

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, July 18, 2017

I. Call to Order

The meeting was called to order by Elaine McWain at 6:01pm.

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

Guests: Libby Caplan, Staff
Cameron Marlin, Staff
Pauline Marshall, Guest

II. Approval of the Agenda

It was requested to change "Report from Libby Caplan" to "Interim Director Report" and to change "Report from Cameron Marlin" to "HR Report."
"March 22 Special Meeting Notes" was requested to be moved to the top of the agenda.
"HR Quotes" was requested to be added to "Old Business"

No other additions or objections were made.

The Board approved the amended July 18, 2017 agenda.

III. Approval of the Minutes: June 13, 2017

Several grammatical corrections were made, none of which were substantive. Elaine McWain requested that minutes be taken in complete sentences.

The restructure document that was referenced can be found in the "Exhibits" folder.

The Board approved the Minutes as amended

IV. Public Comment

No public comment/audience business was made.

V. March 22 Special Meeting Notes

Deirdre Baldwin made a motion to approve the March 22nd Special Meeting Notes, taken by Tom Elliott. Elaine McWain seconded and the motion was approved unanimously.

VI. Welcome New Board Members

Bo Thompson and Richard (Dick) Woods were welcomed to the Board at the June 13th District Library Board meeting. Both new Board members will need to be given access to the DropBox and given devices for viewing Board documents.

VII. Interim Director Report - Libby Caplan

- Attention has been given to the Archive Library to get it ready for the soft opening that was launched on Monday, July 10th.
- Libby and Cameron have been working together to welcome three new Substitute Librarians, as well as working with the current staff to improve the work climate as well as employee morale.
- Libby has been sending out weekly emails to keep everyone abreast of new developments as well as working to improve communication among the staff.
- We anticipate holding individual meetings with each employee to better understand each employee's experience and perception of the transition and the current state of the Library.
 - This, as well as the upcoming performance reviews in September, are intended to continue to open the conversation and help to improve communication.
 - Libby would like as much "bottom-up" feedback as possible to help inform the direction of the Library.
- Libby has continued to work on securing all accounts and setting up log-in credentials with the Library's various vendors.
- Regarding IT, Libby is exploring a new contract with Comcast, which could significantly improve internet connectivity at the Idaho Springs Public Library.
 - In addition to that, Libby anticipates making some new IT acquisitions to improve the technology resources at both libraries as well as renewing various software licenses.
- Libby has been looking into digitizing our newspaper collections.
- Scheduling has been a challenge, with filling in Cameron and Genevieve's shifts, but Libby feels as though it is beginning to smooth out.
- A farewell event was hosted for both Genevieve and Donna Gee. Both Gen and Donna were given thank you gifts.
- Genevieve dropped off a thank you note for the Board, and Libby will get that to the Board ASAP.
- Access to the bank was sorted out.
- Various separate accounts for the Idaho Springs Public Library and the John Tomay Memorial Library are being consolidated, not only to save money but also to streamline the ordering process.
- Libby has been exploring cost savings opportunities, such as eliminating or revising our printer rental contracts and possibly downsizing the number of printers we have.
- Carol Lee has been incredibly helpful with providing Libby guidance on the budget and with transferring of funds.
- Erin Riley spearheaded the July newsletter and has taken the initiative to close out a state grant.
- The deadline for E-Rate (grant funding for internet and computers) was April 13th, which we missed. Libby has applied for an extension, however the process

is lengthy and can be difficult. We will move forward with applying for next year, and if the extension is approved, we will likely get a credit around the same time that the next cycle of grant dollars are awarded.

- To get more comfortable with the Idaho Springs Library and its patrons, Libby has been spending three days per week there, and two days at John Tomay.
- Landscaping and general upkeep of the outdoor premises has been a priority, which has been well received. Many compliments have been relayed.
 - Elaine McWain suggested reaching out to the garden club to see if any volunteers may be interested in assisting.
- We are nearing inspection time (boilers, elevators, etc) as October is the deadline for many of those things.
- Libby and Cameron have been working on mastering the voucher process.
- The Library District has partnered with Ghost Writers, a writer's retreat that will be hosted in Georgetown August 3 - 6. Both the Archive as well as the John Tomay Memorial Library spaces will be utilized.
- Libby will look into Board Terms and will make recommendations for revising the policy.

VIII. HR Report - Cameron Marlin

- The CCOERA Retirement issues that have been ongoing for the past several months have been resolved.
- The i2iWorkforce contract has been terminated.
- All employee's emergency contact information has been amassed and Cameron is hoping to coordinate an emergency preparedness training before the end of the year.
- Cameron organized an all-staff training event that was very well received. Cameron and Libby are anticipating this becoming an annual event.
- In preparation for hiring a new Library Assistant, Cameron assembled interview questions, procedures and an interview rubric. These were utilized for the 5 interviews that were conducted the previous week, with an anticipated decision on July 21st.
- Cameron completed all off-boarding for Genevieve Palmer.
- Cameron enrolled in a PHR (Professional HR Certificate) study course and has recently begun studying for the exam.
- Cameron has been gaining familiarity with our payroll processing software (PayEntry) and has been using it to generate reports that Libby has been able to use for budget projections.
- The SHRM (Society for Human Resource Management) Membership that was recently purchased has proven to be incredibly useful and beneficial. Cameron has been utilizing the resources available on their website regularly.
- Cameron and Libby trained with Donna Gee on the voucher procedure and on QuickBooks.
- Cameron has been exploring wellness benefits and the potential for cost savings with our insurance premiums.
- Designed three month HR-specific strategic plan to continue to improve communication and workplace climate.

- Our health insurance will come up for renewal in January, and our representative will be presenting us with options for different plans in the fall (August/September, most likely). The Board will need to make a determination on whether or not the District will extend health care benefits to employee family members or not.

IX. Financial Reports and Business

A. Vouchers

The vouchers were reviewed. Tom Elliott made a motion to approve the vouchers as presented. Deirdre Baldwin seconded the motion and the vouchers were approved unanimously.

B. Budget Performance

Discussion was had pertaining to the improvement to the presentation of the Budget, in an effort to simplify the information conveyed. Based on the current figures, the District has spent approximately 40% of the budget. This is good news, as we are currently past the midway point of the year. Both the Idaho Springs and the John Tomay libraries are currently at 33% of their allocated budget. It was noted that IT is significantly under-budget and that upcoming IT purchases are anticipated.

Deirdre Baldwin requested that the financial report is distributed to the Board prior to the Board meetings, ideally with 2 weeks lead time.

No objections were made to the Budget Performance, as presented.

C. Check Signers

The check signer document from the bank was passed among the Board members for completion. Any Board member will now be able to sign checks.

D. Credit Card

Bo Thompson provided research he has done regarding a new credit card for the library. Based on this, it seems as though Discover cards offer the most rewards that would be applicable to the library and would be the most cost effective. Bo advised against American Express, as it is not always accepted and the majority of rewards are based on gas purchases. Discover, on the other hand, offers cash back for Amazon.com purchases, which is very applicable to the typical use of the Library card. Bo is concerned that the cash back from the Discover card would require a revision to the budget, requiring a new line item. Bo would like to look into this more, as well as speak with a Discover Card representative before making a final recommendation.

Deirdre Baldwin made a motion to approve Bo Thompson to sign the library up for the credit card that he deems to be the best option for the library. Gwynne Ellen Stephenson seconded, and the motion was passed unanimously.

E. Budget Amendment Discussion

Libby Caplan requested that the Board consider an amendment to the budget to cover raises for the staff. She reminded the Board of the cost savings that were inherent in the restructure, and that passing those cost savings on to the staff would help communicate gratitude to the staff for enduring the transition and working hard despite the challenges of it. Libby explained that she would like to offer a small percentage-based raise to the staff that would be distinct from the potential merit-based raises that the performance reviews in September would help to inform. (These merit-based raises would go into effect in January of 2018.)

Deirdre Baldwin made a motion to offer a 3% increase to all regular staff members, excluding Substitute Librarians and salaried employees, effective immediately. Tom Elliott seconded, and the motion was passed unanimously.

F. Set Deadline to Approve 2018 Budget

The deadline to approve the 2018 Budget is in October, and it was mentioned that additional meetings could be held if necessary for meeting the deadline. Libby Caplan will start the budget prior to the next Board meeting, and will distribute documents preemptively. Elaine McWain voiced her desire to have community input throughout the process. Libby suggested that a Board member chairs the committee, to work alongside Libby and Cameron. Bo Thompson volunteered to chair the committee.

Because the deadline to approve the 2018 Budget is in October, we will need to have a draft prepared for the September meeting, so as to provide an opportunity to receive public comments.

X. Old Business

A. Requested Bonus

Gwynne Ellen Stephenson feels as though Genevieve and Libby deserve compensation to recognize all of the hard work that Genevieve and Libby did to maintain library operations after separating with the former Director, in addition to putting together the restructure proposal.

Tom Elliott asked if there were significant hours of work that were outside the bounds of the typical requirements of both Genevieve and Libby's job duties. Libby confirmed that that was absolutely the case, and that there is no question that Genevieve's work ethic was deserving of recognition, and that this is a decision that is entirely up to the Board to decide.

Deirdre Baldwin made the motion to provide both Genevieve and Libby with a \$5,000 payment in recognition of the hard work they performed throughout the transition that resulted from the District's separation with Sue Lathrop. The motion was seconded by Gwynne Ellen Stephenson. Deirdre Baldwin, Gwynne Ellen Stephenson and Bo Thompson voted in favor, Tom Elliott and Elaine McWain voted in opposition, and Richard Woods abstained. The motion passed by majority rule.

Libby Caplan voiced her appreciation for the Board's recognition of their hard work.

B. Outside Audit

Tom Elliott feels as though an additional external audit is not necessary at this time. The annual audit that the Library District is required to complete has been prepared by Jack Salewski. This audit is available publically, and input from the community pertaining to it is welcome. Jack Salewski has volunteered to attend any Board meeting to answer questions pertaining to the audit. Bart Miller suggested that the audit should be put up for bid by other preparers, to which Gwynne Ellen Stephenson agrees. Bo Thompson proposed that we open up the 2017 fiscal year audit for bid.

Elaine McWain made the motion to put the 2017 fiscal year audit out for bid and not pursue an outside audit for this year. Richard Woods seconded the motion and it was approved unanimously, none opposed.

C. Gmail Account

The gmail account that was created for the Board is no longer in use. In order to deactivate the account, each Board member needs to "uninvite" themselves. If anyone has difficulty with this, they may come into either library branch, and our staff can assist. Elaine McWain requested that this be completed prior to the next Board meeting.

Libby suggested that the Board have email documentation of asking LeeAnn to deactivate the gmail account as well as a request to return all Library-issued devices. Vickie Collie, Kate Foy and Sue Lathrop will need to be asked to return their Library-issued property as well. Cameron will now be handling off-boarding, and will ensure that Library property is returned prior to receiving final pay.

Elaine McWain volunteered to reach out to each of these individuals to have them return their Library-issued property.

D. Board Vacancy

Gwynne Ellen is the contact person listed on the advertisements soliciting for new Board members, and she has not received any emails pertaining to interested candidates. Libby suggested that we strive to increase our Board composition diversity, and seek a younger board member that is ideally from the Eastern end of the community. Libby will ask Phyllis to mention the board vacancy on her radio show, and will also ask well connected community members to send email blasts to their contacts. Deirdre will submit a letter to the Courant, with help from Cameron, pertaining to the vacancy as well.

E. HR Quotes

Elaine McWain noticed some notifications from DropBox pertaining to HR quotes. It was determined that these alerts were due to the reorganization of the DropBox folders that Libby has been working on.

XI. New Business

A. Appointment of Board Committees

1. Community Budget

Bo Thompson will chair this committee.

2. Strategic Plan Review

This can be tabled for now, as the other items (Budget, By-laws, Board Terms & Policies, Employee Handbook updates) are higher priorities at this point.

3. By-laws

Tom Elliott will chair this committee.

4. Additional Items

The Employee Handbook needs to be updated -- this is of high priority. For all of the updates, it is important for us to incorporate the suggestions provided by the MSEC report.

XII. Announcements

A. Two Board Members Attended Extensive Training

Deirdre Baldwin and Tom Elliott attended a Board member training in June, and will be sponsored to attend a second training September 13-15 in Keystone (at no cost).

B. Additional Items

Libby suggested that an addition be made to our by-laws pertaining to our regular meeting schedule: when the first of the month falls on a Tuesday, that month's board meeting will be postponed to the third Thursday of the month.

The next meeting will be held on August 15, 2017 at the Idaho Springs Public Library at 6:00pm.

Deirdre Baldwin made a motion to adjourn, seconded by Gwynne Ellen Stephenson. The motion passed, all in favor, none opposed.

Meeting adjourned at 8:26pm.