

**John Tomay Memorial Library  
Building Activity Committee  
MINUTES  
5:30 p.m., Monday, September 21, 2015  
@ John Tomay Memorial Library**

**I. Call to Order**

The meeting was called to order by Robert Loeffler at 5:34 p.m.

**Attending:** LeeAnn Cox  
Bernie Hausherr  
Bob Loeffler  
Elaine McWain  
Sophie Egan  
Jon Jennings  
Michelle McNeil

**Guests:** Sue Lathrop - Staff  
Donna Gee – Staff

**II. Approval of Agenda**

No comments, questions or objections were made on the September 21, 2015 agenda. Robert Loeffler approved the agenda as presented.

**III. Approval of Minutes**

It was noted that Bob's last name is Loeffler not Lathrop. No other comments, questions or objections were made on the June 15, 2015 minutes. Jon Jennings made a motion to approve the amended minutes. Bernie Hausherr seconded the motion and the amended minutes were unanimously approved.

No comments, questions or objections were made on the August 19, 2015 minutes. Sophie Egan made a motion to approve the minutes as presented. Michelle McNeil seconded the motion and the minutes were unanimously approved.

**IV. Branch Librarian Report – Sue Lathrop**

- Sue attended a grant writing seminar so we can gear up for the upcoming building and renovation project at Georgetown. There are about 18 billion corporate grants available and about \$600 billion in federal grants.
- We catalogued the laptops so they can be checked out for in-library use and are working on getting more software on them. This has increased the number of computers available and allows adults to go downstairs if they need a more quiet area after school lets out.
- We ran the over dues, which hadn't been done in a while. We are compiling a list from the long-overdue list of books that need to be replaced.
- Building issues: We have cleaned up the library back yard, the flagpole has had a couple of issues and may need to be repaired, and we had a wasp hive removed from the composter in backyard.
- We brought Susan back up an additional day a week. Brian is on vacation, so Heather is up here once a week to take care of tech issues.
- The after-school program is underway. This year we are trying to provide healthier options, at least now and then, such as apples and cheese sticks. We are working with a local restaurant owner who is allowing us to purchase them at cost.

### **Branch Librarian Report – Continued**

- We have our movie permit license for the Georgetown Heritage Center and hope to be able to begin showing movies. However, the first planned one may be in danger due to the lack of a certificate of occupancy while awaiting an elevator inspection. We may also have to cancel our family night event.

### **V. District Library Report – LeeAnn Cox**

- The Strategic Plan was discussed and still waiting on feedback from the Idaho Springs Library Board.
- The 2016 proposed budget was reviewed.
- The Archival building is awaiting a certificate of occupancy.
- Working on a database for the archives that will enable people to call up our resources online.

### **VI. Financial Report**

It was noted that the budget is at 57% and the elevator needs to be repaired prior to being inspected. No other comments, questions or objections were made. Michelle McNeil made a motion to approve the Financial Reports as presented. Jon Jennings seconded the motion and the reports were approved unanimously.

It was noted that all the minutes, bylaws, policies, etc. are now on the District's website.

### **VIII. New Business**

#### ***Pauline Marshall Presentation***

Pauline provided a copy of the signatures presented to the District Board on September 8, 2015 and restated the support of John Ewers. She indicated that there is no transparency for the Library Boards, and since inquiring about some document they are now listed on the District's website, such as minutes, policies, bylaws, etc., which is the first step. Pauline indicated that a John Tomay steering committee was created. The difference between the John Tomay Memorial BAC Committee (District funds) and the Georgetown Library Association Board (public funds) were clarified for Pauline

Pauline brought three concerns to the meeting:

1. How is the weeding of books done? The weeding of books is done through an established set of guidelines specific to each library and agreed upon by the branch librarians and library director. After an employee weeds according to these guidelines, the branch Librarian reviews the weeded material and has final say on whether the book stays or given to the Friends of the Library for their book sale. Pauline indicated that the 'physical feel' of a book is important.
2. The transferring of employees, specifically Susan Ballard. Pauline stated she is disappointed she can't see a familiar face who knows the patrons and they brought friendliness and enthusiasm. Moving Susan was a loss.
3. What is the future of the Library? She wants us to remember the libraries are each unique. Each building is considered unique and each community has input into the Strategic Plan, which discusses the future and goals and is available on line. \$100,000 was put in the budget for an emergency roof repair. Pauline asked for an open forum for questions and to discuss rumors.

The BAC noted that \$11,465 has been spent on books year to date and the Library is not only about books and technology, it is also about the people.

### ***2016 Budget***

The BAC discussed the furniture budget and agreed to leave the amount as listed; monies for furniture will only be spent in an emergency as new furniture will be purchased with the renovation; the goal is to spend 10% less with decrease in production at Henderson Mine; monies not spent in the budget roll over to the general fund and the general fund currently has \$1.6 Million, which includes operating expenditures through April. It was noted that on the 2016 proposed budget document in the notebooks, the 2015 actual is an estimate through year end. Money has been added to the District budget for consulting/architect for the renovation, \$100,000 for the roof in case of an emergency and \$45,000 for professional fees.

### ***Officer Election***

Michelle McNeil made a motion to elect the slate of officers as follows: LeeAnn Cox – President; Elaine McWain – Vice President; Sophie Egan – Secretary and Michelle McNeil – Treasurer. Robert Loeffler seconded the motion and the slate of elected officers was approved unanimously. It was noted that Robert Loeffler will be termed out as of September, 2015 and will remain on the Committee till the end of December, 2015. Bernie Hausherr will continue on the Committee for another five years.

## **VII. Old Business**

### ***Strategic Plan Discussion***

It was stated the plan is pending feedback from the Idaho Springs Library Board and the draft copy provided in the notebooks has all the changes clearly marked. It was requested to add reviewing the District's policies, and that the Committee commit to looking at the documents recently added on the District's website and to bring feedback to the next meeting.

### ***Building Renovation***

#### **a. *Meeting with Heritage Center, Community Center and Library***

A copy of the notes from the June, 2015 meeting was provided in the notebooks. A Committee is being formed with some of the Community Center to have talks with the John Tomay Library about combining or working together on our renovation projects. Mark Reynolds, Jim Blugerman and Diane Lee will be the Community Center representatives on the steering committee. Robert Loeffler, Jon Jennings and possibly Michelle McNeil (depending on the schedule) are interested in representing the John Tomay Committee.

## **IV. Announcements**

- Family Fun Night is at the Heritage Center on Friday at 5p.m.
- Banned Book Week begins Sept. 27.
- Adult Craft Group is Oct. 1 at Georgetown.
- Family movie night is Oct. 2 at the Heritage Center

## **X. Adjournment**

The meeting was at 6:39 p.m.

**The next Board meeting will be Monday, October 19, 2015 at 5:30 @ JTML  
No Board meeting will be held in July**