

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, September 13, 2016

I. Call to Order

The meeting was called to order by Lee Ann Cox at 6:11 p.m.

Attending: Lee Ann Cox
Gwynn Ellen Stephenson
Judy Caldwell
Elaine McWain
Kate Foy

Guests: Sue Lathrop, District Director
Donna Gee, Staff
Libby Caplan, Georgetown Branch Librarian

II. Approval of Agenda

It was requested to add Executive Session after New Business and to Old Business Public Participation Policy. Elaine McWain made a motion to approve the amended September 13, 2016, agenda. Judy Caldwell seconded the motion and the amended agenda was approved unanimously.

III. Approval of Minutes

It was noted under Old Business "Bylaws and Public Participation" 3 yes, 0 no and 2 abstained. Judy Caldwell made a motion to approve the August 9, 2016, minutes as amended. Gwynn Ellen Stephenson seconded and the amended minutes were approved unanimously.

IV. Audience Business

Pauline Marshall: Pauline shared her thoughts on the Public Participation Policy (user friendly with transparency), asked the Board to allow for clarification questions during meetings and that draft copies of the minutes be available for the public and wanted to know the difference between complaint and grievance. It was noted meetings can be recorded by public or the press and agendas and the handbook are online. Pauline again asked the Board to outsource Human Resources.

Tom Elliot: Tom asked why responses can't be given immediately to public comment. Lee Ann Cox indicated that action can't be taken and the Board needs to be mindful of people's time. Tom shared his thoughts on the Public Participation Policy (friendly, transparent, etc.) and to consider putting Library employee salaries on the website.

Earl Ballard: Earl shared his experience serving on Boards and feels the Director should write policy and the Board should approve and the policies should be reviewed in phases. Lee Ann Cox agreed.

Deirdre Baldwin: Deirdre asked that committees be formed with stakeholders. Lee Ann agreed.

No other public comment/audience business was presented.

V. Library Director Report

- The Idaho Springs Library is waiting on construction plans for the landscape project so it can go out for bid and Libby Caplan is working with Jon Jennings on the roof project for Georgetown. Both projects will most likely start in 2017 and both the ISPL and JTML Boards will be requesting their funding to move to 2017. Matching funds (grants) will be looked at for both projects.
- The welcome party for Libby was held in August.
- Summer Reading in Idaho Springs and the Carnival in Georgetown were well attended.
- Sue has applied for State Grant funding for educational materials.
- The newsletter was emailed and available in print copy at both Libraries.
- The staff meeting was held on September 7th and the staff is working on self-assessments using Connecting with Colors.
- Sue is working with the auditor and the extension ends September 30.
- If new staff is hired, Sue will notify the Board and encouraged the Board to visit the Libraries.
- A patron entered the Georgetown Library wearing a gun over warmups and quickly left. The Patron Policy states guns must be concealed. Sue will work with Law Enforcement to obtain more information, make sure the policy is clear and post for patrons to see.
- Sue noted that a charge was made to the credit card in error and should have been a personal expense; Sue will be reimbursing the District the funds.

VI. Financial Report

Vouchers

The vouchers were reviewed as presented. Clarification questions were answered. Judy Caldwell made a motion to approve the vouchers as presented. Kate Foy seconded the motion and the vouchers were approved unanimously

2016 Budget Performance

The Budget Performance was reviewed as presented. It was noted line items 240.05 (MSEC) and 240.06 (Payroll) will be need to be adjusted; they were incorrectly coded. No other comments, questions or objections were made.

VIII. Old Business

MSEC Report/Employee Handbook

The Board held a work session reviewing the MSEC Report and made recommendations and prioritized sections for the handbook, Sue took notes and emailed them to the Board and added the recommended changes in draft form to the handbook, which was reviewed as presented in the Dropbox. It was noted this document is still a work in progress. It was noted that during meetings the mission should be kept in mind, added to the agenda and posted at meetings. The Board agreed to look at the content and later review the order, post for employee input and release for public hearing. The Board reviewed the content of the draft of the handbook with the recommended changes. Additional edits were suggested by the Board. External Communication was tabled while Sue does some research. It was noted complaint is verbal as grievance is looking for a resolution with formal documentation. It was agreed to replace the word complaint with concern. A timeline will be added for Board response and all Board members will be notified of a complaint. Section 1.3 Grievance Policy will be revisited and the remainder of the document was tabled till the October 11.

Old Business - continued

Outsourcing HR

This item was tabled to the October 11 meeting. The board wants a better definition of what outsourcing Human Resources would look like. MSEC has provided a quote and it is available in the Dropbox. The Board members should review the document and prepare to ask questions.

Compensation Policy/Philosophy

This item was tabled to the October 11 meeting.

Employee Insurance Benefits for 2017

This item was tabled to the October 11 meeting. Documents are available for review in the Dropbox and the Board should review the documents and be prepared for a discussion.

Public Participation Policy

The discussion on this item has been re-opened. A committee including Pauline Marshall, Gwynn Ellen Stephenson, Sue Lathrop and one of the Branch Librarians will work together to review the policy and draft a proposal to present to the Board. The Board will review and once satisfied, post for employee input and release for public hearing.

No other old business was presented

IV. New Business

Nominations to ISPL BAC: Gwynn Ellen Stephenson and Dean Clark

Elaine McWain made a motion to approve the recommendation of the Idaho Springs Public Library Building Activity Committee the appointment of Gwynn Ellen Stephenson and Dean Clark to the District Library Board. Lee Ann Cox seconded and the motion was approved unanimously. It was noted that representation from the east end of the County is needed.

Other

It was requested by Sue Lathrop that the Board make available a public folder with draft documents. There were no objections.

No other new business was presented

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

Lee Ann Cox adjourned the meeting of the Clear Creek County Library District Board of Trustees at 8:27 p.m. to move to executive session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters re: Library Director discussion. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken.

The Board adjourned from Executive Session at 9:50 p.m. and return to their regular scheduled meeting.

X. Adjournment

The meeting was adjourned at 9:50 pm.

**The next regular scheduled board meeting is October 11, 2016
at the Idaho Springs Public Library at 6:00 p.m.**