

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, February 9, 2016**  
**Idaho Springs Public Library**

**I. Call to Order**

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

**Attending:** Lee Ann Cox  
Kate Foy  
Victoria Colle  
Marilyn Lunbery  
Judy Caldwell

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

Board introductions were made

**II. Approval of Agenda**

Kate Foy made a motion to approve the February 9, 2016, agenda as presented. Judy Caldwell seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

Kate Foy made a motion to approve the January 12, 2016, minutes as presented. Lee Ann Cox seconded the motion and the minutes were approved unanimously.

**VI. Old Business**

***Strategic Plan***

Some late public input was submitted for the Strategic Plan comments. Lee Ann Cox made a motion to approve the Strategic Plan as written. Kate Foy seconded the motion and the Strategic Plan was approved unanimously. Marilyn Lunbery requested the Board to review the late public input and review introduction through part 1-Building needs and be prepared to discuss in the March meeting. The Strategic Plan will continue to be reviewed section by section in future meetings.

**V. Audience Business**

Pauline Marshall read a letter from Tom Elliott dated February 9, 2016.

Lark Lands said that people have been attending meetings since September, 2015, to express community concerns and feels that there has been little response to their concerns.

Susan Ballard distributed two letters to the Board.

Marilyn noted in response to Tom Elliot's letter that the Employee Handbook stated "at will" as this is a State Law and that MSEC is reviewing the handbook and once complete, a legal review will be done.

No other public comment/audience business was presented.

**VI. Library Director Report**

- The patron issues at the Idaho Springs Library have been reduced.
- Physical book usage is down slightly, but, electronic usage and overall circulation is up.

- Clifford will be at the next story time, with two separate visits.
- The Zombie Dance is on the 12<sup>th</sup>.
- JTML Soup Lunch is the 11<sup>th</sup>.
- The Library will be closed on the 15<sup>th</sup>, but, a staff meeting will be held.
- Gen will be phasing back to work starting on the 10<sup>th</sup>.
- The hiring committee had its first meeting.
- Delphina Clark will be looking into an operating grant for the Archives Library.
- Starting on the next newsletter; research will be done to look at a lower cost distribution option.
- The Employee Handbook's major draft is done and currently under legal review.
- Penguin (e-books) is now allowing the option to keep the book.

## **VII. Financial Report**

### ***Vouchers***

The vouchers were reviewed as presented. It was noted that the money spent on the business Dropbox will be used until other systems are in place. Some transactions may look familiar as the report for 2015 will be ran until closed at the end of February. No other comments, questions or objections were made. Judy Caldwell made a motion to approve the vouchers as presented. Victoria Colle seconded the motion and the vouchers were approved unanimously

### ***2015 Budget Performance***

The Budget Performance was reviewed as presented. It was noted that 71.03% of the 2015 budget has been spent and some additional vouchers may come in through the end of February. Salaries/Benefits have all been processed; Salaries was at 91.95% and Benefits was at 82.47%.

### ***2016 Budget Performance***

The Budget Performance was reviewed as presented. No comments, questions or objections were made.

## **VIII. New Business**

### ***Budget: Henderson Projections***

The reports based on Henderson's closing were reviewed as presented. One report was with the County's projections and the other report was with the Library's numbers. There will be a big impact in 2019. The Board will need to look at Salaries/Benefits, hours of operation and programs being offered. Grants will need to be researched and can work with the State Library on opportunities. It was requested that the Board think of ideas for budget savings/grants and be prepared to discuss and really work the budget piece by piece.

### ***Change to Foundation Policy 3-5***

The change presented was to change "shall" to "may" and the following sentence will need to be updated. Some clarification questions and answers were discussed on the document. LeeAnn cox made a motion to approve the amended Foundation Policy. Victoria Colle seconded the motion and the amended Foundation Policy was approved unanimously.

### ***Patron Code of Conduct Policy (replace 5-4)***

The Patron Code of Conduct Policy was presented to the Board. It was noted the only issue staff is concerned with is giving feedback on hygiene; The staff will work on a resource sheet to give to patrons. Some clarification changes were made to the document. Lee Ann Cox made a motion to approve the amended Patron Code of Conduct Policy. Kate Foy seconded the motion and the amended Patron Code of Conduct Policy was approved unanimously.

***Appointment of Paul Boat to JTML BAC***

No comments, questions or objections were made. Lee Ann Cox made a motion to appoint Paul Boat to the John Tomay Memorial Library Building Activity Committee. Judy Caldwell seconded the motion and the appointment was approved unanimously.

***New Member Appointment to DLB***

LeeAnn Cox made a motion to appoint Elaine McWain to the District Board. Judy Caldwell seconded the motion. Judy Caldwell – Yes, Victoria Colle – No, LeeAnn Cox – Yes , Kate Foy – Yes, Marilyn Lunbery – No

The appointment was approved with a two – No and three – Yes votes. Elaine McWain provided her background and experience to the Board. The Board provided Elaine with the Board’s expectations.

- IX.** Lee Ann Cox motioned at 8:11 p.m. to move to Executive Session pursuant to 24-6-402(4)(f), C.R.S. to discuss Personnel re: employee review. No comments, questions or objections were made. The adjournment to Executive Session was passed unanimously. No written minutes will be taken.

The Board adjourned from Executive Session at 9:25 p.m. and return to their regular scheduled meeting.

**X. MSEC District Evaluation**

Kate Foy motioned to hire MSEC to do a District evaluation. Judy Caldwell seconded the motion and MSEC performing a District evaluation was approved unanimously.

**XI. Adjournment**

The meeting was adjourned at 9:30 pm.

**The next Board meeting is scheduled for March 8, 2016, at the John Tomay Memorial Library**