

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, October 11, 2016

Mission Statement:

The Clear Creek County Library District will be a centerpiece of our community, providing public library services that enhance our community through shared collections, cultural events and activities, the preservation and sharing of our county's rich historical past, access to current and emerging technologies, and service to our democracy through the free flow of information.

I. Call to Order

The meeting was called to order by Lee Ann Cox, President, pro tem at 6:05 p.m.

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

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

II. Approval of Agenda

The agenda was approved as presented.

III. Approval of Minutes

The minutes of the last meeting were approved with one amendment.

IV. Audience Business

No public comment/audience business was presented.

V. Report from Auditor Jack Salewski

The Library is in good financial shape. Assets have increased. It has a healthy fund balance. A normal healthy balance allows for four to five months' operating budget. The Library District currently has a 1 and ½ year balance.

VI. Library Director Report

Sue reimbursed her mistake on using the company credit card. She also fixed the payroll line item. She reported that the MSEC line was correct. It is over budget because we had not planned on so much HR stuff, such as the MSEC Report. It will continue to go over with the Compensation Review. However, we are still good because we have a lot of room in consulting and legal and professional fees.

She had a great suggestion from the staff is to have some of the regular bills – such as Ingrams, or the phone and cable bills on autopay for the credit card. This will give us extra reward points, which we can spend on programs. The Board agreed to that.

Movie night has been a big success in Georgetown .There were over 70 people at Teenage Mutant Ninja Turtles. The next movie is Ghost Busters.

Georgetown Library is in the process of getting bids for its roof project.

ISPL continuing to get nowhere with the stain problems at the ISPL, which we have been asking them to fix since the renovation.

VII. Financial Report

Vouchers

The vouchers were reviewed as presented. Sue reported that she had ongoing expenses transferred to automatic payments from the credit card.

2016 Budget Performance

The Budget Performance was approved as presented.

VIII. Old Business

Public Participation Policy

The Board and the Committee has reviewed the policy and it will be available for employee input and released for public input.

Employee Insurance Benefits for 2017

The family plan will remain in place through 2017. The mid-rate plan offered will be adopted with PPO4, an EPO and PPO2 with a flat rate for employ contribution. Employees may opt for a higher plan, by paying the additional premium.

MSEC Report/Employ Handbook

No action was taken. A work session to review the suggested changes will be held on October 25, 2016.

Compensation Policy/Philosophy

Judy passed out the following paper for her recommended policy.

The primary purpose of the Clear Creek Library District is to serve our patrons, Community members deserve a competent, professional and consistent staff. The District will pay fair and adequate compensation to retain dedicated employees, recognizing that our staff is key to a successful library district. An employee's pay should reflect the responsibilities of the job, the relevant experience and/or education of the employee, and the length of employment by the Library District. The Library Director will review job descriptions annually to assure they match the actual job practices/requirements; will update the market analysis every three years; and will recommend any necessary changes in pay ranges to the District Board as needed.

IX. New Business

MSEC Compensation Review Results

The board will decided to vote on the recommendations at the next meeting. There is a current vacancy for a Library Clerk. The starting salary would be \$12.21.

Budget The proposed 2017 budget was presented.

X. Adjournment

Lee Ann Cox adjourned the meeting of the Clear Creek County Library District Board of Trustees at 8:50 p.m. to move to executive session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters re: Libby Caplan. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken.

Lee Ann Cox adjourned **to Executive Session to Discuss Personnel Matters re: Sue Lathrop Discussion, according to 24-6-402(4)(f), C.R.S.**

The Board adjourned from Executive Session at 9:40 p.m. and returned to their regular scheduled meeting.

X. Adjournment

The meeting was adjourned at 9:41 pm.

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