

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

I. Call to Order

The meeting was called to order by Lee Ann Cox at 6:00 p.m.

Attending: Lee Ann Cox
Elaine McWain
Victoria Colle
Judy Caldwell
Gwynne Ellen Stephenson (arrived at 7:30 p.m.)

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

II. Approval of Agenda

It was requested to add Heather Campbell to the agenda after Public Comment. Victoria Colle made a motion to approve the amended December 13, 2016, agenda. Judy Caldwell seconded the motion and the amended agenda was approved unanimously.

III. Approval of Minutes

November 8, 2016: It was noted to change title from agenda to minutes and add attendees. Judy Caldwell made a motion to approve the November 8, 2016, minutes as amended. Victoria Colle seconded the amended minutes were approved unanimously.

October 11, 2016: It was noted to change the date to October 11, 2016, add Gen Palmer, under Guests. Insurance: the family plan will remain in place through 2017. Under Compensation Policy, the word “professional” is duplicated, and times were updated under Executive Session. Victoria Colle made a motion to approve the October 11, 2016, minutes as amended. Judy Caldwell seconded the amended minutes were approved unanimously.

IV. Audience Business

Denise Deese: Denise asked for update on her concerns regarding employee issues and for an update on progress made and the term limits of Board members. It was stated the term limits are on the website and to submit her questions in writing.

No other public comment/audience business was presented.

Heather Campbell

Heather addressed her issues with COBRA coverage and requested reimbursement for a bill (copy distributed to all Board members present). The board stated the bill will be submitted to legal counsel for review

V. Public Hearing to Discuss Budget

The District Library Board of Trustees meeting was opened to a public hearing for comment.

No public was signed up to discuss the budget.

The District Library Board of Trustees meeting was closed for public hearing.

VI. Library Director Report

- Open enrollment is complete. Insurance guidelines will be added to the next meeting for discussion.
- The Georgetown Building Advisory Committee requested information regarding appointments to the building committee. Sue asked for permission to contact the attorney about the question. Elaine made a motion for Sue Lathrop to contact legal counsel with the BAC questions. Victoria Colle seconded and the motion passed unanimously.
- Sue requested feedback from the Board regarding updates made to minutes created by staff versus Board members prior to Board review (possible redline). It was also noted to create a minute template, add the meeting facilitator signature and recording secretary signature. This item was tabled to the next meeting for discussion.

VII. Financial Report

Vouchers

The vouchers were reviewed as presented. Clarification questions were answered. 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. Clarification questions were answered and it was noted the budget is at 55% with 101% of income received. No other comments, questions or objections were made.

Signatures for Checks

Currently there are four signers on the account with one board member having a facsimile signature. At times it is difficult to obtain two signatures on the checks. Elaine McWain made a motion that all signers get a facsimile signature stamp and authorize the signing of checks with the approval in writing via email with two signatures on each check. Judy Caldwell seconded and the motion passed unanimously.

VIII. Old Business

Public Participation Policy

Elaine McWain made a motion to approve the Public Participation Policy as presented. Victoria Colle seconded the motion and the Public Participation Policy was approved unanimously

Employee Handbook

The Board agreed to table the Employee Handbook discussion to a work session. The work session is scheduled for January 17, 2017 at the Heritage Center in Georgetown at 6:00 p.m.

2017 Budget

It was noted budget line items can be changed; it is the bottom line that must remain within budget. The salaries and benefits are based on the MSEC report. Salary and hiring freezes were discussed in prior meetings and the 2020 projected budget is now obsolete. With the reduction of four full-time employees, the services to patrons have remained consistent, but, some internal

functions have been put on hold. The employees are working harder. Sue reviewed the Additional Cost Estimates as presented.

Victoria Colle made a motion to elect the staff recommended salaries for two employees so they will be at mid-range at approximately their 10th year. Judy Caldwell seconded and the increase was approved unanimously.

Old Business

2017 Budget - Continued

Victoria Colle made a motion to dissolve the Library Clerk position, grandfathering in people currently in the current position. Judy Caldwell seconded and the motion was passed unanimously.

No other old business was presented

IX. New Business

Resolution 2016-04 to Adopt Budget

Lee Ann Cox reviewed Resolution 2016-04 to Adopt Budget. Elain McWain made a motion to approve Resolution 2016-04 to Adopt Budget as presented. Victoria Colle seconded the motion and Resolution 2016-04 to Adopt Budget was approved unanimously. The document was signed accordingly.

Resolution 2016-05 to Appropriate Sums of Money

Lee Ann Cox reviewed Resolution 2016-05 to Appropriate Sums of Money. Judy Caldwell made a motion to approve Resolution 2016-05 to Appropriate Sums of Money as presented. Victoria Colle seconded the motion and Resolution 2016-05 was approved unanimously. The document was signed accordingly.

Resolution 2016-06 to Set Mill Levy

Lee Ann Cox reviewed Resolution 2016-06 to Set Mill Levy. Victoria Colle made a motion to approve Resolution 2016-06 to Set Mill Levy as presented. Judy Caldwell seconded the motion and amended Resolution 2016-06 was approved unanimously. The document was signed accordingly.

Certification of Tax Levies for Non-School Governments

Sue Lathrop presented the Certification of Tax Levies for Non-School Governments to the Board. There were no comments, questions or objections. Sue will submit the certification to the County.

BAC Appointment JTML BAC

Lee Ann Cox will no longer represent the Georgetown Library at year end and expressed interest to continue serving the District Board in an “at large” capacity until her term on the District Board ends. Deidre Baldwin was nominated by the Georgetown Building Advisory Committee. Elaine McWain made a motion to appoint Deidre Baldwin to the Georgetown Building Committee. Gwynne Ellen Stephenson seconded the motion and the appointment was approved unanimously.

Board Member Terms and Vacancy

Victoria Colle's term is ending and expressed interest to continue on the Board. Several letters of interest has been received to serve the Board. The Branch Librarians requested clarification on the Board selection process and expressed concern. Gwynne Ellen Stephenson made a motion to elect Lee Ann Cox to the Board in an "at large" capacity to finish out her term. Victoria Colle seconded and the appointment passed unanimously. It was noted an additional at large position will be available in 2017 and equal county representation is preferred but not required.

New Business - Continued

Hoehn Architects Fee Proposal – ISPL Landscaping

The Hoehn Architects fee proposal was reviewed as presented. Victoria Colle made a motion to approve up to \$12,000 as presented in the fee proposal. Judy Caldwell seconded the motion and the fee proposal was approved unanimously.

Other

No other new business was presented

X. *Executive Session to Discuss Personnel Matters re: Sue Lathrop review, 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 to move to executive session pursuant to 24-6-402(4)(f), C.R.S. to discuss personnel matters re: Sue Lathrop review. 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 and returned to their regular scheduled meeting.

XI. *Adjournment*

The meeting was adjourned at 9:30 p.m.

**The next regular scheduled board meeting is January 10, 2017
at the Heritage Center in Georgetown at 6:00 p.m.**

**A work session was scheduled to review the Employee Handbook on January 18, 2017
at the Heritage Center in Georgetown at 6:00 p.m.**

Approved:

Lee Ann Cox, President

Donna Gee, Recording Secretary