

Clear Creek County Library District Board of Trustees
MINUTES
7:00 p.m., Tuesday, December 1, 2015
Idaho Springs Public 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
Judy Caldwell

Guests: Sue Lathrop, District Director
Donna Gee, Staff

II. Approval of Agenda

Kate Foy made a motion to approve the December 1, 2015, agenda as presented. Marianne Loritz seconded the motion and the agenda was approved unanimously.

III. Approval of Minutes

Marianne Loritz made a motion to approve the October 13, 2015, minutes as presented. Victoria Colle seconded the motion and the minutes were approved unanimously.

It was noted that Marianne Loritz and Victoria Colle were not present at the November meeting and the Adjournment time should be 9:53 p.m. Robert Loeffler made a motion to approve the amended November 10, 2015, minutes. Kate Foy seconded the motion and the amended minutes were approved unanimously.

IV. Public Hearing to Discuss Budget

Marilyn Lunbery opened the meeting for public comment at 7:03 p.m.

Norman Frank: Norman mentioned that Pauline Marshall has been emailing her questions and could not be present. Comments during the hearing included:

- Salaries – are projected and if the budget approved, should have two branch librarians by early 2016.
- Renovation at the Georgetown Library – this needs to be discussed however, the budget includes a new roof, an architect and a consultant.
- Unspent expenditures will rollover to reserves.

Marilyn Lunbery closed the hearing to public comment at 7:11 p.m.

V. Audience Business

Marilyn Lunbery opened the floor to public comment.

- John Wilson requested that the Board not wait till March to replace the Georgetown Librarian and talked about an interview committee. He feels the three minutes rule for audience business is arbitrary.
- Tom Elliott distributed a copy of his letter and read it to the Board and requested a response.

Public comment was adjourned.

VI. Library Director Report – Sue Lathrop

- The newsletter is out.
- The adult craft group in September was so well attended a third session was added. The material was donated by Home Depot.
- Christmas tree lighting in Georgetown was beautiful.
- The Heritage Center has its certificate of occupancy; will host events starting in January.
- The Friends purchased a popcorn machine and ingredients for the library.
- Mark Suma put plastic sheeting over the sky lights (outside).
- The Georgetown Library Building Committee is currently working on a priorities list, with a committee.
- New schedule will go into place for the staff until Gen returns, Delphina will take on some of Gen's duties and Ryan will take on some of the Georgetown librarian's duties.
- The survey results were presented to the employees and copies distributed to the Board; the results were generally positive. The survey will be posted on the website.

VII. Financial Reports

Vouchers

It was noted that a facsimile signature was utilized on a rush invoice for Faronics. Robert Loeffler made a motion approve the vouchers as presented. LeeAnn Cox seconded the motion and the vouchers were approved unanimously.

2015 Budget Performance

It was noted that the budget is at 63%; some larger expenditures, i.e. tuition reimbursement, are pending; getting better value for the books with combined purchasing and better circulation; legal & professional dues/fee - other for \$1,023.82 will be reimbursed by the Georgetown Library Association for insurance and salaries/benefits is behind one month. No other comments, questions or objections were made.

VIII. Old Business

Branch Librarian Vacancy

A letter was provided in the Dropbox from Pauline Marshall. A committee will be created for the hiring of the Georgetown Branch Librarian to include staff, District Board, Georgetown Board member, someone from the school, a Friends member and community member; invitations will be extended. The job description will need to be reviewed and updated including if a Master's Degree is needed. Advertising will be done in local papers, website and on the Library job line, which will be after the job description is updated. Sue Lathrop will work with Gen to review the requirement and job description. All agreed to consolidate the two job descriptions and to look at a Master degree vs equivalent experience.

Budget 2016

An updated Assessor's evaluation was received and changed by \$200/\$300ish; the budget was updated, provided in the Dropbox and reviewed by Sue. The County does not have the new projection numbers available and they will be submitted when they are; the budget can be revisited after receipt. The updated budget eliminated one full time position, which will be cut by attrition. Sue is working with staff to limit spending. The budget also includes 2.2% for COLA and up to 2% merit increased, which will be revisited.

Marianne Loritz motioned to approve the budget as presented. Judy Caldwell seconded the motion and the budget was approved unanimously.

IX. New Business

Resolution 2015-02 to Adopt Budget

Marilyn Lunbery reviewed Resolution 2015-02 to Adopt Budget. Marianne Loritz made a motion to approve Resolution 2015-02 to Adopt Budget as presented. Victoria Colle seconded the motion and Resolution 2015-02 to Adopt Budget was approved unanimously. The document was signed accordingly.

Resolution 2015-03 to Appropriate Sums of Money

Marilyn Lunbery reviewed Resolution 2015-03 to Appropriate Sums of Money. Victoria Colle made a motion to approve Resolution 2015-03 to Appropriate Sums of Money as presented. Lee Ann Cox seconded the motion and Resolution 2015-03 was approved unanimously. The document was signed accordingly.

Resolution 2015-04 to Set Mill Levy

It was noted that in the heading it should be CRS; Sue Lathrop will correct. Marilyn Lunbery reviewed Resolution 2015-04 to Set Mill Levy. Marianne Loritz made a motion to approve Resolution 2015-04 to Set Mill Levy with the amended heading. Victoria Colle seconded the motion and amended Resolution 2015-04 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, questions or objections. Sue will submit the certification to the County.

- X. Marianne Loritz motioned at 8:18 p.m. to move to Executive Session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters (Employee Review). No comments, questions or objections were made. Victoria Colle seconded the motion and the adjournment to Executive Session was passed unanimously. No written minutes will be taken.

The Board adjourned from Executive Session at 8:39 p.m. and return to their regular scheduled meeting.

IX. Adjournment

The meeting was adjourned at 8:40 pm.

**The next Board meeting is scheduled for January 12, 2016,
at the John Tomay Memorial Library**

