

**John Tomay Memorial Library  
Building Activity Committee  
MINUTES  
5:30pm, Monday, August 15, 2016  
@ John Tomay Memorial Library**

**I. Call to Order**

The meeting was called to order by LeeAnn Cox at 6:30pm

**Attending:** Lee Ann Cox  
Elaine McWain  
Jon Jennings  
Paul Boat

**Guests:** Sue Lathrop – Staff  
Libby Caplan – Staff  
Donna Gee – Staff

**II. Approval of Agenda**

It was requested to add Board member discussion under new business. Lee Ann Cox motioned to approve the August 15, 2016, agenda as amended. No comments, questions or objections were made.

**III. Approval of Minutes**

No comments, questions or objections were made on the June 20, 2016, minutes. Jon Jennings made a motion to approve the minutes as presented. Paul Boat seconded the motion and the minutes were unanimously approved. It was requested to place the minutes in the Dropbox as soon as they are available.

**IV. Branch Librarian Report – Libby Caplan**

The John Tomay Memorial Library Building Activity Committee report was presented with the Georgetown Library Association Board of Trustee Branch Librarian Report. For future meetings, the reports will be broken up.

**V. District Library Report – Lee Ann Cox**

- Marilyn Lunbery resigned from the District Library Board and the Idaho Springs Boards.
- Pauline Marshall spoke about outsourcing Human Resources and shortening the Public Participation Policy.
- Denise Deese spoke about improving staff morale and outsourcing Human Resources
- The Board affirmed its email vote to do an MSEC Compensation Review and the philosophy to go along with the review.
- Sue, Libby and Gen discussed staff morale and what the Board can do to help. In response, a work session has been scheduled to discuss changes to the employee handbook and policy needs for meeting best practices outline in the MSEC Report.
- A Records Retention Policy was approved.
- The Audience Participation Policy section in the bylaws was approved.
- The Colorado Open Records Act Policy to approve fees was approved.
- The use of library photos by local historian Christine Bradley in her book was approved.

## **VI. Financial Report**

The Budget Performance was reviewed. It was noted that the John Mackey and Canyon Glass items were for Idaho Springs Library. We are looking at phone issues and a cost effective fix. No other comments, questions or objections were made. Elaine McWain made a motion to approve the Financial Reports as presented with the fix of the two line items as cited. Jon Jennings seconded the motion and the reports were approved unanimously.

## **VII. Old Business**

### ***Bylaws***

Michelle McNeil and Bernie Hausherr were not present. Lee Ann Cox suggested a quick agenda for the September meeting to follow with a work session on the bylaws. The John Tomay Memorial Library Building Activity Committee will focus on their bylaws after the Georgetown Library Association Board of Trustee bylaws are completed.

### ***Building Renovation- Jon Jennings***

Jon reviewed the Space Study and suggested adding a 20 x 24 area in the back with two stories. Adding additional space may require additional parking. Community support, fundraising options, the amount of district monies available and matching funds will need to be looked at. The next step will be to review with Sue and Libby the current space and its uses. The roof will need to be completed by the end of the year. Paul Board motioned if the skylights are not repairable to move forward with bids and obtain volunteers to install the roof. Jon Jennings seconded and the motion was approved unanimously.

No other old business was presented.

## **VIII. New Business**

### ***Term Discussion***

Sue Lathrop and Libby Caplan will be looking through minutes to determine Lee Ann Cox's term and Elaine McWain's starting date for their terms. Cox was a substitute on several occasions before joining the Board.

### ***Approve Deirdre Baldwin to Serve on the Board***

Dierdre Baldwin submitted a letter of interest to fill a vacancy on the Board. Once a vacancy becomes available, it will be posted to determine other's interest and applicants evaluated.

### ***Meeting Date***

It was discussed to look at moving the meetings before the District Library Board meeting, possibly the 1<sup>st</sup> Wednesday of the month at 6:00 pm. This was tabled to September's meeting for the board to discuss.

### ***Board Discussion***

Lee Ann Cox will contact Sophie Egan to determine her interest and availability to continue to serve on the Board. No comments, questions or objections were made.

No other new business was presented.

## **IX. Announcements**

No announcements were made

**X. Adjournment**

Lee Ann Cox adjourned the meeting of the John Tomay Memorial Library Building Activity Committee at 7:06 pm. No comments, questions or objections were made

The next meeting will be Monday, September 19, 2016 at 5:30pm @ JTML