

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, January 12, 2016**  
**John Tomay Memorial Library**

**I. Call to Order**

The meeting was called to order by Marilyn Lunbery at 7:03 p.m.

**Attending:** LeeAnn Cox  
Marianne Loritz  
Kate Foy  
Marilyn Lunbery  
Judy Caldwell

**Guests:** Sue Lathrop, District Director  
Donna Gee, Staff

**II. Approval of Agenda**

Kate Foy made a motion to approve the January 12, 2016, 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 December 1, 2015, minutes as presented. Kate Foy seconded the motion and the minutes were approved unanimously.

**IV. Public Hearing to Discuss Strategic Plan**

Marilyn Lunbery opened the meeting for public comment at 7:05 p.m. It was noted that written comments were also received from Pauline Marshall, DeeDee Waldron and Elaine McWain.

Pauline Marshall said she does not think the plan is well written and has items on it that have been on for three to four years. She wanted the goals to be more specific with a timeline. The board responded that the plan is reviewed annually, and that the goals are specific and measurable but some dates have been removed due to the uncertainty of the budget. She believes the roof should be added.

Marty Gitlin did not like the comment in the plan about printed books possibly not being the most common format in the future. He talked about partnerships in the community and the board allowing people on the agenda.

Larry Dyers was concerned that the director would have sole veto power on the building plans, and the board responded that the building committee makes the changes. He had other questions about how the strategic plan relates to the budget. The board explained that staff will be looking for grants on some projects.

Elaine McWain discussed the staff survey.

Lark Lands did not like the comment in the plan about printed books and felt the strategic plan should focus on healthy staff development.

Marilyn Lunbery closed the meeting to public comment at 7:32 p.m.

## **V. Audience Business**

Marilyn Lunbery opened the floor to public comment at 7:32 am

Pauline Marshall said there is a lack of trust and stated that the Board is answerable to the people.

Deirdre Baldwin thanked Sue for meeting with her asked if the policy/procedure can be reviewed to add people when they request to be added to the agenda for dialog.

Marty Gitlin said the library needs harmony between the patrons and staff.

John Ewers asked that his firing be reviewed.

Norman Frank noted the loss of Jeff Best and indicated he was a valued historian who studies History, and knowledgeable on Silver Plume and Georgetown.

Coralue Anderson said the Georgetown and Idaho Springs Libraries are two separate Libraries with separate needs and they don't need to be the same.

Marylou Rutherford was upset about kids running around the library.

Lois Kruger said it is insulting that no answers are given and citizens are only hearing rumors.

Tom Elliott provided the Board with the same questions as presented in October, November and December, 2015 and reviewed the letter.

Shirley Shimon said she does not know the people who work here anymore.

Public comment was adjourned.

## **VI. Old Business**

### ***Hiring Committee***

Sue Lathrop provided the Board with a Hiring Committee recommendation in the Dropbox which was reviewed by the Board. It was noted that the individuals selected must be able to dedicate themselves fully. The Board agreed that the position should be 40 hours and other duties as assigned. Sue will begin to make calls to people who may want to be on the committee. The Board had no objections. Advertising will be done for three to four weeks; if there are not enough qualified candidates, the position can be advertised again. The posting will be done on the Colorado Library Jobline, the Courant and posted at the both Libraries.

### ***Branch Librarian Job Description***

The Board reviewed the Branch Librarian Job Description as provided in the Dropbox. Some clarification changes were requested and the hours will be increased to 40, and other duties as assigned.

Lee Ann motioned to approve the Branch Librarian Job Description with the changes as discussed. Kate Foy seconded the motion and the amended job description was approved unanimously.

### ***Lead Librarian Job Description***

The Board reviewed the Lead Librarian Job Description as provided in the Dropbox. Sue Lathrop noted that the document was created from the Library Assistant Job Description with changes as noted on the document and stated that an intern salary will be paid. Some clarification changes were requested.

Lee Ann Cox motioned to approve the Lead Librarian Job Description with the changes as discussed. Marianne Loritz seconded the motion and the amended job description was approved unanimously.

Ellen Elliott noted that Mark Reynolds will be calling to schedule a meeting for January regarding the Community Center and the Georgetown Library renovation goals.

### **VII. Library Director Report – Sue Lathrop**

**Economic Development:** Sue attended a meeting that put some of the issues facing the county; 1- broadband, 2- workforce housing.

**Revenue Roundtable:** the heads of other governmental agencies facing the same problems met to discuss working together. The word from this group is that, although Henderson is saying five years, it is more likely one to three years before they shut down operations.

**Recreation Workgroup:** Laurie Beckel has put together a group consisting of entities, agencies and businesses that have a stake in recreation in Clear Creek. This group ranges from the Forest Service to the Rec District to rafting companies to people interested in the trails system for bicyclists and ATVers.

- Gen had her baby.
- Sue is in the SDA leadership program, and their kickoff event is at the exact same time as the Georgetown Friends of the Library Soup Lunch! She will attend the Friends event.
- We had our first event at the Heritage Center, and after a few hiccups with the sound system, we got it going and it was fabulous bringing the big screen to Georgetown. A good time was had by the 30 or so participants, and we made a few dollars with popcorn and bottled water sales.
- We have a staff meeting scheduled for President's Day. The staff will get AED training in addition to working together on a variety of things.
- Attended the Friends of the Library meeting in Idaho Springs. They are going to a mixer hosted by the Georgetown Friends and are planning to carpool up for the Friends Soup.
- There have been several incidents at the Idaho Springs Library with transients.
- Sue will be working with staff on a proposed code of conduct policy to get feedback to bring to the next meeting for Board to review and hopefully approve so that we can implement it right away.
- Sue reviewed several budget cuts which she is working on with staff.

### **VIII. Financial Reports**

#### ***Vouchers***

It was noted that a trail of the Business Dropbox was not cancelled charged the \$717.81; Sue Lathrop will follow through. Lee Ann Cox made a motion approve the vouchers as presented. Judy Caldwell seconded the motion and the vouchers were approved unanimously.

## **2015 Budget Performance**

Additional 2015 expenditures will be charged to the 2015. No other comments, questions or objections were made.

## **Old Business - Continued**

### ***Strategic Plan***

Sue Lathrop indicated that regarding the staff/personnel issues as addressed by the public, the Employee Handbook has been sent to MSEC. MSEC will do an HR review to see if we have all the policies and elements they recommend. She asked them to look particularly close at the grievance procedure and told them that we are lacking a good written policy on the use of library resources such as laptops. MSEC follows the HR review up with a legal review. They will make recommendations about policies, the language used in the manual, etc.

The District Policy Manual is currently under review by a state library consultant. This is a service of the state library and does not incur a charge. The purpose of this review is primarily to see what we have and what we may be missing. She believes the review will be done by our February Meeting. A legal review of this manual will probably be quite costly. However, is the forte of the Library District's attorney Bob Cole.

Most of the comments from the public meeting were staffing issues, which the survey recently completed by staff does not reflect as an issue. The Strategic Plan will be changed for JTML: a new roof by December, 2016, or a reasonable alternative. The digital reader information was from several reports, primarily from the ALA. The wording will be changed as it is really immaterial to the goals. There were no objections. Marilyn Lunbery requested that the Board review the three emails from the public and the Strategic Plan approved was tabled until February's meeting.

## **IX. New Business**

### ***Resolution 2016-01 Designating the Place(s) for the posting of Public Notices for District Meetings and Other District Business***

Lee Ann Cox made a motion to approve Resolution 2016-01, Designating the Place(s) for the Posting of Public Notices for District Meetings and Other District Business as presented.

Marianne Loritz seconded and Resolution 2015-01 was approved unanimously. The document was signed accordingly.

### **Election of Officers**

The Board thanked Marianne Loritz for her service on the Board.

Marianne Loritz made a motion to elect Marilyn Lunbery – President; Lee Ann Cox – Vice President; Kate Foy – Secretary, and Victoria Colle – Treasurer. Kate Foy seconded the motion and the slate of elected officers was approved unanimously.

- X.** Lee Ann Cox motioned at 9:44 p.m. to move to Executive Session pursuant to 24-6-402(4)(f), C.R.S. to discuss Personnel/Staff Matters re: employee review. No comments, questions or objections were made. Judy Caldwell 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 10:05 p.m. and return to their regular scheduled meeting.

**IX. Adjournment**

The meeting was adjourned at 10:06 pm.

**The next Board meeting is scheduled for February 9, 2016, at the Idaho Springs Public Library**