

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, May 9, 2017

I. Call to Order

The meeting was called to order by LeeAnn Cox at 6:04 p.m.

Attending: LeeAnn Cox
Elaine McWain
Victoria Colle
Kate Foy
Gwynne Ellen Stephenson
Deirdre Baldwin

Guests: Donna Gee, Staff
Bob Cole, Attorney
Bart Miller, Attorney

II. Approval of Agenda

It was requested to move the Human Resource discussion to after Public Comment and to add election of Vice President. Elaine McWain made a motion to approve the amended May 9, 2017 agenda. Kate Foy seconded the motion and the amended agenda was approved unanimously.

III. Approval of Minutes

Kate Foy made a motion to approve the minutes dated April 11, 2017. Gwynne Ellen Stephenson seconded and the minutes were approved unanimously.

Elaine McWain made a motion to approve the special meeting minutes dated April 18, 2017. Deirdre Baldwin seconded and the minutes were approved unanimously.

IV. Public Comment

See public comment/audience business minutes.

VII. Old Business

Human Resources Discussion

Deirdre Baldwin made a motion to hire Cameron Marlin as the Human Resource Clerk for no more than 40 hours per week, at a rate of \$16 per hour with the Board evaluating progress in 6 months and to process payroll with Gen Palmer. Elaine McWain seconded. The Board moved to discussion.

Cameron Marlin joined the Board. Cameron's presentation to the Board was provided in the Dropbox. The discussion included clarification on hours; the Board agreed on certification (The Library has a policy for education reimbursement), and evaluating progress in 90 days. Cameron suggested membership in SHRM (\$199 annual). The Board requested Cameron to get cost of certification with several options including from MSEC.

The meeting was open to public comments.

Denise Deese: Kudos for listening to Cameron.

Libby Caplan: Agrees with 90 days, give higher pay and membership to SHRM.

Gen Palmer: In favor of Cameron but concerned about loss of Librarian Assistant hours.

Human Resources Discussion - continued

The Board noted the position will handle personnel issues going forward not past issues, offer the opportunity for future growth, in stages, and requested Cameron to work closely with the Branch Librarians on the hours spent on both positions. The discussions with CCMRD regarding Human Resources are on hold.

The Board will review the current budget to determine funding available for additional sub hours. Money can be moved within line items if needed. It was recommended the Branch Librarians get involved with budget discussions. John Ewers offered to volunteer to help up to 10 hours per week. The Board will be reviewing the entire 2017 budget.

Deirdre Baldwin made a motion to hire Cameron Marlin as the Human Resource Clerk/Library Assistant for no more than 40 hours per week, at a rate of \$16 per hour with the Board evaluating progress in 90 days and to process payroll with Gen Palmer pursuing certification within 1 year. Gwynne Ellen Stephenson seconded and the motion was passed unanimously.

Election of Vice President

Deirdre Baldwin made a motion to elect Elaine McWain as Vice President to the District Board. Gwynne Ellen Stephenson seconded and the motion was approved unanimously.

No other old business was presented

V. Library Report

The John Tomay Memorial Library Building Activity Committee has not met since the March meeting.

The Idaho Spring Public Library Building Activity Committee reported that the sod was laid and many volunteers helped and will be going forward with a GOCO grant; will be revisiting the bylaws; and obtained a debit card from the Idaho Springs Library Association as an intermediate solution to the credit card being closed.

VI. Financial Report

Vouchers

The vouchers were reviewed as presented. Clarification questions were answered and it was noted that two signed should visit the District Office to review vouchers. Elaine McWain made a motion to approve the vouchers as presented. Victoria Colle seconded the motion and the vouchers were approved unanimously.

2017 Budget Performance

No comments, questions or objections were made.

Credit/Debit Cards

It was noted that the debit cards were received. Sharon Bassist will work with Bo Thompson, Centennial Bank to look at options for a credit card.

VIII. New Business

Library Director Position

The job description for Library Director Position will need to be reviewed i.e. remove Human Resource duties. Library statue requires a Director; having Co-Directors will need to be researched. Bob Cole, Attorney can recommend a Human Resource consultant for approximately an 80 hour project (solicitation of opening not actual headhunting) which includes post the notice, advertising, job description and bring final candidates to the table. Some items notes include: involve employees; take time; determine needs and wants; needed hours; credentials needed (must have Master's in Library Science); look at structure of current Library; is outsourcing still needed and what is working and not working. The Policies will need to be revisited. LeeAnn Cox has contacted CDE for assistance. It was requested to create a sub-committee lead by Deirdre Baldwin and Gwynne Ellen Stephenson.

LeeAnn Cox made a motion to appoint a sub-committee with Deirdre Baldwin, Gwynne Ellen Stephenson to elect 6 people from the staff and community to serve to report back to the Board within 90 days to make recommendation for the Director's job description and responsibilities structure and to hire an outside unbiased consultant agency to assist with the hiring of a Director based on the job description and responsibilities including a Master's in Library Science. Elaine McWain seconded and the motion was passed unanimously.

Other

No other new business was presented

IX. Grievance

Potential Executive Session: Consult with Legal Counsel Pursuant to §24-6-402(4)(b), C.R.S) for the Purposes of Receiving Legal Advice on Specific Legal Questions Regarding Grievance Received from District Employee

Bob Cole noted that potential liability on the use of debit card, but, stated the insurance may be able to cover any issues. As the Board considers executive session, it is suggested that they discuss legal matters only; legal exposures and how to minimize risk.

Kate Foy made a motion to adjourn the meeting of the Clear Creek County Library District Board of Trustees at 8:32 p.m. to move to executive session to consult with legal counsel pursuant to §24-6-402(4)(b), C.R.S) for the purposes of receiving legal advice on specific legal questions regarding grievance received from District employee. Deirdre Baldwin seconded and the motion to adjourn to executive session was approved unanimously. No written minutes will be taken.

LeeAnn Cox recused herself from the discussion.

The Board adjourned from executive session and returned to their regular scheduled meeting at 9:16 p.m.

Board Action

Kate Foy made a motion to appoint a committee of two members, Deirdre Baldwin and Tom Elliott, to investigate the grievance submitted to the Board, determine the facts and attempt an informal resolution and report back to the Board. Gwynne Ellen Stephenson seconded and the motion passed unanimously.

IX. Adjournment

It was announced that Kate Foy and Vicki Colle both have resigned from the District Board.

The meeting was adjourned at 9:21 p.m.

**The next regular scheduled board meeting is June 13, 2017
at the Idaho Springs Public Library at 6:00 p.m.**

Approved by:

LeeAnn Cox, President

Donna Gee, Recording Secretary