

**John Tomay Memorial Library
Building Advisory Committee
MINUTES
5:30pm, Monday, May 15, 2017
@ The Heritage Center**

I. Call to Order

The meeting was called to order by Michelle McNeil at 5:36 pm.

- II. Attending:** Michelle McNeil
Elaine McWain
Jon Jennings
Sophie Egan
Deirdre Baldwin
- Guests:** Libby Caplan – Staff

II. Approval of Agenda

Sophie Egan motioned to approve the agenda, Jon Jennings seconded the motion.

III. Approval of Minutes

Elaine McWain moved to approve the minutes, Sophie Egan seconded the motion.

IV. Public Comment

None at this time

V. Branch Librarian Report – Libby Caplan

The library was showing increased use. The number of children using the Library was up. Wifi and tech use are down. Program numbers were up 521 up from 119, this is not including the events held during the National Library week, which was also very well attended. The library held the annual Easter Egg dying and Easter Egg hunt which is normally in March. Thanks to the Friends of the Library, not extra staff was needed for the event.

Cameron Marlin was hired for Human Resource services for the Library District.

The following events will happen this month, Friends of the Library Meeting and book group. The library will be closed for Memorial Day weekend and a brief discussion was held about use of the library park for Memorial Day. The library will not be in charge of any Memorial Day events.

The library, along with Clear Creek County Archives, is looking into digitizing Silver Plume's historic paper, *The Colorado Miner*. There is some funding left over, but not enough to finish the entire project. We are considering asking the Friends for money to help with the project. The board asked that we also consider asking People of Silver Plume.

Yard work is being done on the building. One of the toilets needs a new wax ring. Jon Jennings kindly offered to help in the installation.

VI. District Library Report

As our Library Director stepped down from her position, the District Board is asking that the library budgets are done before we hire a new director.

Libby and Genevieve have stepped up to fill the duties of the Branch Librarian in the meantime. (Thanks for the hard work ladies!)

VII. Financial Report

Sophie Egan motioned to approve the financial report, Deirdre Baldwin seconded the motion.

VIII. Old Business

Building Renovation

Hoehn Architects has been in and has been taking measurements. We are still waiting for roofers to come.

Survey

The survey indicated that many people use the library for materials and resources and that more space is needed for those items. Computer availability and free Wi-Fi are also important to the public. One of the main needs of the library is a dedicated quiet space that can be used for studying, that is kid free. However, a place for the children is also important.

Additional Items

No other old business was presented.

IX. New Business

District Organizational Plan

Deirdre Baldwin was supervising Libby and Genevieve on their Branch Librarian duties. That has now been passed to Gywnne Ellen Stephson. According to Deirdre "That first week of May was very nightmarish. Genevieve and Libby were plugging holes. Throughout the whole ordeal we managed to keep a good sense of humor. Genevieve and Libby went above and beyond to keep everything smooth."

Branch Manager Interim Duties

1. Work on finding subs for the summer reading program
2. Directors duties are being given to Genevieve and Libby as Gywnne Ellen Stephson as their overseer.

The main priority is the patrons

Committee:

In order to best meet our libraries needs with reduced money coming in from taxes, a committee is being formed to restructure management and manage costs.

Discussion of Grievance:

At this time there is no resolution and no time line.

Additional Items:

Congratulations to Libby on making it to the Hall of Fame for Rugby.

X. Announcements

Thursday, June 1st, 2017 at 5:30 pm will be the next meeting at the Heritage Center, there is no meeting in July.

XI. Adjournment

Michelle McNeil adjourned the meeting of the John Tomay Memorial Library Building Advisory Committee at 6:17 pm. No comments, questions or objections were made