

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, August 9

I. Call to Order

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

Attending: Marilyn Lunbery
Victoria Colle
Gwynn Ellen Stephenson
Judy Caldwell
Elaine McWain
Lee Ann Cox

Guests: Sue Lathrop, District Director
Donna Gee, Staff
Libby Caplan, Georgetown Branch Librarian
Gen Palmer, Idaho Springs Branch Librarian

II. Approval of Agenda

It was requested to move check signers to after approval of the agenda and to add under new business, discussion of fun events/activities. Elaine McWain made a motion to approve the amended August 9, 2016 agenda. Lee Ann Cox seconded the motion and the amended agenda was approved unanimously.

III. Check Signers for Library Account

Lee Ann Cox made a motion to approve Elaine McWain, Kate Foy, Lee Ann Cox and Judy Caldwell as check signers for the Evergreen and Centennial Clear Creek County Library District bank accounts. Victoria Colle seconded the motion and the block of signers was approved unanimously.

Marilyn Lunbery reviewed her resignation letter from the District Library Board and from the Idaho Springs Committees. The letter was given to Sue Lathrop. She was thanked for her service, and left the meeting.

IV. Approval of Minutes

It was noted under the Library Director Report to update Friends of the "Georgetown" Library and to add "August 13" for the potluck date. Judy Caldwell made a motion to approve the June 14, 2016, minutes as amended. Elaine McWain seconded the amended minutes were approved unanimously.

V. Audience Business

Pauline Marshall: Pauline welcome everyone to the potluck, shared her view on outsourcing Human Resources, and shortening the Public Participation Policy to make them less restrictive and more friendly. She asked about requesting for clarification on an agenda item and how the Board deals with media at meetings.

Denise Deese: Denise indicated she is a prior ISPL BAC member and concerned about Human Resources issues and that morale needs a boost. She shared her view on outsourcing Human Resources and stated great people work for the Library and wants to retain them, and she enjoyed volunteering on the ISPL BAC.

No other public comment/audience business was presented.

VI. Library Director Report

- Heather was offered another position, but, will remain on payroll to help.
- The potluck for Libby is August 13.
- The newsletter will change to email in September and will be sent monthly.
- Jack Salewski filed an extension for the audit.
- The Archive committee is moving along, they have obtained furniture, etc.

VII. Financial Report

Vouchers

The vouchers were reviewed as presented. Clarification questions were answered and it was noted that the budget is at 36.59% spent through July. 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

2016 Budget Performance

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

Affirmation of Email Vote to Begin MSEC Compensation Review

The MSEC compensation review is done every three years. A vote via email was completed and Marilyn Lunbery, Elaine McWain, Judy Caldwell, Lee Ann Cox, and Victoria Colle voted in favor of moving forward with the MSEC compensation review. Kate Foy did not respond to the email. Gwynn Ellen felt the vote needed a discussion and abstained. Elaine McWain made a motion to affirm the email vote to move forward with the MSEC compensation review. Victoria Colle seconded and moving forward with the review was approved unanimously. The process should be completed by the end of September.

VIII. Old Business

Bylaws & Public Participation Resolution

Resolution 2016-03, A Resolution Amending the Bylaws of the Board of Trustees of the Clear Creek County Library District to Adopt a Definition of Good Cause to be Applied in the Removal of a Trustee and to Adopt a Policy Concerning Public Participation at Meetings along with Exhibit A, Public Participation Policy was reviewed and discussed by the Board. Sue Lathrop stated that Attorney Bob Cole suggested the addition of Exhibit A. Clarification questions were answered and numbering and a grammar error noted. Victoria Colle, Gwynn Ellen Stephenson and Lee Ann Cox agreed to approve Resolution 2016-03. Elaine McWain and Judy Caldwell abstained from the vote. Lee Ann Cox approved Resolution 2016-03 with a majority vote of three with two people abstaining. Kate Foy will sign the document upon her return.

MSEC Report Discussion

It was stated that the staff has been working hard, and the library had a good year because of it, but, there is poor morale. Sue Lathrop said the employees feel they have been giving their opinions, but not seeing changes or being rewarded for good work. Employees are being asked to take on more as we downsize without replacing positions. The management team will be having more staff meetings and creating a supervisor manual with a communication plan, and is asking the Board to be more involved in getting things done more quickly. The survey done earlier in the year did have a positive tone, but, there were some negative comments and

concerns voiced. Lee Ann Cox requested the supervisory staff put together a plan with action steps to address the issue and a concrete suggestion on how the Board can help.

Sue said that doing the MSEC Compensation Review is the first step, and the management team (Sue, Libby & Genevieve) put together a compensation philosophy to send to MSEC for that review. The Board reviewed the philosophy statement and agreed on the principals of the statement, but will revisit the philosophy statement to discuss the verbiage before sending it to the attorney for inclusion in the compensation policy. Significant wording changes were made to the document, and there were no objections from the Board for Sue to submit the updated draft philosophy to MSEC and revisit the verbiage at a later date. The Board agreed on a work session on Aug. 30 to work on the policy questions in the MSEC report, including addressing HR concerns; reviewing the recommended changes to the Employee Handbook and the grievance policy; finalizing the verbiage for the compensation philosophy; considering additional things the Board can do to express appreciation to the staff; and if possible, looking at the employee benefits plans for 2017. The Board also discussed Human Resource issues and agreed the Open Door Policy provides a mechanism for employee complaints for now. The Board will be revisiting the Open Door Policy to include an acknowledgment timeline for getting back to the employee.

Employee Grievance Policy for Handbook

This item was tabled to the September 13 meeting and will be discussed at the work session.

Employee Insurance Benefits for 2017

The price comparison from CEBT (our current carrier) for the cost for 2017 is not yet available. It was recommended that the Board review the documents provided in the Dropbox and bring questions to the August 30 work session. This item was tabled to the September 13 meeting.

No other old business was presented.

IV. New Business

Records Retention Policy

The Records Retention Policy was drafted from the County's Policy. A copy of Resolution 2016-02, A Resolution Adopting the Colorado Retention Manual for the Clear Creek County Library District was provided in the Dropbox. Elaine McWain made a motion to approve Resolution 2016-02 as presented. Victoria Colle seconded the motion and Resolution 2016-02 was approved unanimously.

CORA Policy

The CORA Policy was drafted from another Library's CORA Policy. A copy of the proposed Clear Creek County Library District Colorado Open Records Act Policy was provided in the Dropbox. Victoria Colle made a motion to approve the COLA Policy as presented. Gwynn Ellen Stephenson seconded the motion and the CORA Policy was approved unanimously.

Christine Bradley's Request to Use Library's Historic Photographs for Her New Book

A copy of Christine Bradley's letter to the Board was presented in the Dropbox. Elaine McWain made a motion to approve the Christine Bradley's request to use the library's historic photographs for her new book. Judy Caldwell seconded the motion and the approval was approved unanimously.

Fun Events/Activities

Lee Ann Cox stated some fun events should be scheduled with the Boards and Staff to boost morale. Both Branch Librarians thought it may be a good idea to go to each Library and bring a cake or goodies showing the staff their appreciation and have raffles or giveaways.

Other

It was stated that Marilyn Lunbery needs to be recognized for her services. A card will be available for signing.

The Idaho Springs Committee needs members, a few people have expressed their interest.

No other new business was presented.

Executive Session to Discuss Personnel Matters re: Promotions, HR Issues, and Library Director Goals, according to 24-6-402(4)(f), C.R.S.

Gwynn Ellen Stephenson motioned at 8:21 p.m. to move to executive session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters re: employee matters, promotions, Human Resource Issues, and Library Director Goals. Victoria Colle 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 9:27 p.m. and returned to their regular scheduled meeting.

X. Adjournment

The meeting was adjourned at 9:27 pm.

**The next regular scheduled board meeting is September 13, 2016
at the John Tomay Memorial Library at 6:00 p.m.**

For future discussions:

- Discussion on reducing the budget over the next few years.
- Review Open Door Policy and add a time frame for acknowledgment back to an employee.
- Revisit verbiage on the philosophy statement for inclusion in the compensation policy prior to sending to the attorney.
- Develop a transparency policy.