

**Idaho Springs Public Library
Building Activity Committee Minutes
6:00 p.m., Tuesday September 6, 2016
@ Idaho Springs Public Library**

I. Call to Order

The meeting was called to order by Tric Shaw at 6:21 p.m.

Attending: Jeremy Morgan
Kate Foy
Linda Campbell
Tric Shaw
Bo Thompson

Guests: Sue Lathrop – Staff
Gen Palmer – Staff
Donna Gee – Staff

II. Landscape Committee

Gen Palmer indicated the library got the final approval to move ahead with the landscaping project from Michelle Chichester, State Historic Fund. Tim and Kris Hoehn will get the contractor drawings so we can go out to bid. Currently \$50,000 is budgeted for 2016. Jeremy Morgan made a motion to recommend that the District Board retain the \$50,000 for the landscape project in the 2017 budget to use for matching funds. Linda Campbell seconded and the motion was approved unanimously. It was noted the drawings should allow for phases. Gen will work with Hoehn. Gen will work with the City of Idaho Springs on the GOCO grant. The Committee discussed the hose house landscape, some recommendations of landscaping companies were made. A minimum of three bids should be sought. Maintenance was discussed.

Kate Foy took over the meeting as the President

III. Approval of Agenda

Linda Campbell made a motion to approve the September 6, 2016, agenda as presented. Tric Shaw seconded the motion and the agenda was approved unanimously.

IV. Approval of Minutes

Jeremy Morgan made a motion to approve the June 7, 2016, minutes as presented. Tric Shaw seconded the motion and the minutes were approved unanimously.

V. Public Comments

No public comments were made.

VI. Financial Report

Vouchers

No comments, questions or objections were made.

Budget Performance

No comments, questions or objections were made. Tric Shaw made a motion to approve the budget performance as presented. Bo Campbell seconded and the budget performance was approved unanimously.

VII. Branch Librarian Report – Gen Palmer

Gen reviewed the Branch Librarian Report for June and July as presented. It was noted Gen is awaiting a bid for the front door. Gen reviewed the Branch Librarian Report for August as presented. It was noted the number is 3,000+ for circulated items and working on bids for the carpet and upholstery cleaning. No other comments, questions or objections were made.

VIII. Friends Report

- The Idaho Springs Friends met with the Georgetown Friends and will work together on some joint ventures.
- Working on some Fall projects at the next meeting, which is next week.
- Raised money at the July 9, 2016, White Fence Farm luncheon with a tour of the Lakewood Heritage Center.
- Working on the bylaws to change the annual meetings to another month besides October.

IX. Old Business

No old business was presented.

X. New Business

Two letters of interest were received: one from Gwynn Ellen Stephenson and one from Dean Clark. Tric Shaw made a motion to recommend to the District Board the nomination of Dean Clark to the Idaho Springs Public Library Building Activity Committee. Linda Campbell seconded and the motion was approved unanimously. Tric Shaw made a motion to recommend to the District Board the nomination of Gwynn Ellen Stephenson to the Idaho Springs Public Library Building Activity Committee, and represent the Committee on the District Board. Linda Campbell seconded and the motion was approved unanimously. Gen Palmer will send access to the Dropbox and one year of minutes, and Kate Foy agreed to send a welcome letter.

Lighting

An email from the lighting company was reviewed as presented. The sensors were removed from the north and south wings and can be removed from the main entrance to increase longevity of the bulbs. There are 2 fixtures and Gen will look into dimmers as an option. Gen recommended that in lieu of the fact the bulbs can be purchased and removing the motion sensors could increase longevity, cleaning and replacing the circular bulbs annually with the window cleaning would be cost effective. No objections were made. Gen stated she started a log to track the frequency of the bulbs burning out. It was noted at the next meeting the budget will be discussed and the Committee should think of projects that could be completed with a Henderson grant. No other new business was presented

XI. Other

No other business was presented

XII. Adjournment

Kate Foy adjourned the meeting of the Idaho Springs Public Library Building Activity Committee at 7:41 p.m.

The next Board meeting will be October 4, 2016, at 6:00 p.m. at the Idaho Springs Public Library.