

**John Tomay Memorial Library
Board of Trustees
MINUTES
5:30 p.m., Monday, March 16, 2015
@ John Tomay Memorial Library**

I. Call to Order

The meeting was called to order by LeeAnn Cox at 5:53 p.m.

Attending: LeeAnn Cox

Jon Jennings

Bob Loeffler

Elaine McWain

Sophie Egan

Michelle McNeil

Guests: Sue Lathrop - Staff

John Ewers – Staff

Donna Gee – Staff

II. Approval of Agenda

No comments, questions or objections were made on the March 16, 2015 agenda. LeeAnn Cox approved the agenda as presented.

III. Approval of Minutes

It was noted that in the Approve of Minutes section of the February 23, 2015 minutes the year should be 2015. Bob Loeffler made a motion to approve the amended minutes. Sophie Egan seconded the motion and the amended minutes were approved unanimously.

IV. Branch Librarian Report – John Ewers

- The front door closure was leaking hydraulics are failing. It was replaced with the one in the Friends book sale room. A new one was purchased for that door but the back door one was damaged in the wind and kids frenzy after school, so the new one was utilized for that.
- A replacement for the basement door into the book sale room will be found.
- The water fountain was leaking from the push button switch and was repaired.
- The drip edge over the back door is failing, causing water to leak into the wall damaging the drywall and possibly the framing. It is being analyzed by Mark Suma.
- The windows were leaking and have been caulked.

V. District Library Report – LeeAnn Cox

- The Archive Library at the schoolhouse will be open for business on Sept. 4. The Foundation Policy was approved.
- The server contract was renewed for three years.
- A contract with Hoehn Architects was approved for the design of the landscape project at the Idaho Springs Library.
- A discussion was held regarding the Children’s Program and the Board agreed to make no changes.
- The Board updated and approved the Performance Appraisal policy in the employee handbook.

VI. Financial Report

It was noted to ignore the Fund Balance report as this was reviewed in the Georgetown Library Association meeting. No other comments, questions or objections were made. Michelle McNeil made a motion to approve the Financial Reports as presented. Bob Loeffler seconded the motion and the reports were approved unanimously.

VII. Old Business

Strategic Plan Discussion

It was noted that the District/staff will be reviewing and updating the Strategic Plan and Sue Lathrop will have a draft report in the April meeting.

Water Leakage

The water leakage issues were discussed in the Branch Librarian's Report.

Building Renovation

DRC Review?

John Ewers asked the Board if he could go to the Design Review Commission to ask if a 2nd floor popup is even allowable. Michelle McNeil made a motion to for John Ewers to attend a Design Review Commission meeting to determine if a 2nd floor popup is event allowable. LeeAnn Cox seconded the motion and it was approved unanimously.

Historic Structure Assessment – The Historic Structure Assessment lists lots of critical issues that may not be able to wait for the remodel; those items need to be addressed. Solicitation of funds can begin.

Mary Goulash Contract – A preliminary needs assessment dated March 1, 2015 was provided in the Board notebooks. It was requested that the Board review the documents. Once the space available is known, a discussion with Mary Goulash can be done.

VIII. New Business

No new business was presented.

IV. Announcements

- National Library week is April 12 to April 18.
- John Ewers will be taking a vacation from March 27 through April 12.

X. Adjournment

The meeting was at 6:21 p.m.

The next Board meeting will be Monday, April 20, 2015 at 5:30 @ JTML