

Clear Creek County Library District Board of Trustees
MINUTES
7:00 p.m., Tuesday, December 2, 2014
Idaho Springs Public Library

I. Call to Order

The meeting was called to order Marianne Loritz at 7:00 p.m.

Attending: Marianne Loritz
Marilyn Lunbery
Victoria Colle
Kate Foy
LeeAnn Cox

Guests: Sue Lathrop, District Director
Donna Gee, Staff

II. Approval of Agenda

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

III. Approval of Minutes

Marilyn Lunbery made a motion to approve the minutes of the meeting for October 14, 2014 as presented. Victoria Colle seconded the motion and the October, 2014 minutes were approved unanimously.

The Clear Creek County Library District Board of Trustees Meeting was adjourned to public hearing to discuss the budget.

IV. Public Hearing to Discuss Budget

No audience was present

The Clear Creek County Library District Board of Trustees Meeting was reconvened to its regular scheduled meeting.

Audience Business

No audience was present

V. Library Director Report – Sue Lathrop

- Since our last meeting, we have hosted several large community events including the Halloween Bookfest and the Christmas Tree lighting in Georgetown.
- We sent six people to the Colorado Library Association Conference, and, since one of our staff could not attend at the last minute, hosted one librarian from the school district.
- Gen attended a SIPA webinar that would allow us to use state resources for technological advancement at the library. She and the Tech department are working on a grant application.
- We finished the inventory at the Idaho Springs library and are plugging away at it in Georgetown.

Library Director Report - Continued

- We have some more attrition due to some of our older workers wanting to cut back on hours, so we adjusted the staff schedule for the upcoming year, resulting in a savings of 30 hours per week. The hours will still be available for use by subs if necessary, but hopefully next year we will be able to reduce the staff budget.
- Sue had Bob Cole look at our liability waiver for the field trip movie nights that we do in conjunction with the Rec District.
- We transferred the ISPL Activity fund money to the ISLA. They said thank you very much and promise to take good care of it!
- Sue just purchased an add-on to the circulation program that will allow you to check out books from Overdrive directly from our online catalog. TLC is working on a similar program for OneClick Digital. When this is in place it will allow our patrons to get all their ebooks from one place. The service costs \$600 a year for a five year agreement.
- We had a very painful email migration, but are now up and running on a much more stable site. You may have heard of them – google. This will put an end to the constant down times, the sneaky charges that kept appearing on our credit card, and the extremely poor customer service. We were able to keep our domain name and get large boxes for the staff that need them. Once the migration was complete, our biggest problem is figuring out how to use an email program that has all the bells and whistles!
- Sue hired a bookkeeper. Diane Wickham works in the county finance department, has impeccable references, and already knows how to run the program!
- Christmas Party, 6 p.m. Friday, Dec. 12, Luchas in Georgetown.

VI. Financial Report

Vouchers

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

2014 Budget Performance

Sue noted that the “Other” category in expenses is primarily programs but the income category doesn’t show the revenue offset. All agreed to include the revenue offset in income. Sue will correct the 2013 budget. No other comments, questions or objections were made.

VII. Old Business

2015 Budget

The 2015 Budget was reviewed as presented. The tuition reimbursements were reviewed and will be presented in January; the assessed valuation may change; contingencies/reserves were reviewed and legal/professional fees were increased. Digital content, cleaning, archival library and snow removal line items were discussed. Sue encouraged the Board to continue to review individual lines items and stated that she would like to decrease the book budget and noted that digital has increased so it is not really reducing the amount we are spending on books – it is just reflecting the changing format.

VIII. New Business

Resolution 2014-02 to Adopt Budget

Sue Lathrop reviewed Resolution 2014-02 to Adopt Budget. Marilyn Lunbery made a motion to approve Resolution 2014-02 to Adopt Budget as presented. LeAnn Cox seconded the motion and Resolution 2014-02 to Adopt Budget was approved unanimously. The document was signed accordingly.

Resolution 2014-03 to Appropriate Sums of Money

Sue Lathrop reviewed Resolution 2014-03 to Appropriate Sums of Money. LeeAnn Cox made a motion to approve Resolution 2014-03 to Appropriate Sums of Money as presented. Kate Foy seconded the motion and Resolution 2014-03 was approved unanimously. The document was signed accordingly.

Resolution 2014-04 to Set Mill Levy

Sue reviewed Resolution 2014-04 to Set Mill Levy. LeeAnn Cox made a motion to approve Resolution 2014-04 to Set Mill Levy as presented. Marilyn Lunbery seconded the motion and Resolution 2014-04 was approved unanimously. The document was signed accordingly.

Certification of Tax Levies for Non-School Governments

Sue Lathrop presented the Certification of Tax Levies for Non-School Governments to the Board. There were no comments. Sue will submit the certification to the County.

Other

No other business was presented

IX. Adjournment

The meeting was adjourned at 7:59 p.m.

The next Board meeting is scheduled for January 13, 2015 at the John Tomay Memorial Library.