

**Idaho Springs Public Library Building Advisory Committee
Clear Creek County Library District**

**Minutes
Tuesday, August 01, 2017
Idaho Springs Public Library**

Attendees: Dean Clark, Jeremy Morgan, Linda Campbell, and Bo Thompson
Staff: Libby Caplan (Interim District Director)
Guests: Tom Elliott

Agenda Item	Highlights of Discussion	Action Items/Decisions
Call to Order	Libby Caplan called the meeting to order at 6:07pm	
Approval of Agenda	No additions or objections were made.	Moved: Dean Clark, Second: Jeremy Morgan. Passed unanimously.
Approval of Minutes: June 06, 2017	No additions or objections were made.	Moved: Dean Clark, Second: Linda Campbell. Passed unanimously.
Public Comment	Tom Elliott was welcomed.	
Financial Reports and Business	Libby presented financial reports. Dean Clark asked if Libby Caplan she has any concerns. Libby noticed that there are new charges with Greenway Lawn Care, Scott Hoffman's company. The front lawn sod was done by Greenway. Libby requested clarification. The Board will continue Scott's service and will reevaluate using Greenway considering our lawn renovation project and the 2018 Budget. Linda Campbell wondered if we would be ordering more "Giveaway" Books for children's programming. Libby clarified that those possibly will be ordered right before Boo!kfest, but the shelves at this time are looking full. Libby added the entire district budget to the ISPL financial reports to improve transparency between the BAC and District Boards. The budget expenditures are at 45.7% for the year.	Moved: Jeremy Morgan, Second: Dean Clark. Passed unanimously.
Librarian Report	<p>Libby requested that we support the local companies that contributed to our Summer Reading Programming. Many local companies made generous donations.</p> <p>The staff has assisted Libby in training at the Idaho Springs Library. Libby is also learning about the district and complete many transition tasks.</p> <p>For building maintenance, Libby has been tidying the yard. The city did remove the flag pole at no expense to the library. We are grateful for the City's support.</p> <p>Linda Campbell asked if we have hired yet. We have hired two Library Assistants, Courtney Reynolds (32 hours) and Kate Collier (20 hours), and we offered the Library Coordinator position to an internal candidate, Jess Warren (20 hours). The Fundraising and Marketing position has not been hired. We will hopefully hire</p>	

	that position towards the end of the year. Jeremy wants to know if that will impact our landscape renovation project and grant opportunities for that project. Libby will work with other staff members to figure out grant deadlines and assist with applying if time allows. Libby is looking forward to hiring this position to have a staff member to continually generate funds through grants and fundraising along with marketing.	
Friend's Report	Linda Campbell reported she had a very successful fundraiser in the park over the July 4 th holiday. More than \$250 were raised by selling books and from donations received from supporters like Dean Clark. There were many local supports and tourists. The Library Friends are planning their meeting for next week to make more decisions this upcoming year.	
Committee Report: Landscape Committee	Hoehn's are near completion of the landscape renovation plans and have contacted Tim McDoughn to begin the estimate process we will need to submit to grants. Hoehn has done a great job communicating about the project. Jeremy made the suggestion to begin a plan for the grant application process with a timeline of applicable grants to our Landscape Renovation Project.	
Old Business		
District Audit	Libby informed the Board that there were inquiries about conducting an outside audit during the transition. Libby contacted Jaqueline Murphy with the Colorado State Library for information. Murphy stated it was very rare and had only been done in cases where there was proof of embezzlement. Libby did post Jack Salewski's 2015 Audit online and will post the 2016 Audit online after it is completed. If the public has questions about the audit that the District Board or the Interim District Director (Libby) cannot answer, Salewski will attend a public District Board Meeting to answer those questions. The District will also put the 2017 Audit out for bid. Dean is still concerned because the 401(k) incident and an audit is only as good as the information given to the auditor. There was clarification that Jack Salewski is an external auditor.	
New Business		
	The District Library Board is setting up committees to help assist with tasks that need completed. The committees are By-laws, Budget, and Minutes. Tom Elliott welcomed others to join committees. Jeremy is hoping that board roles will become more defined and clarified through the By-laws committee. The Budget committee will work on a transparent and more readable. We are also trying sort out District Board Members' terms.	
Meeting Reschedule	Libby is requesting to reschedule the BAC and GLA meetings in order to save money especially with staff time. The District will keep their meeting as an evening meeting time. Monday at noon was suggested. Libby suggested the second Monday of the month.	Moved: Dean Clark, Second: Jeremy Morgan. Passed unanimously.
Announcements	The next meeting will be held on Monday, September 11, 2017 at 12:00pm at the Idaho Springs Public Library. Meeting adjourned at 6:58pm.	