

**John Tomay Memorial Library  
Board of Trustees  
MINUTES  
5:30 p.m., Monday, August 18, 2014  
@ John Tomay Memorial Library**

**I. Call to Order**

The meeting was called to order by Elaine McWain at 5:50 pm.

**Attending:** Elaine McWain  
Bernie Hausherr  
LeeAnn Cox  
Michelle McNeil  
Bob Loeffler

**Guests:** John Ewers – Staff  
Donna Gee – Staff

**II. Approval of Agenda**

No comments, questions or objections were made on the August, 2014 agenda. Approval of the agenda was moved by LeeAnn Cox and unanimously approved.

**III. Approval of Minutes**

No comments, questions or objections were made regarding the June 16, 2014 minutes. Approval of the minutes was moved by LeeAnn Cox and unanimously approved.

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**IV. Branch Librarian Report**

- The Northwest Colorado Council of Governments (NWCCOG) (the elevator inspector) passed the elevator after a fee was paid.
- John signed a contract for AGS in the amount of \$250 a year, for one visit to maintain the elevator.
- The flag pole was oiled and greased, which is done every three or four years.
- There was another leakage in the sky light and roof and Mark Suma came out and patched it again. It will continue to be repaired until the roof is replaced.
- There is a dead tree, 40 feet tall in the patio area. John received a bid from Bill Miller in the amount of \$200 to remove it. The board agreed as long as it was done safely and early in the morning.

**V. District Library Report**

- Jack Salewski discussed the 2013 audit with the DLB. He noted that balance and controls are in place and everything is accounted for.
- A landscape update was given to the Board.
- Sue Lathrop attended the ALA conference and learned lots.
- Sue Lathrop received a letter from someone who didn't understand the value of getting rid of fines on children's books.
- Technology for Senior's program continues to do well.
- Sue Lathrop is still researching new email providers.

- **District Library Report - Continued**

- The Libraries have been working with the schools to make sure parents get connected with our card and resources. Michelle McNeil indicated there was a small technical issue.
- The Archival Library Lease was reviewed and being sent to Bob Cole.
- A letter of recommendation will go to the City naming the Library Park, Margaret Robbins, after the first Librarian. John Ewers suggested inviting Margaret's heirs if there is a dedication.
- A grant was awarded from CHRAB in the amount of \$2,500 for archival equipment, with a grant match from the Library in the amount of \$2,500 for shelves.

**VI. Financial Report**

No comments, questions or objections were made. Bob Loeffler made a motion to approve the Financial Reports as presented. Michelle McNeil seconded the motion and the reports were approved unanimously.

**VII. Old Business**

**Historic Structure Assessment**

Phyllis Adams requested additional pictures and information. Craig Abrahamson was scheduled to comply and did not show up.

**Strategic Plan Discussion**

Michelle McNeil requested that the Strategic Plan be more detailed and more global, to reach the East end of the County (Evergreen) i.e. detail exactly where the events are, such as Carlson, King Murphy, etc. This should be done at a Board level and will be forwarded to the DLB for discussion.

**VIII. New Business**

**One New Board Member**

John reported that there two letters of interest submitted by Jon Jennings and Allison Barker which were reviewed by the board. It was concluded that John will email the two parties and ask if they are still interested, why they will bring to the Board, what attracts them to the Board, what their expectations are and if they are available at the meeting date & time and if they are aware it is a five year commitment. John will email a draft to the Board on Tuesday, August 19 and approvals are due back on Thursday, August 21.

**Discussion on Building Renovation**

It was suggested to hire an Architectural Designer to help with the design of the Library and they can work with the Board's suggestions. A goals list from 2013 is provided in the packet for the Board to review. John will prepare a wish list/needs survey with the staff.

**JTML Budget Discussion**

A copy of the Projected Budget for 2014 was distributed. It was noted that this is up for review in September. For the building renovation, a question mark will be added to contingency as it is unknown the amount that will be needed.

**IV. Announcements**

No announcements were made

**X. Adjournment**

The meeting was adjourned at 6:32 p.m.

**The next Board meeting will be Monday, September 15, 2014 at 5:30 @ JTML**