

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, May 10, 2016
John Tomay Memorial Library

I. Call to Order

The meeting was called to order by Marilyn Lunbery at 6:01 p.m.

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

Guests: Sue Lathrop, District Director
Donna Gee, Staff
Jay Butler, MSEC

II. Approval of Agenda

Victoria Colle made a motion to approve the May 10, 2016, agenda as presented. Kate Foy seconded the motion and the agenda was approved unanimously.

III. Approval of Minutes

Elaine McWain made a motion to approve the April 5, 2016, minutes as presented. Victoria Colle seconded and the minutes were approved unanimously.

VI. MSEC Report (from Old Business) Butler Presentation

Jay Butler provided an overview of the Report. It stated that the fulltime staff and 20 citizens were interviewed. The report presented best practices, many of which the library is already doing. Some of the more expensive Human Resources recommendations may be a challenge but MSEC can be used as a resource. Mr. Butler discussed at-will versus contractual rights. He pointed out that it is not always possible to use progression, even if it is a best practice. He said that although Colorado is an at-will state, there are many laws that must still be adhered to, giving employees protection.

- Norman Frank asked if citizen feedback was considered. Yes, with the feedback it provided a 360 review, Butler said.
- Lark Lands asked if an electronic copy would be provided. No, it is a working document but would be available on paper, Lunbery said.
- It was asked the impact of the feedback would differ between a non-profit and a profit. Not much difference in the feedback, both have stakeholders and constituents, said Butler.

It was noted that this document is a working document. Judy Caldwell made a motion to provide paper copies at each library. Victoria Colle seconded and paper copies will be made available as requested. Sue Lathrop provided copies of the MSEC Report to the audience present.

Mr. Butler concluded that the staff has passion and the community has a strong support of history, which is a resource to be proud of.

V. Audience Business

No public comment/audience business was presented.

VI. Old Business

GT Branch Librarian Update

Libby Caplan was hired as the new Georgetown Branch Librarian. She will begin training on May 23, 2016, and will start at the Georgetown Library on May 25, 2016.

Public Participation Policy, 1-7 (tabled until August)

This item was tabled until the August meeting. A legal recommendation from Bob Cole was provided to the Board in the Dropbox for review.

Strategic Plan

The updated Strategic Plan was provided in the Dropbox for the Board to review. Comments included having volunteers for the Archival Library, which is covered in the plan and that the handbook was updated in 2016 and will be revisited in 2018. Victoria Colle made a motion to approve the Strategic Plan as presented. Kate Foy seconded and the Strategic Plan was approved unanimously.

Budget

Sue Lathrop provided the Board with projected budget numbers, potential grant budget and anticipated savings budget. There still has been no update from Henderson. With the worst case scenario (using the numbers from the County) by 2023 \$1.3 million will still be in reserves no changes were made to the projected budgets..

Sue requested that, in light of the budget forecasting, that the Board consider raises for five employees (three would be retroactive to the beginning of the year). It is based on performance reviews, exceeding expectations. The increase to the budget is approximately \$2,600, the money is budgeted and no cost of living raises will be given. The matching amount for retirement is very little. Victoria Colle made a motion to approve the five increases in the amount of 2%. Elaine McWain seconded and the five increases were approved unanimously.

Board Training

Marilyn Lunbery indicated that Jacqueline Murphy from the Department of Education, State Library will be at the training. Marilyn stated that she receives SDA news and they also have training for \$30. Sue Lathrop will scan the information and send it to the Board.

VII. New Business

No business was presented

VIII. Library Director Report

- A patron was removed from the Georgetown Library for a month for inappropriate use of a computer. He was informed of the policy. Privacy screens will be purchased for adult movies.
- Idaho Springs Library is working with Hoehn to finalize the landscape/ground plans.
- Erin Riley was hired full time.
- Dia de los ninos had 120 people in attendance.
- Star Wars had 70 people in attendance.
- The staff retreat is on May 23, 2016, which is Libby's first day.

- Waiting on the final reimbursement payment from the State Historic Fund; they are waiting on documentation from Craig and Phyllis.
- There were two cuts made, 1 database and envision ware.

IX. Financial Report

Vouchers

The check signing procedure and bills paid via EFT was reviewed with the Board. The vouchers were reviewed as presented. No comments, questions or objections were made. Judy Caldwell made a motion to approve the vouchers as presented. Elaine McWain seconded the motion and the vouchers were approved unanimously

2016 Budget Performance

The Budget Performance was reviewed as presented and some line items were reviewed. It was noted that the budget looks good and there has only been \$166,000 spent year to date. No other comments, questions or objections were made.

X. Adjournment

The meeting was adjourned at 7:35 pm.

**The next Board meeting is scheduled for June 14, 2016
at the Idaho Springs Public Library at 6:00 p.m.
Board training will immediately follow the meeting.**