

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**7:00 p.m., Tuesday, March 8, 2016**  
**Idaho Springs Public Library**

**I. Call to Order**

The meeting was called to order by Marilyn Lunbery at 7:02 p.m.

**Attending:** LeeAnn Cox  
Kate Foy  
Victoria Colle  
Marilyn Lunbery  
Judy Caldwell  
Elaine McWain

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

**II. Approval of Agenda**

Elaine McWain made a motion to approve the March 8, 2016, agenda as presented. Victoria Colle seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

Some clarification changes were made. Judy Caldwell made a motion to approve the amended February 9, 2016, minutes. Victoria Colle seconded the motion and the amended minutes were approved unanimously.

**VI. Audience Business**

Pauline Marshall: See exhibit. Pauline read a letter submitted to the Board about not reducing Library hours when looking at budget cuts.

Marilyn Lunbery stated that the Board agrees with not reducing the Library hours and the County is meeting with Henderson next week for continued discussions on the mine closing and the Board and the staff will be working on a priority list for budget cuts.

Norman Frank: Norman asked if the Board is one member short why the vacancy is not advertised.

Marilyn Lunbery stated that the vacancy is for the east end of the County and was advertised in the prior newsletter, at each Library, the Post Office and online.

Norman suggested that the bylaws be changed to include one member from each Library Board and more "members at large" on the District Board and stated he would be interested in serving on the Board.

Marilyn noted that the bylaws balance out members throughout the County.

No other public comment/audience business was presented.

## **V. Old Business**

### ***Hiring Committee Report – Ruth Rosenfeld***

Ruth stated the Committee has met over the last several weeks and reviewed the members. Thirty-four applications were received and the Committee started with a rubric (scoring mechanism). Every resume was reviewed and six applicants will be interviewed with three applicants as backup. The Committee will make a recommendation to District Board in the April meeting.

### ***Strategic Plan, Intro & Part I Editing Review***

The Board reviewed their recommended updates to the Strategic Plan as well as the public comment submitted. Sue Lathrop will make the recommended changes and will email the Board so the changes can be approved. Marilyn requested the Board review the remaining document and bring the recommendations to the April meeting. Sue requested that the Board review the Aspen Library Report, which addresses Libraries of the future, as presented in the Dropbox and will post the document to the website.

### ***Budget***

Elaine McWain distributed copies of public comment to the Board. Marilyn noted the County is meeting with Henderson next week for continued discussions on the mine closing. The worst-case scenario is the Library will lose 50% of its revenue in three years. Marilyn suggested cutting the budget 20% in the first year, 20% in the second year and 10% in the third year. To increase revenue, the staff could research grants opportunities for the landscape, programs and building maintenance; sponsorships could also be offered to the public. To reduce the expenditures the Board could look at the Heritage Center lease, freeze wages (staff reduction could be through attrition), benefit options, printing, copy and postage costs (alternative for printing/ mailing newsletter), stopping tuition reimbursement, reduce the number of databases (and look at alternative options), review cell/telephone options, look at reducing the technology line item and perform an energy audit. The Friends can help support some programs. Sue will work with the staff on suggestions for budget reductions, priorities and research benefit options. There were no objections.

### ***Patron Code of Conduct Policy (Staff-Proposed Change)***

The Patron Code of Conduct Policy proposed changes was reviewed by Sue as presented in the Dropbox. The staff does not want to be forced to ask someone to leave if it could cause additional problems. Kate Foy made a motion to approve the amended Patron Code of Conduct Policy. LeeAnn Cox seconded the motion and the amended Patron Code of Conduct Policy was approved unanimously.

### ***MSEC Study District Evaluation***

Marilyn reviewed a statement from Jay Butler, MSEC Professional Staffing Consultant, opening the evaluation process to public feedback, to be submitted via email by Friday, March 18<sup>th</sup>.

## **VII. New Business**

### ***Consideration of Date Change for Next Meeting (April 5)***

Marilyn Lunbery requested that the District Board and the Idaho Springs Library Board switch meeting dates to accommodate the hiring committee. Elaine McWain made a motion to proceed with changing the April meeting to the 5<sup>th</sup>. Victoria Colle seconded the motion and the change in meeting date was approved unanimously.

It was request to change the District Library Board meeting to 6:00 p.m. Kate Foy made a motion to change the District Library Board meeting to 6:00 p.m. Victoria Colle seconded the motion and the change in time was approved unanimously.

### ***DLB Vacancy***

A letter of interest was received from Gwynne Ellen Stephenson (Ellen) and was provided in the Dropbox for the Board to review. No comments, questions or objections were made. Elaine McWain made a motion to appoint Gwynne Ellen Stephenson to the District Board. LeeAnn Cox seconded the motion and the appointment to the District Board was approved unanimously.

### ***Public Participation Policy (New)***

It was noted that the policy does state that if the Board can't respond in public comment, they will make sure you are contacted at a later time and to make a few clarification amended to the policy. It was recommended to change the document to state that any public letters to the Board should be emailed if the submitter can't be present and not read by another person at the meeting. Sue will make the recommended changes and submit the document for legal review. The Public Participation Policy was tabled to the April meeting.

## **VII. Library Director Report**

- The ISPL BAC will be working the landscape project in phases and currently working with Hoehn to get the final plans and a construction documents for the City's approval.
- The newsletter will go to quarterly and looking at electronic options.
- Changes to Movie Nights were reviewed.
- Sue will be meeting with Christine Bradley to get advice on grants and the creation of an Archival Committee.
- The Aspen Library Report is in the Dropbox and should be reviewed.
- The JTML roof was looked at and it is secure; the sky lights needs to be replaced or removed and the gravel was laid in the back path, which was donated by the Town of Georgetown.

## **VIII. Financial Report**

### ***Vouchers***

The vouchers were reviewed as presented. It was noted the Brainfuse online was paid for with a grant and some additional clarification questions were answered. No other comments, questions or objections were made. Judy Caldwell made a motion to approve the vouchers as presented. Kate Foy seconded the motion and the vouchers were approved unanimously

## **Financial Report - Continued**

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

The Budget Performance was reviewed as presented. It was noted that 71.91% of the budget was spent and the remaining funding will be moved to the library's reserve. No other comments, questions or objections were made.

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

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

- IX.** Marilyn Lunbery motioned at 8:58 p.m. to move to Executive Session pursuant to 24-6-402(4)(f), C.R.S. to discuss Personnel Matters re: employee matters. 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 9:41 p.m. and return to their regular scheduled meeting.

### **X. Adjournment**

The meeting was adjourned at 9:42 pm.

**The next Board meeting is scheduled for April 5, 2016  
at the Idaho Springs Public Library at 6:00 p.m.**