

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, June 13, 2017

I. Call to Order

The meeting was called to order by Elaine McWain at 6:09 p.m.

Attending: Elaine McWain
Tom Elliott
Gwynne Ellen Stephenson
Deirdre Baldwin
Bo Thompson

Guests: Donna Gee, Staff
Libby Caplan, Staff
Bart Miller, Attorney

II. Public Comment

Earl Ballard: In support of the Human Resource position appointment and a hierarchy for the library positions with job descriptions; offered to help with job descriptions.

No other comment/audience business was made.

III. Approval of Agenda

It was requested to add under Old Business “Termination of i2i work force agreement” and under New Business “Bonus for Gen Palmer” No other additions or objections were made. Elaine McWain approved the amended June 13, 2017 agenda.

IV. Approval of Minutes

It was noted that the first sentence under Approval of the Minutes should be “April 11”. No other additions or objections were made. Elaine McWain approved the amended May 9, 2017 minutes. Tom Elliott presented notes from the March 22, 2017 Special Meeting and requested it be added to the July agenda for approval.

V. Branch Librarian Report – Libby Caplan

- Working on distributing tasks.
- Completed the changing of emails.
- Been working with the Restructuring Committee.
- Los Niño’s program was held and well attended.
- Transitioning to summer programs.

It was requested to change the Branch Librarian Report to BAC reports, presented by the BAC representatives.

VI. Financial Report

Vouchers - May

The vouchers were reviewed as presented. Tom Elliott made a motion to approve the vouchers as presented. Deirdre Baldwin seconded the motion and the vouchers were approved unanimously. It was requested to check on the total amount pay to i2i.

2017 Budget Performance

It was noted that the bank statements are unavailable to do reconciliations to determine the budget performance. The budget performance will be presented in the July meeting. No comments, questions or objections were made.

Status of Credit Cards

Currently charges are being processed under the checking accounts. A credit card is needed to obtain rewards, restrict purchases and help with fraudulent activity. Bo Thompson will research options and presented them in the July meeting.

VII. Old Business

Clear Creek county Library District Restructure Proposal

A formal proposal was distributed to the Board and a Power Point presentation provided.

Clarification questions were answered. It was noted all committee members and the attorney approved the proposal; if the evaluation is a success after the two years, it will move into a permanent plan; full job descriptions and responsibilities will be created for each position.

Deirdre Baldwin made a motion to approve the restructure proposal as presented, if the budget permits. Elaine McWain seconded and the motion was approved unanimously.

Deirdre Baldwin made to appoint Libby Caplan as the intern Director and authorized Libby to hire Cameron Marlin as the Human Resource/Administrator. Gwynne Ellen Stephenson seconded and the motion was approved unanimously.

Deirdre Baldwin made a motion to appoint Gwynne Ellen Stephenson as contact for Libby Caplan and Deirdre Baldwin as contract for Cameron Marlin. Bo Thompson seconded and the motion was approved unanimously.

Grievance Report - Settled

Termination of i2i Work Force Agreement

Tom Elliott made a motion to terminate the i2i work force agreement. Deirdre Baldwin seconded and the motion was approved unanimously. Cameron Marlin will follow through with the request and provide the five day notice as required.

No other old business was presented

VIII. New Business

Board Vacancies

It was noted that BAC representative do not need to be elected. Bo Thompson was welcomed as representative from the Idaho Springs Library Board.

LeeAnn Cox retired from the Board on June 11, 2017. There are two open “at large” positions. A letter of interest was received from Dick Woods and reviewed as presented. Tom Elliott made a motion to elect Dick Woods as at large member to the Board of Trustees. Deirdre Baldwin seconded and the motion was approved unanimously. One position remains.

All Board members received an oath of office, including Dick Woods.

Election of Officers

Deirdre Baldwin made a motion to elect Elaine McWain as President, Tom Elliott as Vice President, Bo Thompson as Treasurer and Deirdre Baldwin as Secretary. Elaine McWain shared her thoughts with the Board before accepting the position. No comments, questions or objections were made. Gwynne Ellen Stephenson seconded and the slate of officers was approved unanimously.

Resignation/Bonus

Gen Palmer resigned as the Idaho Springs Branch Librarian. Gwynne Ellen Stephenson made a motion to provide Gen Palmer a \$7,000 bonus for her service. Deirdre Baldwin seconded. Tom Elliott motioned to table the bonus motion and to look into the precedence being set, legalities, and council advice. Elaine McWain noted the budget will need to be reviewed. Deirdre Baldwin seconded the motion to table the bonus motion.

In Favor: Elaine McWain, Tom Elliott, Bo Thompson & Deirdre Baldwin.

Opposed: Gwynne Ellen Stephenson

The motion to table the bonus motion was approved four to one.

Consideration of Approval of Resolution 2017-01, a Resolution Authorizing the Maximum Monthly Amount to be Transferred from the District's Fund with the County to the District's Checking Account.

Resolution 2017-01 was reviewed as presented. Tom Elliott made a motion to approve resolution 2017-01 and appoint Libby (Liberty) Caplan, Bo Thompson & Elaine McWain as signors on Exhibit A. Deirdre Baldwin seconded and the motion was approved unanimously. Bart Miller will make the update of officers and add the authorized signor to the resolution, email Libby to have the document signed and submitted to the County Treasurer's Office.

New Check Signors

Community Budget Committee

Elaine McWain noted she would like to have a community budget committee created; and advertise for members.

Other

No other new business was presented

IX. Announcements

Elaine McWain noted she would like for the Strategic Plan to be reviewed. It was noted Cameron Marlin can review the Strategic Plan as well as the policies and procedures, with any updates being approved by the Board.

Elaine McWain stated she would like the past minutes read to ensure tabled items were taken care of. Paul Marshall offered to help.

X. Adjournment

Tom Elliott made a motion to adjourn the meeting of the Clear Creek County Library Board of Trustees. Deirdre Baldwin seconded and the motion was approved unanimously.

The meeting was adjourned at 7:54 p.m.

**The next regular scheduled board meeting is July 18, 2017
at the Heritage Center in Georgetown at 6:00 p.m.**

Approved by:

Elain McWain, Vice President

Donna Gee, Recording Secretary