

Clear Creek County Library District Board of Trustees
MINUTES
7:00 p.m., Tuesday, August 11, 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

Robert Loeffler made a motion to approve the August 11, 2015, agenda as presented. Marianne Loritz seconded the motion and the agenda were approved unanimously.

III. Approval of Minutes

Kate Foy made a motion to approve the May 12, 2015, minutes as presented. Robert Loeffler seconded the motion and the minutes were approved unanimously.

IV. Audience Business

No audience was present.

V. Marilyn Lunbery motioned at 7:01 p.m. to move to Executive Session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters, re: John Ewers. No questions, comments or objections were made. No written minutes will be taken.

The Board adjourned from Executive Session at 7:30 p.m. and return to their regular scheduled meeting.

VI. Library Director Report – Sue Lathrop

- The audit was turned in on time to the state.
- We hired Sharon Bassist, former manager of Mangia's to be our events assistant. She doesn't have library experience but does have lots and lots of events experience. She was able to start immediately and this allowed her to have some time while Stephanie was still on board. Stephanie's last event will be the reading carnival in Georgetown.
- We are talking about expanding the Georgetown Library and/or using more of the community center. The BAC will be forming a steering committee in September with the Community Center to look at where we can overlap our interests and finances. It makes little sense for both buildings to build an elevator, for example, when we are separated by about 30 feet of open space.

Library Director Report Continued

- The elevator at Georgetown has been broken for at least two months, and John was having difficulty getting someone reasonably priced to come. We had an incident last week where a patron went down the stairs thinking the elevator was working and had an extremely hard time getting upstairs. Naturally she was very angry. We are putting “out of order” signs on the elevator and should be able to get Kone up here to work on it, but as we decided not to sign that contract it may get pricey. Our alternative is to take it out of commission completely until the renovation, but we are still in the pre-planning stages for that.
- Security Cameras – we have received a bid for about \$2600 for the ISPL. I believe we can get a grant from SDA for about half of it. Do we want to do this now or should I budget it for next year. The grant money should be there regardless, as it is from SDA for safety projects and is, in essence, from our own payment.
- Summer Reading – this year’s SRP ended well with a party at the ballfield. We had 132 kids in Idaho Springs vs. 86 in Georgetown, but the Georgetown kids outread the ISPL kids! We also had 38 teens register for the program. Numbers seem to be down a bit for early learning, but we will spend some time looking at the numbers and seeing where we can improve for next year. A big feature this year was the ability of staff to log on to a shared summer reading site, so we could coordinate and give kids the opportunity to go to either library, which increased the days they could go.
- Archives. We are working on getting keys. There is a hold up while waiting for the electrical inspection. Once that is done, we can move in.

VII. Financial Report

Vouchers

It was noted that the vouchers included May, June and July. No comments, questions or objections were made. Marianne Loritz made a motion to accept the vouchers as presented. Robert Loeffler seconded the motion and the vouchers were approved unanimously.

Budget Performance

It was noted that the budget’s income does not include July and will add approximately \$20,000. It was requested to research the dues/registrations for District/Idaho Springs Library. They are at 176% spent while Georgetown is at zero. No other comments or questions were made.

VIII. Old Business

Employee Benefits

This will be covered under New Business/Policy Manual Updates.

Strategic Plan

A draft of the updated Strategic Plan was provided in the Dropbox. It was requested to add the Idaho Springs Library landscape project to the plan; for the Georgetown Libraries date for renovation be updated; # 2, goals-changed to be positive “what we will be”, and # 1, staff development-updated new “devices” will be purchased. Sue Lathrop will make the requested changes to the plan and provide the Board with an updated copy.

Old Business Continued

Landscape Committee

We have been working with Hoehn Architects and the State Historic Fund. We submitted our plans to the State Historic Fund, and they wanted us to make some drastic changes to the plan. They did not differentiate between which were requirements and which were recommendations, so we requested clarification. They sent it and the next step is for the Idaho Springs Library Building Committee to decide what changes if any to make.

IV. New Business

Policy Manual Updates

2-3 Volunteer Policy:

It was noted to change the 4th paragraph, 1st sentence to “who have passed background checks” and to remove “known”. Robert Loeffler made a motion to approve 2-3 as amended. Marianne Loritz seconded the motion and 2-3 was approved unanimously.

2-4 Employee Background Checks:

LeeAnn Cox made a motion to approve 2-4. Kate Foy seconded the motion and 2-4 was approved unanimously.

3-1 Accounting Policy:

LeeAnn Cox made a motion to approve 3-1. Marianne Loritz seconded the motion and 3-1 was approved unanimously.

3-3 Payroll Policy:

Marianne Loritz made a motion to approve 3-3. LeeAnn Cox seconded the motion and 3-3 was approved unanimously.

3-4 Insurance Programs:

Robert Loeffler made a motion to approve 3-4. Marianne Loritz seconded the motion and 3-4 was approved unanimously.

3-7 Facsimile Signature Policy:

LeeAnn Cox made a motion to approve 3-7. Marianne Loritz seconded the motion and 3-7 was approved unanimously.

5-4 User Behavior Policy:

Marianne Loritz made a motion to approve 5-4. LeeAnn Cox seconded the motion and 5-4 was approved unanimously.

5-4 Overtime, 5.4.1 How Paid/When Paid, 6.2 Attendance/Time Records:

Marianne Loritz made a motion to approve 5-4, 5.4.1 and 6.2. LeeAnn Cox seconded the motion and 5-4, 5.4.1 and 6.2 was approved unanimously.

3-12 Employee Benefits Policy:

The Board reviewed the documents in Dropbox. It was requested to table this policy and review along with the budget and to review the insurance and retirement as a whole. No other comments, questions or objections were made.

New Business Continued

Resolution 2015-02 Finances

Sue Lathrop reviewed Resolution 2015-02 regarding the Library Director's authorization of monthly withdrawals from moneys invested by the County for the Library District's behalf. Robert Loeffler made a motion to approve Resolution 2015-02 as presented. Marianne Loritz seconded the motion and Resolution 2015-02 was approved unanimously. The document was signed accordingly

Board Vacancy

Judy Caldwell has applied for the Board vacancy. Marianne Loritz made a motion to nominate Judy Caldwell to the Clear Creek County Library District Board of Trustees. LeeAnn Cox seconded the motion and the nomination was approved unanimously.

Other

No other new business was presented

X. Adjournment

The meeting was adjourned at 8:36 pm.

**The next Board meeting is scheduled for September 8, 2015 at the Archival Library in
Georgetown**

Pending: Jack Salewski will present audit at October meeting.