

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, October 14, 2014**  
**@ Idaho Springs Library**

**I. Call to Order**

The meeting was called to order by Marianne Loritz at 7:01 p.m.

**Attending:** Marilyn Lunbery  
Marianne Loritz  
Kate Foy  
Vicki Colle  
LeeAnn Cox

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

**II. Approval of Agenda**

Marilyn Lunbery made a motion to approve the October 14, 2014 agenda as presented. Lee Ann Cox seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

Marilyn Lunbery made a motion to approve the September 9, 2014 minutes as presented. Lee Ann Cox seconded the motion and the minutes were approved unanimously.

**IV. Audience Business**

No audience was present.

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

- Sue Lathrop reviewed the ISPL Landscape Committee Report which was provided in the Board's Dropbox.

**Director's report**

- Georgetown Renovation Plans – Georgetown wants to know next steps. They are considering adding a floor above the children's wing to house a kitchen, a meeting room and an office for John.
- John and Sue met with Mary Gulash, formerly of Group 3 planners, about getting a plan done for the Georgetown Library. This would include focusing the design, space planning, selection, purchasing and installation assistance, and construction documents. Cost is about \$14,500k, plus expenses, and the JTML BAC will be looking over the proposal at its meeting. The cost would be reassessed if a floor is added.
- 3d printer purchase – with a couple of grants, a teen fund-raiser, and some money from the programs budget, we have purchased a 3D printer, and teen and adult programs are being planned.
- Copiers, contract on our two oldest copiers (1 at ISPL, one in my office) have not been renewed because they are so old. ISPL doesn't need theirs anymore and wants to just get a simple staff only printer. So, we are hoping to use the parts from one to service the other and limp along until the Archive Branch opens, at which time we can get a new one for me.

## **Director's report continued**

- Our staff went to the high school and gave a presentation to every sophomore and freshman class on what databases we have and how to use them, so we are hoping for a jump in usage. This will be an annual activity.
- 6 staff members are going to the CAL Conference this week.
- We have begun purchasing ebooks from OneClick Digital, because we can get a 20% discount not available from Overdrive. As a result, we are urging people to come to our library catalog to search for books, as our catalog does include all the books from both sites. Once you hit on the download button it will take you to either the Over Drive or One Click site.
- Zinio magazines are much easier to check out now.
- The Clear Creek Teens have done a Blue Spruce Award video talking about the best books they've read this summer. It is on our website.

## **Upcoming Events**

- ISPL Friends annual meeting – will be this Thursday. There will be a band. Friends have decided not to meet again until February. Two members have quit.
- The Halloween Party in Georgetown will be held at the school this year; because the community center was not available on Oct. 24 (a church has it reserved every Friday night). The School was going to hold an event on the Following Tuesday, so we are combining the events into one giant event that will feature the Halloween Party, a spaghetti dinner, the Scholastic Book Fair, and the school's Family Night.
- Halloween Bookfest is Friday, Oct. 31.
- The December Meeting will be Tuesday, Dec. 2
- The Staff Christmas Party will be Friday Dec. 12, either at Lucha's, the community center, or the library.

## **VI. Financial Report**

### **Vouchers**

Kate Foy made a motion to accept the vouchers as presented. Lee Ann 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. Lee Ann Cox made a motion to accept the ISPL Activity Fund as presented. Marilyn Lunbery seconded the motion and the Activity Fund was approved unanimously.

## **VII. Old Business**

### **Budget 2015**

The 2015 proposed budget was provided in the Sue Lathrop reviewed the additional changes including that the formula update changed the bottom line, \$50,000 was added for the French drains in Idaho Springs and \$100,000 for the roof in Georgetown. No objections were made. Sue requested the Board review the proposed 2015 for review in December's meeting. A discussion was held regarding Gen Chandler's exceptional performance. It was noted that 4% (including merit and cost of living) was budgeted for Gen's increase. Lee Ann Cox made a motion to increase the 4% by 1% to a total of 5%. Kate Foy seconded the motion and the increase to 5% was unanimously approved.

## **Tuition Requests**

Sue Lathrop indicated that the tuition to be spent in 2014 is approximately \$8,000, which is less than the budgeted amount. The requests for 2015 will need to be reviewed and approved at the beginning of the year, the same process as 2014.

## **VIII. New Business**

### **Nomination of Jon Jennings to the JTML BAC**

Lee Ann Cox made a motion to nominate Jon Jennings to the JTML BAC. Marilyn Lunbery seconded the motion and Jon Jennings was unanimously approved.

### **ISLA 501(c) 3 and Grant Request**

Sue Lathrop indicated that the 501(c) 3 has been approved and the ISLA Board is requesting to transfer funds accordingly.

Marilyn Lunbery made a motion that the Clear Creek County Library District grant to the Idaho Springs Library Association all the money currently in the Idaho Springs activity fund checking account and four Certificates of Deposit held at the Mutual of Omaha Bank in Idaho Springs. The current total amount of the grant is \$27,714.43, to be paid to ISLA as the CDs become due, in addition to any interest accrued in the meantime. The checking account will be closed at the time of payment to the ISLA, and Certificates of Deposit will be closed and deposited in an ISLA account at the time they become due. Kate Foy seconded the motion and the transfer was unanimously approved.

Lee Ann Cox made a motion that the relationship between ISLA and the Clear Creek County Library District be governed under the Foundation Policy, 3-5, which will be reviewed and amended upon the recommendation of the ISPL BAC and agreement of the District Board of Trustees. Kate Foy seconded the motion was unanimously approved.

Vicki Colle made a motion that the Activity Account Policy & Procedure, 3-8, be deleted from the Clear Creek County Library District Policy Manual. Kate Foy seconded the motion and the motion was unanimously approved.

The Activity Fund will no longer appear on the agenda. The Board agreed that any money coming in should go directly to ISLA until the policy is amended.

## **Other**

No Other Business was presented.

## **IX. Adjournment**

The meeting was adjourned at 8:01 pm.

**No Board meeting will be held in November**

**The next Board meeting is scheduled for December 2, 2014 at the Idaho Springs Public Library**