

**Clear Creek County Library District Board of Trustees**  
**MINUTES**  
**6:00 p.m., Tuesday, April 5, 2016**  
**Idaho Springs Public Library**

**I. Call to Order**

The meeting was called to order by Marilyn Lunbery at 6:04 p.m.

**Attending:** Lee Ann Cox  
Kate Foy  
Ellen Stephenson  
Marilyn Lunbery  
Judy Caldwell  
Elaine McWain

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

**II. Approval of Agenda**

Kate Foy made a motion to approve the April 5, 2016, agenda as presented. Lee Ann Cox seconded the motion and the agenda was approved unanimously.

**III. Approval of Minutes**

Kate Foy made a motion to approve the March 8, 2016, minutes as presented. Judy Caldwell seconded the motion and the amended minutes were approved unanimously.

**VI. Audience Business**

Pauline Marshall had some suggestions for the public participation policy, which the board had tabled pending attorney input.

Tom Elliot said he agreed with Pauline and suggested a change to the statement "Clarifying questions can't be responded to..." from "can't" to "may not."

No other public comment/audience business was presented.

**V. Library Director Report**

- Christine Bradley agreed to be head of an informal Archival Committee. They will work with the new branch librarian. A letter was provided in the Dropbox from Christine.
- Sue attended a Law Enforcement meeting regarding the homeless and it appears the Denver area is shipping people to Idaho Springs; the next step is to work with the land owners where the homeless are staying to have them removed from their properties. The police feel that the worst problems will diminish over time.
- Sue attended the job fair and distributed flyers on library services and some applications.
- Sue attended another Recreation Workgroup meeting.
- A request for bid is out for Broadband.
- 230 people attended the Easter event.
- Movie Nights will be held after the fall.
- Library week is April 10 thru April 16.
- One Book for Colorado event is April 11 thru April 25.
- Dia de los ninos is April 30 at the Idaho Springs Library

## **VI. Old Business**

### ***Executive Session to Discuss Hiring Committee Recommendations/Employee Matters (24-6-402(4)(f), C.R.S.)***

Lee Ann Cox motioned at 6:16 p.m. to move to executive session pursuant to 24-6-402(4)(f), C.R.S. to discuss the hiring committee's recommendations/employee matters. Kate Foy seconded and the adjournment to executive session was passed unanimously. No comments, questions or objections were made. No written minutes will be taken.

The Board adjourned from executive session at 6:44 p.m. and return to their regular scheduled meeting.

### ***Hiring Discussion/Action Item***

Lee Ann Cox made a motion to make a hiring offer to the candidate that was the number one choice of the hiring committee, contingent on the reference and background check. Judy Caldwell seconded the motion and the offer being made to the number one choice was approved unanimously.

### ***Public Participation Policy, 1-7***

The Public Participation Policy is still being reviewed by the Attorney and was be tabled. No comments, questions or objections were made.

### ***Strategic Plan, Part II, III, & IV Editing Review***

The Board reviewed the Strategic Plan as presented. Several word changes, additions and deletions were recommended. Sue Lathrop will make the recommended changes and bring the document to the next meeting for approval.

### ***Budget***

The budget is being reviewed with staff for budget cuts. One item identified was the ads in the paper and the Courant archives. The Archival final bill was received and now working on an Archival budget to determine what grants are available. Sue is working with a broker on insurance options and there are three options 1. stay with the same plan, which allows us to offer three choices to our employees, 2. Get a new group plan, which will probably cost more but may provide better coverages, 3. Use the ACA small business plan, which would only allow us to make two choices to our employees. There was a lengthy discussion on whether to hire a library clerk, since services have not been cut and we are down 4.5 people. Some elements of this discussion items needed to be held in executive session, because they pertained to employee performance and privacy, so some discussion on hiring a person was delayed until later in the meeting.

### ***MSEC Study***

The MSEC Study is still being worked. Sue Lathrop suggested creating a schedule to review policy change suggestions from MSEC in sections and to solicit public comment. Sue will work with Marilyn Lunbery to create a schedule.

## **VIII. New Business**

### ***Board Training***

An email was sent to the Board including videos. Additional Board training can be done via Colorado Ethics Board (possible charge) and with the state library (free). Training could be done during regular scheduled meetings as work sessions.

No other new business was presented

### **VIII. Financial Report**

#### ***Vouchers***

The vouchers were reviewed as presented. No comments, questions or objections were made. Kate Foy made a motion to approve the vouchers as presented. Judy Caldwell seconded the motion and the vouchers were approved unanimously

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

The Budget Performance was reviewed as presented. It was noted that March's income has not yet been posted and 14.31% of the budget has been spent because both Libraries have been very conservative in their spending. No other comments, questions or objections were made.

- IX.** Lee Ann Cox motioned at 7:55 p.m. to move to executive session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters. Judy Caldwell seconded the motion and the adjournment to executive session was passed unanimously. No comments, questions or objections were made. No written minutes will be taken.

The Board adjourned from executive session at 8:22 p.m. and returned to their regular scheduled meeting.

#### **X. Other Business**

Lee Ann Cox made a motion to allow the hiring of a Library Clerk. Ellen Stephenson seconded the motion and the hiring of a Library Clerk was passed unanimously.

#### **XI. Adjournment**

The meeting was adjourned at 8:25 pm.

**The next Board meeting is scheduled for May 10, 2016  
at the John Tomay Memorial Library at 6:00 p.m.**