Public Library  
No meeting will be held in July**