

**John Tomay Memorial Library  
Building Advisory Committee  
MINUTES  
5:30pm, Thursday, December 1, 2016  
@ The Heritage Center**

**I. Call to Order**

The meeting was called to order by Michelle McNeil at 5:30 PM

**Attending:** Michelle McNeil  
Elaine McWain  
Jon Jennings  
Sophie Egan  
**Staff:** Sue Lathrop  
Libby Caplan

**II. Approval of Agenda**

Jon Jennings made a motion to approve the December 1, 2016 agenda. Sophie Egan seconded and the agenda was approved unanimously.

**III. Approval of Minutes**

Sophie Egan made a motion to approve the amended November 3, 2016 minutes. Jon Jennings seconded the motion and the minutes were approved unanimously.

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

Libby reviewed that Branch Librarian Report as presented.

**VIII. District Library Report**

- There was a work session in November to work on the Employee Handbook (including grievance policy and outsourcing HR) along with an Executive Session. Sue Lathrop reported no decisions were made and that no action was taken.

**VII. Financial Report**

Jon Jennings made a motion to approve the Financial Reports as presented. Sophie Egan seconded the motion and the reports were approved unanimously.

**VIII. Old Business**

***Building Renovation***

Jon Jennings, Sue Lathrop and Libby Caplan meet Friday, November 11, 2016 with Hoehn Architects to begin the library addition & renovation process. Hoehn will be submitting a proposal mid-December.

***Bylaws***

Libby Caplan received feedback from patrons prior to the public feedback deadline. Feedback from library patrons was submitted prior to the meeting and again during this discussion. Most of the feedback was directed to give the JTML BAC more responsibilities to better assist the District Board. Recommendations were to give the JTML BAC the ability to appoint and remove its own committee members and to select and review the branch manager. It was requested that Sue Lathrop contact our lawyer to see if the JTML BAC has the authority to

change these Articles to the Bylaws along with the ability for the John Tomay Memorial Library Building Advisory Committee to be able to change its name to the John Tomay Memorial Library Board of Trustees.

It was requested that all references to JTML and BAC be switched to JTML BAC to mainstream the document.

Some formatting adjustments were made.

Michelle McNeil suggested that the bylaws be passed at this meeting, but we will look into including more of our patrons' feedback after we receive clarification of what suggestions are legally acceptable or are not acceptable from the District Lawyer via Sue Lathrop.

Jon Jennings motioned to approve the Bylaws. Sophie Egan seconded the motion and the bylaws were passed unanimously.

## **JOHN TOMAY MEMORIAL LIBRARY BUILDING ADVISORY COMMITTEE BYLAWS**

The Clear Creek County Library District Board policies require the Building Advisory Committee (hereinafter the BAC) of the John Tomay Memorial Library to adopt bylaws as a legal document guiding the BAC in its building focused role.

### **Article I. Name**

The name of this organization is the John Tomay Memorial Library (hereinafter JTML), which serves the residents of Georgetown, Colorado, and the surrounding area. JTML is governed by the Clear Creek County Library District Board of Trustees (hereinafter the DLB or District Board). The DLB established a BAC for the JTML (hereinafter the JTML BAC), which shall have those powers and duties as authorized by the Clear Creek County Library District Board.

### **Article II. Purpose**

The JTML BAC will help maintain a checks and balance system between the Clear Creek Library District and serve as a liaison to the library community. It shall have bylaws governing the committee and describing the manner in which the library will be operated.

### **Article III. Membership**

1. The JTML BAC is comprised of seven trustees appointed by the District Board. The JTML Board shall make membership nominations to the District Board. A simple majority vote of the District Board is required to ratify a nomination. If the District Board does not act on the nomination within 60 days, the nominee will be deemed appointed.
2. Each member shall be appointed for a term of five years, with no member serving more than two consecutive terms or 12 years in a row. Vacancies shall be filled for unexpired terms by nomination of the JTML BAC. A recommendation will be sent to the District Board for approval and appointment.
3. Two members shall represent JTML BAC on the district board.
4. A member must be at least 18 years of age and a legal resident of Clear Creek County.
5. A member may resign if he or she is no longer able to fulfill the duties expected

of the position by giving twenty (20) days' notice of intent to resign. A letter or verbal notification of resignation may be submitted to the JTML BAC. A copy of the letter or the minutes accepting the resignation shall be sent to the DLB.

A member can be removed only by a majority vote of the JTML BAC **or** the District Board and only upon a showing of good cause. Good cause shall include but not be limited to the following:

- a. Failure to discharge duties, which includes but is not limited to three (3) unexcused absences in a one-year period
  - b. Personally benefiting financially or otherwise, directly or indirectly, as a result of his or her position and participation on the Board without full disclosure of such potential benefit in advance.
6. A member shall avoid situations that would bring about a conflict of interest because of associations with the JTML BAC. If a conflict of interest should arise, the member with the conflict shall abstain from participation and from voting on any matters that may constitute a conflict of interest. If, in the determination of the JTML BAC, a member has a conflict of interest that cannot be resolved, his or her resignation from the JTML BAC shall be tendered and/or the JTML BAC shall remove the conflicted member from its Board.
  7. A member shall not receive a salary or compensation for his or her services as a member, but necessary travel and subsistence expenses incurred may be paid from the library fund.

#### **ARTICLE IV. Responsibilities**

The JTML BAC's responsibilities are outlined in CCCLD Policy 1-2. It is the responsibility of the Library Director to notify the Branch Manager of any changes to this policy. The JTML BAC responsibilities include:

1. Act as liaison between the community and the Library District, recommending relevant programs and materials, to best serve community needs.
2. Work cooperatively with the Georgetown Library Association and with other educational, cultural and service agencies in the community such as the school, community college, recreational board, historical society, etc.
3. Cooperate with local foundations and/or Friends of the Library or other volunteer organizations.
4. Support the Branch Librarian with local library promotion and public relations and marketing.
5. Act as a mediator in matters involving freedom to read disputes with citizens.
6. Make recommendations regarding the use of gifts for library use.
7. Give feedback to the Library Director regarding the branch librarian's performance at the time of review.
8. Approve line item changes and high dollar purchases.
9. Approve expenditures for work that affects the quality, appearance and maintenance of the library building.
10. Interpret and implement District Board policy. Formulate branch specific policies.
11. Recommend to the District Board a standard for hours of service and types of local services.
12. Assist in the selection of the Branch Librarian and recommend to the District Board the removal of the Branch Librarian if necessary.
13. Support the Branch Librarian in following the guidelines of the District personnel policies.
14. Recommend to the DLB and/or Georgetown Library Association for contracts that

are necessary for the operation and maintenance of the library building  
15. Any other duties delegated to it by the District Library Board.

## **Article V. Officers and Duties**

1. The officers shall be a president, a vice-president, a secretary and a treasurer, elected from among the appointed trustees at the annual meeting of the JTML BAC.
2. A nominating committee may be appointed by the president at least one month prior to the annual meeting. This committee will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. If requested, voting may be by paper ballot.
3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly selected. No member may serve in one office longer than two consecutive terms.
4. The president shall preside at all meetings of the JTML BAC, authorize calls for any special meeting, appoint all committees, execute all documents authorized by the JTML BAC, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.
5. The vice-president, in the event of the absence or disability of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.
6. The secretary shall verify a true and accurate record of all meetings of the JTML BAC and perform such other duties as are generally associated with that office.
7. The treasurer shall be the financial officer of the JTML BAC and shall perform such duties as generally associated with that office. An annual audit of the accounts may be requested and arranged by the JTML BAC, in accordance with generally accepted accounting practices.
8. An annual budget should be prepared and approved by the JTML BAC and presented to the District Library Board by September 15 of each year.
9. In the absence or disability of any officer, his or her duties shall be performed by such other members of the JTML BAC as the JTML BAC may designate.

## **Article VI. Meetings**

1. The JTML BAC shall have at least eight meetings each year. The JTML BAC shall abide by all requirements of Colorado law (Colo. Rev. Stat. §§ 24-6-401 and 24-6-402) regarding open meetings and notification.
2. The annual meeting which shall be for the purpose of the election of officers shall be held in the fall of each year.
3. Special meetings may be called by the president or at the request of three members of the JTML BAC. The business to be transacted will be stated in the call for the meeting.
4. A quorum for the transaction of all business at JTML BAC meetings shall consist of four members of the Board present in person.

The business for each regular meeting of the JTML BAC may include the following, not necessarily in the order listed.

Call to order

Roll call

Minutes of the previous meeting for action

Correspondence of the Board

Recognition of visitors and establishing time limits for presentations

Report of the librarian, to include statistical and program information

Reports of officers and committees

Old business

New business

## Adjournment

### **Article VII. Committees**

1. The JTML BAC may function as a committee of the whole without appointment of standing committees.
2. The JTML BAC may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one year by appointment of the president.
3. Special committees may be authorized and appointed by the president for special, limited purposes and shall serve only until completion of the assignment.
4. A committee will review the bylaws every three years.

### **Article VIII. Parliamentary Authority**

Robert's Rules of Order, latest revision, shall govern the proceedings of the JTML BAC and of its committees to the extent applicable.

### **Article IX. Amendments**

Amendments to these by-laws or to any policy documents of the JTML BAC may be adopted by an affirmative vote of five of the seven members of the JTML BAC, provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed.

ADOPTED on November 23, 1992. AMENDED on November 22, 2004 AMENDED on December 1, 2016.  
Revision #3

Elaine McWain suggests the board receive the documents more in advance by setting the public feedback deadline to a month in advance. Suggestions and feedback can be forwarded to the board to allow for a least two weeks of study time.

#### ***Board Vacancy***

Elaine McWain made a motion to approve Deirdre Baldwin for the vacant board position. Sophie Egan seconded. Approved unanimously.

No other old business was presented.

### **VIII. New Business**

#### ***Boiler Bids***

Boiler: Blue Sky, Lalonde and Art Boscamp submitted bids for the boiler project. Jon Jennings made a motion to award the project to Art Boscamp. Sophie Egan seconded the motion. Approved unanimously.

No other new business was presented.

### **IX. Announcements**

No announcements were made

### **X. Adjournment**

Michelle McNeil adjourned the meeting of the John Tomay Memorial Library Building Advisory Committee at 6:29 pm. No comments, questions or objections were made

The next meeting will be December 1, 2016 at the Heritage Center (2<sup>nd</sup> floor) at 5:30 pm  
There will be no meeting in January, 2017