

Clear Creek County Library District Board of Trustees
MINUTES
7:00 p.m., Tuesday, March 10, 2015
@ John Tomay Memorial Library

I. Call to Order

The meeting was called to order by LeeAnn Cox at 7:04 p.m.

Attending: LeeAnn Cox
Marianne Loritz
Kate Foy
Robert Loeffler

Guests: Sue Lathrop, District Director
Donna Gee, Staff

II. Approval of Agenda

No comments, questions or objections were made. LeeAnn Cox approved the March agenda.

III. Approval of Minutes

Marianne Loritz made a motion to approve the January 13, 2015 minutes as presented. Kate Foy seconded the motion and the minutes were approved unanimously.

IV. Audience Business

No audience was present.

V. Library Director Report – Sue Lathrop

- The CAL Legislative Committee is trying to get legislation passed that would add an additional 500k for libraries to the \$2 million in the state grants to libraries program.
- Staff is redoing the strategic plan and doing a needs assessment for the JTML, but not to leave Gen out I am having her do it too
- The staff is rewriting the Strategic Plan goals, and it should be ready by the next meeting.
- The annual report should be completed by tomorrow.
- Sue continues to work with Cindy Neely on the Archive library. The schoolhouse will be open for business on Sept. 4. The Archives and the office will be painted this week. We are working on the finishing touches of the lease (it's going back to Bob Cole). Brian is also going to help them plan the phone and network wiring (but someone else will do it). We will work together to figure out the costs.

JTML

- Another JTML event with over 200 people – the friends' soup.
- The April 24 annual meeting of Friends will be Cindy Neely about her travels in Iran.
- We are putting together a needs assessment document to show how and what the library is being used for in order to plan the renovation more effectively.

ISPL

- The libraries were the successful hosts of Pete the Cat, who delighted the preschoolers.
- The 3D printer has debuted and has even been used to make spare parts and fix things by community members.
- Zombie Dance had a whopping 79 kids.
- Employee Delphina Clark has been working with local businesses to set up community book exchange shelves, including Safeway, Two Brothers Deli and U Salon. The shelves were donated and they should be stocked and ready to go by the end of this month.

VI. Financial Report

Vouchers

The CEBT charge for \$7,845.45 was for employee benefits and the Brodart charge for \$4,360 was for the DVD security system to prevent theft. Marianne Loritz made a motion to accept the vouchers as presented. Kate Foy seconded the motion and the vouchers were approved unanimously.

Budget Performance

It was noted that through February, 2015 11.24% of the budget has been spent. No other comments, questions or objections were made.

2014 Budget Performance

Sue noted that the budget is the final for 2014 and 77% of the budget was spent. No other comments, questions or objections were made.

VII. Old Business

Foundation Policy

The Foundation Policy was sent to the Idaho Springs Library Association and there were no comments, questions or objections from the Board. Kate Foy made a motion approve the Foundation Policy with the correction of the date to March 10, 2015. Marianne Loritz seconded the motion and the amended Foundation Policy was approved unanimously

VIII. New Business

Server Contract Renewal

Sue Lathrop stated that the hosting service renews October 1, 2015; a one year policy is \$2,738, three years is \$5,476 and five years is \$8,214. Sue and the staff does not recommend renewing for five years as it is unknown where the Library will be in 5 years. Marianne Loritz made a motion to approve a three year service contract renewal for \$5,476. LeeAnn Cox seconded the motion and the three year contract renewal was approved unanimously.

Hoehn Architects

The Board voted via email to approve the Hoehn Architects contract for the design of the landscape for the Idaho Springs Public Library. The votes received were unanimously and there were not comments, questions or objections.

Board Recruitment

A member at large is needed on the Board; must be a Clear Creek County resident and not on any other Library Boards. The Board requested to put an ad in the Clear Creek Courant and the Canyon Courier.

Program Discussion

For Children's Programs, the current budget is established for prizes to be paid with donated money and supplies paid with Library money (tax payer money). The Georgetown Library Association has asked if the Children's Program expenses/income should be at a District level. The Board agreed the money is fairly spent and there should be no change. No other comments, questions or objections were made.

Old Business - Continued

Employee Review Policy

The Board reviewed the Current Performance Appraisal policy in the employee handbook and the proposed change. The Board agreed that the change should be stated as: The Library District recognizes that supervisors continuously appraise the performance of their subordinates to facilitate sharing how well an employee is doing, in his/her job. The Library District endeavors to conduct annual reviews for each employee. An employee or his or her supervisor may request an additional review to determine whether more training is required or whether the nature of the employee’s job duties have changed significantly since the last review or for any reason deemed appropriate by the Library Director, such as a request for a raise or a performance issue. A performance review will need to be completed before consideration of an employee merit increase. Robert Loeffler made a motion to accept the proposed change as stated above. Marianne Loritz seconded the motion and the proposed change was approved unanimously.

Other

No new business was presented

IX. Adjournment

The meeting was adjourned at 7:45 pm.

**The next Board meeting is scheduled for April 14, 2015 at the Idaho Springs Public Library
No Board meeting will be held in June or July**