

**John Tomay Memorial Library
Building Advisory Committee
MINUTES
5:30pm, Monday, February 2, 2017
@ The Heritage Center**

I. Call to Order

The meeting was called to order by Elaine McWain at 5:31 pm.

- II. Attending:** Elaine McWain
Jon Jennings
Sophie Egan
Deirdre Baldwin
- Guests:** Sue Lathrop – Staff
Libby Caplan – Staff
Donna Gee – Staff

II. Approval of Agenda

There were no comments, changes or objections to the February 2, 2017, agenda. Elaine McWain approved the agenda as presented.

III. Approval of Minutes

There were no comments, changes or objections to the November 3, 2016, minutes. Elaine McWain approved the minutes as presented.

VI. Branch Librarian Report – Libby Caplan

Libby reviewed that Branch Librarian Report as presented and noted a Cameron Marlin was hired as the new clerk, the bios were move upstairs and the down stairs was rearranged. For a Friends updated Libby review the recent programs stated book sales were higher than last year. It was noted the snow closure impacted patrons.

Deirdre Baldwin was welcomed.

V. District Library Report

It was noted that

VII. Financial Report

The Budget Performance was reviewed. It was noted as of December 2016, the budget was at 65%. Jon Jennings made a motion to approve the December 2016, Financial Reports as presented. Sophie Egan seconded and the reports were approved unanimously. Sophie Egan made a motion to approve the January 2017, Financial Reports as presented. Jon Jennings seconded and the reports were approved unanimously.

VIII. Old Business

Ratify Email Vote of Hoehn Architects Job Proposal

Jon Jennings motioned to ratify the email vote approving the Hoehn Architects proposal. Deirdre Baldwin seconded and the ratification was approved unanimously.

Building Renovation

A meeting was held with Hoehn including a walk through. Historic document over the last two years were provided to Hoehn. The project will be broken down into phases. Grants and fundraising opportunities should be researched. The community will be provided a broader survey to participate. It was recommended to look at the El Pomar Foundation for grants.

DLB Board Vacancy

Jon Jennings made a motion to recommend to the District Board to nominate Deirdre Baldwin as the Georgetown representative to the District Board. Sophie Egan seconded and the nomination was approved unanimously.

Bylaws: Clarification from District Lawyer

The response from Bob Cole was reviewed as presented. There were no objections to the request as long as it aligns with the District policy. Sue will work with the insurance company to determine the policy coverage. Once determined, a request can be submitted to the District Board and the information shared with the Idaho Springs Library Board.

Additional Items

No other old business was presented.

VIII. New Business

Review District Employee Handbook

The Employee Handbook has been released to the public and staff; it is available on-line and at both Libraries. All feedback should be in writing and due by February 7th.

Additional Items

Sue Lathrop asked the Board for feedback for Libby's review.

Sophie Egan made a motion to request that the District Board consider changing the Committee's title to Branch Activity Committee and possible to Board of Trustees. Jon Jennings seconded and the request was approved unanimously.

No other new business was presented.

IX. Announcements

No announcements were made

X. Adjournment

Elaine McWain adjourned the meeting of the John Tomay Memorial Library Building Advisory Committee at 6:22 pm. No comments, questions or objections were made

The next meeting will be March 2, 2017 at the Heritage Center (2nd floor) at 5:30 pm