

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, August 12, 2014**  
**@ Idaho Springs 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  
Vicki Colle

**Guests:** Sue Lathrop, District Director  
Donna Gee, Staff  
Jack Salewski, CPA

**II. Approval of Agenda**

Sue Lathrop noted that the Archival Library Lease was added to Old Business and requested to move Jack Salewski to Audience Business. Marilyn Lunbery made a motion to approve the amended August, 2014 agenda. Victoria Colle seconded the motion and the amended agenda was approved unanimously.

**III. Approval of Minutes**

Marilyn Lunbery made a motion to approve the June 10, 2014, minutes as presented. Robert Loeffler seconded the motion and the minutes were approved unanimously.

**IV. Audience Business**

**Audit – Jack Salewski**

Jack Salewski distributed copies of the 2013 audit. He noted that balance and controls are in place and everything is accounted for. The cash balance is down, payable is down, fixed assets are up, over budget in revenue and under in expenditures. Sue Lathrop will submit the audit to the state.

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

- Landscaping – we have a couple of ideas that we will be refining over the next couple of months and will be hosting public hearings on them on Tuesday, September 23, and Saturday, September 27. We will have the displays open to the public until October 4 and make final decisions on Oct. 7 to present to the IS Council at the BAC meeting
- Sue attended the ALA Conference in Las Vegas and while Las Vegas sucked, the Conference was well worthwhile. She got some good information on selling the library to the public and donors and also on Strategic Planning.
- We received a letter from someone who didn't understand the value of getting rid of fines on children's books, so wrote a news release to the Courant. Hasn't run yet.
- Summer Reading is over. Kids had fun and the program was successful. It ended with the traditional party at the rec center, with 22 pizzas being consumed.

### **Library Director Report - Continued**

- Technology for Seniors program continues to do well. Most of the hiccups have been ironed out. The demand has slowed down, but all of the units are either out or reserved to be out.
- One of our new employees left right away, so the bookkeeping job is open again. Sue is going to do it temporarily. We are not going to hire anybody for the other position for a while, and just fill in the shifts with substitutes as we shift things around now that summer is over.
- We have added drivers' license practice tests to our databases, and next week will be adding a music database, so our quest to ensnare our teens continues. We are also working with Recorded Books, from whom we get many of our marketing materials, so we can promote our databases, such as the magazines more fully. A new Zinio interface is about to come out, which should make getting magazines easier.
- We are still working on migrating our email provider to another service as we are very unhappy with the current provider, but don't want to give up our email addresses.
- School starts next week, so we have been working with the schools to make sure parents get connected with our card and resources.

## **VI. Financial Report**

### **Vouchers**

No comments, questions or objections were made. Robert Loeffler made a motion to accept the vouchers as presented. LeeAnn Cox seconded the motion and the vouchers were approved unanimously.

### **Budget Performance**

No comments, questions or objections were made.

### **ISPL Activity Fund**

No comments, questions or objections were made. Robert Loeffler made a motion to accept the ISPL Activity Fund as presented. LeeAnn Cox seconded the motion and the Activity Fund was approved unanimously.

## **VII. Old Business**

### **Archival Library Lease**

A copy of the Archival Library Lease was provided in the dropbox. Sue Lathrop reviewed the changes. All agreed to send the lease to Bob Cole for review.

## **VIII. New Business**

### **Library Park Name Recommendation**

The Idaho Springs Public Library Building Activity Committee suggested naming the Library Park, Margaret Robbins, after the first Librarian. Sue Lathrop drafted a letter, which a copy was provided in the dropbox, of recommendation for the City and asked Marianne Loritz to sign the letter. Marilyn Lunbery made a motion approving the signing of the letter as presented. Robert Loeffler seconded the motion and the letter was approved unanimously. Both Sue Lathrop and Marianne Loritz signed the letter.

### **Memorial Bench Offer**

A copy of a letter from Mayor Mike Hillman was provided in the drop box. Sue Lathrop indicated that the letter is a response from the Mayor regarding the bench installed on the Library's property.

**CHRAB Grant**

Sue Lathrop reported that we were invited to apply for a grant for the Archival Library by CHRAB. The grant was awarded in the amount of \$2,500 for supplies, with a grant match from the Library in the amount of \$2,500 for shelves.

**“Buy It Now” Option on OverDrive**

Sue Lathrop noted that a publisher was offering to sell us books for Overdrive if we are willing to include an option for the patron to purchase the book with a portion of the proceeds going to the library. Before looking into the issue further, Sue wanted to know if there were any objections. No objections were made. Sue will research more on this option.

**Other**

No Other Business was presented.

**IX. Adjournment**

The meeting was adjourned at 7:51 pm.

**The next Board meeting is scheduled for September 9, 2014 at the John Tomay Memorial Library**