

**Idaho Springs Public Library
Building Activity Committee Minutes
6:00 p.m., Tuesday October 4, 2016
@ Idaho Springs Public Library**

I. Call to Order

The meeting was called to order by Kate Foy at 6:01 p.m.

Attending: Kate Foy
Jeromy Morgan
Linda Campbell
Tric Shaw
Dean Clark
GwyennEllen Stephenson

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

The Landscape Committee discussion was moved to the end of the meeting.

II. Approval of Agenda

Linda Campbell made a motion to approve the October 4, 2016 agenda as presented. Tric Shaw seconded the motion and the agenda was approved unanimously.

III. Approval of Minutes

Jeromy Morgan made a motion to approve the September 6, 2016 minutes as presented. Linda Campbell seconded the motion and the minutes were approved unanimously.

IV. Public Comments

No public comments were made.

V. Financial Report

Vouchers

It was noted a large order for books was placed due to a release of good novels. No other comments, questions or objections were made.

Budget Performance

It was noted the budget performance is at 52% and the maintenance expense for equipment and repair is high due to the elevator but, the overall maintenance line is only at 56.99%. No other comments, questions or objections were made.

VI. Branch Librarian Report

The Branch Librarian Report for September was reviewed as presented. It was noted the goal is to have the MSEC report by the next District Meeting. A discussion was held regarding reducing expenses for programs through private donors and sponsor, options for the newsletter to reach as many patrons as possible with little or no cost, and to obtain a lawyer regarding the staining issues. No other comments, questions or objections were made.

VII. Friends Report

- The bylaws were updated to change the annual meetings to March.
- Board members were reduced to five.
- Marianne Selkirk and Jan Bowland retired from the Board; A thank you will be sent to Marianne and Jan. Linda Campbell will retire in March, 2017.
- New members include Peggy Spinner and Sally Gothman; Kathy Donahue will be the new president.

VIII. Old Business

No old business was presented.

IX. New Business

Election of Officers

The Building Activity Commission should have three Board members. The vote to elect officers was tabled till the January meeting. There were no objections.

Board Food

Tric Shaw made a motion to redirect the expense for board food to the patron programs. Linda Campbell seconded and the redirection of funds was approved unanimously. No food will be provided for future meetings.

Budget

The proposed 2017 budget was reviewed as presented. Clarification questions were answered and it was noted funding for the landscape architect and matching funds for the project are in the District budget along with the contingency and capital funds. An additional line may be needed specific for the elevator under maintenance and Gen may lower the operating material. Dean Clark made a motion to recommend to the District Board to approve the 2017 proposed budget as presented. Jeremy Morgan seconded the motion and the recommendation to the District Board was approved unanimously.

Other

No other business was presented

Gen Palmer & GwyennEllen Stephenson joined the meeting

X. Landscape Committee

Gen indicated she has the final construction documents in progress with Hoehn and they will reflect phases to allow the acceptance of bids from different entities based on their specialties. The goal is to submit the request for bids out in December. The City of Idaho Springs will need to sign off on any grant applications. A local Girl Scout troop did some volunteer work in the yard to obtain badges; Gen will send a thank you note to the troop.

XI. Adjournment

Kate Foy adjourned the meeting of the Idaho Springs Public Library Building Activity Committee at 7:12 pm

**The next Board meeting will be November 1, 2016 at 6:00 pm at the Idaho Springs Public Library
No meeting will be held in December**