

Clear Creek County Library District Board of Trustees
MINUTES
7:00 p.m., Tuesday, May 12, 2015
John Tomay Memorial Library

I. Call to Order

The meeting was called to order by Marilyn Lunbery at 7:00 p.m.

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

Guests: Sue Lathrop, District Director
Donna Gee, Staff

II. Approval of Agenda

Kate Foy made a motion to approve the May 12, 2015 agenda as presented. Marianne Loritz seconded the motion and the agenda were approved unanimously.

III. Approval of Minutes

Marianne Loritz made a motion to approve the April 14, 2015 minutes as presented. Victoria Colle seconded the motion and the minutes were approved unanimously.

IV. Audience Business

No audience was present.

V. Library Director Report – Sue Lathrop

District

- UV protection is on the windows at the Archival Library. Move is scheduled for August 1, but they will give us the whole month and won't charge the office rent that month. There is a small amount of damage to the floor in the current District office, which they will fix after we move out and bill us.
- Staff Changes: One resignation that actually will provide a benefit to us, one likely retirement, one maybe retirement, and one upcoming maternity leave.
- Sue requested the Board to read the building report and the ISPL/JTML reports in the Dropbox.

ISPL

- Due to new erate requirements, we had to have a Main Branch. ISPL was chosen since it is bigger and since Georgetown will now have two libraries. Both Branch Librarians concurred.

JTML

- Hired Mary Gulash to tell us how much space we need to add at Georgetown for the type of programs we offer and are likely to continue to offer.
- After Sue's vacation, we will be meeting with the Community Center, and the Heritage Center in Georgetown to talk about what each has to offer and to potentially work together. The Community Center has a building project in mind also, so it could be worthwhile to go in together on some aspects. We will have to learn more.
- The roof is leaking like crazy over the kid's wing at Georgetown, so we would like to pin down what we are going to do sooner rather than later.

VI. Financial Report

Vouchers

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

Budget Performance

Sue Lathrop noted that the money from the taxpayers was received and that the budget is at 21%. No other comments, questions or objections were made.

VII. Old Business

Employee Benefits

Per the request of the Board, Sue Lathrop drew up three options for employee benefits and provided an alternative summary with a new spreadsheet, provided in the Dropbox and reviewed the documents with the Board. The issue being discussed is how the money is allocated for coverage, to go into effect January 1, 2016. A broker could be hired at a later date to look at other options/plans for a better result for employees. Sue noted that if we stay under 20 employees, we can require our employees to take the Medicare option. However, MSEC says we are open to an age discrimination lawsuit if we do and they recommended that we not make that a requirement. No objections were made. Sue will write up a draft policy.

Retirement: Per the request of the Board, Sue researched options for the proposed extra retirement match to encourage retirement savings. of 1% for every 2% by employee, for employees who have work a minimum of five years (in which case they would be fully vested) and 20 hours per week. Sue noted that we can do a 457 plan. (This means that the employee has to pay FICA and Medicare.). If every eligible employee takes us up on this offer and gets a 3% pay raise, it would cost the District \$3,258 in 2016. No objections were made. Sue will write up a draft policy.

Strategic Plan

A draft of the updated Strategic Plan was provided in the Dropbox. Marilyn Lunbery requested to add the ISPL landscape project to the plan. Sue Lathrop will add the project and provided the Board with an updated copy.

Landscape Committee

Sue Lathrop distributed a hard copy of the plans drawn up by Hoehn Architects, reviewed the changes requested by the ISPL BAC and indicated they will be submitted. Pending items include presenting the final plan to the City, the plans to be presented to the State Historical Fund and to start applying for grants (GOCO, State Historical Fund, Idaho Springs Historical Society and the Veterans Coalition); need an idea of an expected budget which will be requested via Hoehn Architects. Once the plans are all approved we can move forward with the construction documents. The estimated project start date will be May, 2016.

VIII. New Business

Lease

A copy of the final, updated version of the Archival Library lease was provided in the Dropbox for review. The document was reviewed by Attorney, Bob Cole. Sue Lathrop requested permission from the Board to sign the document as the move in date is August 1 and the next meeting is August 11. LeeAnn Cox made a motion to approve Sue Lathrop to sign the Archival

Library lease as presented. Victoria Colle seconded the motion and the signing of the lease was approved unanimously.

New Business – continued

Archival Collection Management Policy Manual

A copy of the Archival Collection Management Policy Manual was provided in the Dropbox and review by the Board. Kate Foy made a motion to approve Archival Collection Management Policy Manual as presented. LeeAnn Cox seconded the motion and the manual was approved unanimously.

Other

No other new business was presented

IX. Adjournment

The meeting was adjourned at 8:20 pm.

**The next Board meeting is scheduled for August 11, 2015 at the Archival Library in Georgetown
No Board meeting will be held in June or July**