

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, January 10, 2017

I. Call to Order

The meeting was called to order by Lee Ann Cox at 6:03 p.m.

Attending: Lee Ann Cox
Elaine McWain
Victoria Colle
Kate Foy

Not Present: Gwynne Ellen Stephenson, Judy Caldwell.

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

II. Approval of Agenda

Elaine McWain made a motion to approve the January 10, 2017, agenda as presented. Victoria Colle seconded the motion and the agenda was approved unanimously.

III. Approval of Minutes

It was noted under appointment to JTML BAC to remove as the Georgetown Representative and under Library Director Report change ISPL Activity to Advisory. Kate Foy made a motion to approve the amended draft minutes dated December 13, 2016. Victoria Colle seconded, and the amended draft minutes were approved unanimously.

IV. Audience Business

Denise Deese: Denise shared concerns regarding the bylaws, officer terms and letters of interest received. The Board responded indicating they will look at the bylaws and discuss if needed and noted the communication from and to the District Boards and BACs are done via the representative appointed.

No other public comment/audience business was presented.

V. Library Director Report

- Working on improving communication between BACs and District Board; JTML BAC discusses the District meetings in their meetings. Sue suggested that the BAC representatives do the same at the District meetings. The board agreed.
- Libby and Sue discussed communication and the renovation.
- Libby provided a JTML Report stating usage and programs are up, ski passes are being used, the library looking better, working on public relations and looking at the Heritage Center for an adult, quiet space for reading and for fundraising programs.
- Sue provided the ISPL Report as presented.
- Cameron Marlin hired as library clerk.
- The management committee has been discussing staffing and problems finding time with a reduced staff to do things such as inventory. Ideas include standardizing hours and making changes beneficial to patrons to free up staff time (data being collected).
- Cancelled the lesser used databases.

VI. Financial Report

Vouchers

The vouchers were reviewed as presented. Clarification questions were answered. Victoria Colle 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. Clarification questions were answered and it was noted the budget is at \$523,654 not spent, with some minor bills still expected. A discussion on using the Square to process credit card payments was held and Victoria will work with Sue on other options. No other comments, questions or objections were made.

VII. Old Business

Employee Handbook – Tabled to Work Session

HR Outsourcing

Two bids were received from Peliton and MSEC. Pricing was reviewed and clarification questions answered. It was noted a reduction in the Director's salary could offset the cost. It was suggested to look into the Colorado Association not for profit options for coverage currently provided by MSEC. Sue will work into the Colorado Association not for profit options, create a comparison with services that could be dropped and find out how long we would be obligated if we chose to go with a full-service HR option. This item will be discussed in the February meeting. Sue distributed a benefit comparison document.

Policy 2-5 Compensation Review Policy

This was tabled till the February meeting.

No other old business was presented

VIII. New Business

Approve Bid for the Replacement of the JTML Boiler

The Board reviewed the bid as presented. Elaine McWain made a motion to approve option 1, as recommended by the JTML BAC. Victoria Colle seconded the motion and option 1 presented in the bid was approved unanimously

Hoehn Bid for Georgetown Renovation Project

The Board reviewed the bid as presented. Elaine McWain made a motion to approve the bid recommended by the JTML BAC. Kate Foy seconded the motion and the bid was approved unanimously

Resolution 2017-01, Designating the Place(s) for the Posting of Public Notices for District Meetings and Other District Business

Sue Lathrop reviewed Resolution 2017-01 as presented. Kate Foy made a motion to approve Resolution 2017-01 as presented. Victoria Colle seconded the motion and Resolution 2017-01 was approved unanimously. The document was signed accordingly.

Board Terms

Sue Lathrop presented and reviewed a working document with a visual timeline. It was suggested that the Board review terms every January, consider reset of current seats (a resolution that states who is in what position and what their terms are) and create a sub-committee to put practices into written procedure in accordance with the bylaws. Victoria Colle made a motion to approve Resolution 2017-02, Resolution of the Clear Creek County Library District, Colorado Confirming Board Members Seats and Appointments. Kate Foy seconded and Resolution 2017-02 was approved unanimously.

Election of Officers

Elaine McWain made a motion to elect LeeAnn Cox as president, Judy Caldwell as vice president, Kate Foy as secretary, and Victoria Colle as treasurer. Victoria Colle seconded and the slate of officers was approved unanimously.

Minutes (Web Posting)

The Board agreed that approved minutes will be posted with no redlines.

Schedule for Policy Discussion

Sue Lathrop presented and reviewed a schedule for policy discussions. The following will be reviewed in 2017: add a board appointment policy; complete the compensation review policy; and review the existing “Accounting Policy and Procedures” and “Gift, Donations and Memorials Policy”. No objections were made. Victoria, Elaine, Sue and Libby will be on a committee to work on the board appointment policy.

Other

No other new business was presented.

IX. *The board moved to go to Executive Session to Determine Positions Relative to Matters That Maybe Subject to Negotiation according to §24-6-402(4)(e), C.R.S. at 7:59 p.m. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken. The board came out of executive session at 8:11 p.m.*

X. *The board moved to go to Executive Session to Discuss Personnel Matters re: Sue Lathrop annual review, according to 24-6-402(4)(f), C.R.S. at 8:12 p.m. No comments, questions or objections were made. The board came out of executive session and returned to their regularly scheduled meeting at 10:02 p.m.*

XI. Adjournment

The meeting was adjourned at 10:02 p.m..

**The next regular scheduled board meeting is February 14, 2017,
at the Idaho Springs Public Library at 6:00 p.m.**

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

Approved by

LeeAnn Cox, President

Donna Gee, Recording Secretary