



CLEAR CREEK COUNTY LIBRARY DISTRICT

Notes on Information Packet:

The public information posted here contains official board documents. It may not contain all the information that the members of the Library Board receive in their packet. It is generally prepared a few days prior to the board meeting, and may not contain items submitted at the last minute.

Clear Creek County Library District Board of Trustees
MINUTES
6:00 p.m., Tuesday, March 14, 2017

I. Call to Order

The meeting was called to order by Lee Ann Cox at 6:02 p.m.

Attending: Lee Ann Cox
Elaine McWain
Victoria Colle
Kate Foy
Gwynne Ellen Stephenson
Deirdre Baldwin

Guests: Sue Lathrop, District Director
Donna Gee, Staff

II. Approval of Agenda

It was requested to add Professional Development under New Business. Elaine McWain made a motion to approve the amended March 14, 2017, agenda. Victoria Colle seconded the motion and the amended agenda was approved unanimously.

III. Approval of Minutes

It was requested to correct the spelling of Deirdre Baldwin's name. Victoria Colle made a motion to approve the amended draft minutes dated March 1, 2017. Kate Foy seconded and the amended draft minutes were approved unanimously.

IV. Public Comment

The Public Participation Policy was presented to the public.

Heather Campbell: See Exhibit A Regarding COBRA and Retirement issues. Letter submitted.

Norman Frank: See Exhibit B Read letter from Lauren Hess regarding director salary. Letter submitted.

Denise Deese: See Exhibit C Regarding open meetings and outsourcing part of director's job. Statement submitted.

No other public comment/audience business was presented.

V. Board Appointment Discussion

It was stated that Charlie Samra withdrew his application.

VI. Appointment of Board Member

Elaine McWain made a motion to appoint Tom Elliott to the Clear Creek Library Board of Trustees. Deirdre Baldwin seconded and the appointment was approved unanimously.

VII. Executive Session to Discuss Legal Advice (§24-6-402(4)(b), C.R.S.)

Lee Ann Cox adjourned the meeting of the Clear Creek County Library District Board of Trustees at 6:21 p.m. to move to executive session to discuss legal advice. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken.

The Board adjourned from Executive Session at 6:20 p.m. and returned to their regular scheduled meeting. Board President Lee Ann Cox stated that since Ms. Campbell hired an attorney, the Board cannot comment and communication on the issue will be through attorneys.

VIII. BAC Reports

Idaho Springs Public Library

- The March meeting was cancelled.
- The Committee continues to work on the landscaping project and working with Hoehn Architects to obtain plans to start researching grants.

Georgetown Library

- The Committee continues to work on obtaining additional roofing bids and is awaiting documents from Hoehn Architects to proceed with options for remodel.
- A second survey will be available for staff and the public for remodel feedback.

IX. Library Director Report

- A new set of Colorado Library Standards ~~Report~~ is available in the Dropbox.
- A refund for \$419 was received from workers compensation.
- The Annual Report is available in the Dropbox.
- Sue is working on the annual audit.
- The Libraries are considering charging out-of-state patrons.
- The Archives is ready to open and a schedule is being worked out; volunteers are needed to work the front desk.
- Hoehn Architects are ready to start work at on the Georgetown Library remodel.
- Working on cost estimates for the Landscaping project at the Idaho Springs Public Library.
- Working on insurance options for volunteers.
- Judy Caldwell needs to be removed and Deirdre Baldwin added to the signature card.
- The upcoming programs were reviewed.
- Staff reports are available in the Dropbox.

Elaine McWain requested to add to the April agenda a discussion on name change for the Building Advisory Committees to Branch Advisory Committees or Branch Advisory Board.

X. Financial Report

Vouchers

The vouchers were reviewed as presented. Clarification questions were answered. Elaine McWain made a motion to approve the vouchers as presented. Kate Foy seconded the motion and the vouchers were approved unanimously. Tom Elliott abstained from the vote.

Tom Elliott made a motion to remove Judy Caldwell as signor and to add Deirdre Baldwin as signor for ~~vouchers~~ the library checking accounts. Elaine McWain seconded the motion and the change was approved unanimously.

2017 Budget Performance

The Budget Performance was reviewed as presented. Clarification questions were answered. No objections were made.

XI. Old Business

Employee Handbook – Tabled at Employee’s Request for More Time

HR Outsourcing

The contract from AMCheck was reviewed as presented. It was noted that the startup is no more than \$1,000 and approximately \$587 per month, dependent on the subs that work within a specific month (\$9 per employee, per month). The Committee discussed employee accessibility, AMCheck’s roll (clerical) and answered questions. The Committee agreed the Human Resources roll must be certified and to request AMCheck representative Rick Nimani Ninneman to come do a presentation for Committee, public and the employees and welcomed alternative option presentations (Cameron Marlin for such as in-house HR). This was tabled to the April meeting.

The i2i contract was reviewed as presented. It was noted i2i offers professional development, team building, conflict management, culture habits and other trainings. The contract has no obligation and charges only if the programs are utilized; signing locks in reduced rates. A quote for training is pending from MSEC. Elaine McWain made a motion to authorize Sue Lathop to sign the contract with no upfront charges and no obligation. Kate Foy seconded and the authorization was approved unanimously.

Policy 2-5 Compensation Review Policy

This was tabled till to a future meeting. The document has been approved; the language needs to be cleaned up.

No other old business was presented

XII. New Business

Board Appointment Policy

This was tabled till to the April meeting.

Other

No other new business was presented

XIII. Executive Session to Discuss Personnel re: Sue Lathrop (§24-6-402(4)(f), C.R.S.)

Executive Session to Determine Positions Relative to Matters That Maybe Subject to Negotiation (§24-6-402(4)(e), C.R.S.)

Lee Ann Cox adjourned the meeting of the Clear Creek County Library District Board of Trustees at 7:54 p.m. to move to executive session to discuss personnel re: Sue Lathrop and to determine positions relative to matters that may be subject to negotiation. No comments, questions or objections were made. The adjournment to Executive Session was approved unanimously. No written minutes will be taken.

The Board adjourned from Executive Session and returned to their regular scheduled meeting at 10:30 p.m.

X. Adjournment

The meeting was adjourned at 10:31 p.m.

The next regular scheduled board meeting is April 11, 2017
at the Idaho Springs Public Library at 6:00 p.m.

Approved ~~on~~-by:

LeeAnn Cox, President

Donna Gee, Recording Secretary

DRAFT

Clear Creek County Library District Check Detail

March 2017

Date	Name	Memo	Account	Paid Amount
03/15/2017	Bassist, Phil		Checking (Clear Creek National)	
03/15/2017		DJ Services Zombie Dance	340.01e · Holiday Programs	-100.00
				<u>-100.00</u>
03/15/2017	Bassist, Sharon		Checking (Clear Creek National)	
03/15/2017		Sprouts Snacks	340.01e · Holiday Programs	-3.53
		Sprouts Snacks	340.01L · Adult Misc.	-2.69
		Restaurant Depot snacks	340.01a · After School	-3.53
		Restaurant Depot Bday program	330 · Staff Development	-5.26
				<u>-15.01</u>
03/02/2017	Capital One		Checking (Clear Creek National)	
03/02/2017		BC Timely Community Calendar	350.06 · Software	-9.97
		GP NR AMZ Magazine	670.03 · Electronic Subscription	-121.04
		LC NR Amazon	770.01 · Audio	-17.94
		SB Costume Specialist ISPI/JTML	340.01i · Misc Kids	-159.57
		BC Microsoft ISPL GP Computer	350.06 · Software	-98.73
		LC NR Amazon	770.01 · Audio	-14.92
		LC NR Amazon	770.01 · Audio	-14.95
		LC Amazon	770.09 · Video	-22.43
		LC Amazon	770.09 · Video	-19.94
		LC Amazon	770.02 · Books	-13.95
		LC Amazon	770.09 · Video	-23.71
		LC Amazon	770.02 · Books	-31.84
		LC Amazon	770.09 · Video	-79.41
		LC Amazon	770.02 · Books	-11.72
		LC Deep Rock water jug	750 · Office/Operating Supplies	-79.57
		LC Amazon	770.09 · Video	-14.95
		LC Amazon	770.02 · Books	-17.94

Clear Creek County Library District Check Detail

March 2017

Date	Name	Memo	Account	Paid Amount
	LC Amazon		770.02 · Books	-17.65
	LC Amazon		770.09 · Video	-22.03
	LC Amazon		770.02 · Books	-16.46
	LC Quill paper towels		750 · Office/Operating Supplies	-31.90
	LC Amazon		770.02 · Books	-17.91
	LC Safeway BDay gift		330 · Staff Development	-13.06
	LC Amazon		770.09 · Video	-9.56
	LC Amazon		770.02 · Books	-8.97
	LC Amazon		770.09 · Video	-12.86
	LC Amazon		770.09 · Video	-24.89
	GP NR Amazon		670.09 · Video	-17.94
	GP NR AMZ Magazine		770.03 · Electronic Subscriptions	-29.92
	GP NR Amazon		670.09 · Video	-39.84
	GP NR Amazon		670.09 · Video	-7.97
	GP NR Amazon		770.09 · Video	-14.95
	GP Amazon		670.09 · Video	-19.94
	GP Amazon		670.09 · Video	-14.92
	GP Amazon		670.09 · Video	-9.96
	GP Amazon		640.05 · Furniture	-86.86
	GP Amazon		640.05 · Furniture	-91.06
	GP Amazon		670.09 · Video	-35.85
	GP Amazon		670.09 · Video	-15.95
	GP Amazon		670.09 · Video	-37.67
	GP Amazon		670.02 · Books	-10.93
	SL, Amazon		350.03e · Other Hardware	-48.82
	SL, Comcast Jtml		350.04 · Internet/Wireless/Cell	-279.31
	SL, Comcast ispl		350.04 · Internet/Wireless/Cell	-270.14
	SL, Comcast ispl		350.04 · Internet/Wireless/Cell	-288.10
	SL, Comcast HC		350.04 · Internet/Wireless/Cell	-240.38
	SL, SDA membership, annual		240.07 · Special District Association	-886.72
	SL, USPS, postage		580 · Postage	-55.44
	SL, QB online, 1 year		350.06 · Software	-49.86
	SL, USPS, postage		580 · Postage	-9.64

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March 2017

Date	Name	Memo	Account	Paid Amount
		SL, Amazon, charger cords	350.03e · Other Hardware	-11.96
		SL, amazon, charging station	350.03 · Hardware	-34.90
		SL, CRC, grants guide database	350.02 · Databases	-238.25
		SL NR EIG web page	350.08 · Web Site	-22.93
		SB Amazon ISPI/JTML	340.01h · Story Times	-1.02
		SB King Soopers ISPL Zombie Dance	340.01e · Holiday Programs	-16.28
		SB Amazon ISPI/JTML photo paper	340.01i · Misc Kids	-26.15
		SB Safeway ISPI/JTML	340.01d · Games Nights/Gaming	-16.87
		SB Safeway ISPL Zombie Dance	340.01e · Holiday Programs	-18.12
		SB Family Dollar ISPL Zombie Dance	340.01e · Holiday Programs	-5.39
		SB Amazon ISPI/JTML	340.01d · Games Nights/Gaming	-53.91
		SB NR Amazon	340 · Programs	-15.42
		SB NR Amazon	340 · Programs	-80.56
		SB Amazon ISPL Zombie Dance	340.01d · Games Nights/Gaming	-14.95
		SB Amazon supplies	340.01j · Adult Craft	-46.11
		SB Amazon supplies	340.01f · Movie Nights	-11.92
		SB Amazon supplies	340.01i · Misc Kids	-7.65
		SB Amazon supplies	340.01h · Story Times	-16.31
		SB Amazon supplies	340.01h · Story Times	-13.94
				-4,142.68
03/02/2017	CEBT		Checking (Clear Creek National)	
03/01/2017			270 · Benefits	-6,971.22
				-6,971.22
03/22/2017	CEBT		Checking (Clear Creek National)	
03/15/2017			270 · Benefits	-6,971.22
				-6,971.22
03/02/2017	CenturyLink		Checking (Clear Creek National)	

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Date	Name	Memo	Account	Paid Amount
03/01/2017		DLB	410.01 · Telephone	-139.76
				-139.76
03/02/2017	CenturyLink		Checking (Clear Creek National)	
03/02/2017		JTML	410.01 · Telephone	-202.57
				-202.57
03/15/2017	CenturyLink		Checking (Clear Creek National)	
03/15/2017		ISPL	410.01 · Telephone	-275.53
				-275.53
03/15/2017	CenturyLink		Checking (Clear Creek National)	
03/15/2017		District	410.01 · Telephone	-211.62
				-211.62
03/09/2017	Collins, Cockrel & Cole		Checking (Clear Creek National)	
03/09/2017			240.04 · Legal/Professional Fees	-2,981.00
				-2,981.00
03/22/2017	Denver Post		Checking (Clear Creek National)	
03/22/2017		52 wweks	670.07 · Paper Subscriptions	-442.00
				-442.00
03/22/2017	Employers Council Services		Checking (Clear Creek National)	
03/22/2017		Laminate Update Service	240.05 · MSEC (HR Services)	-72.80
				-72.80

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Date	Name	Memo	Account	Paid Amount
03/22/2017	Georgetown Trust		Checking (Clear Creek National)	
03/22/2017		Feb	250 · Office Rental	-1,500.00
		March	250 · Office Rental	-1,500.00
				<u>-3,000.00</u>
03/15/2017	Georgetown, Town of		Checking (Clear Creek National)	
03/15/2017		JTML	410.04 · Water/Sewer	-207.35
				<u>-207.35</u>
03/15/2017	Idaho Springs, City of		Checking (Clear Creek National)	
03/15/2017		ISPL	410.04 · Water/Sewer	-304.64
				<u>-304.64</u>
03/02/2017	Ingram Library Services		Checking (Clear Creek National)	
03/01/2017			770.02 · Books	-34.10
03/02/2017			670.02 · Books	-14.82
03/02/2017			670.02 · Books	-45.57
03/02/2017			670.02 · Books	-26.36
03/02/2017			670.02 · Books	-15.94
03/02/2017			670.02 · Books	-7.79
03/02/2017			670.02 · Books	-29.14
03/02/2017			670.02 · Books	-576.28
				<u>-750.00</u>
03/07/2017	Ingram Library Services		Checking (Clear Creek National)	
03/07/2017			670.02 · Books	-14.82
03/07/2017			670.02 · Books	-15.94
03/07/2017			670.02 · Books	-529.69
				<u>-529.69</u>

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March 2017

Date	Name	Memo	Account	Paid Amount
				-560.45
03/22/2017	Ingram Library Services		Checking (Clear Creek National)	
03/22/2017			670.02 · Books	-15.94
03/22/2017			670.02 · Books	-577.08
03/22/2017			670.02 · Books	-14.84
03/22/2017			670.02 · Books	-14.84
				<u>-622.70</u>
03/15/2017	Konica Minolta Business Solutions		Checking (Clear Creek National)	
03/15/2017		JTML	350.09 · Copier	-233.22
03/15/2017		ISPL	350.09 · Copier	-42.94
03/15/2017		ISPL	350.09 · Copier	-245.18
03/15/2017		District	350.09 · Copier	-44.27
				<u>-565.61</u>
03/22/2017	Lathrop, Judith-Reimb		Checking (Clear Creek National)	
03/22/2017			590 · Travel	-33.44
03/22/2017		Volunteer Snacks	560 · Operating-Events	-52.49
03/22/2017			590 · Travel	-53.50
				<u>-139.43</u>
03/29/2017	Lathrop, Judith-Reimb		Checking (Clear Creek National)	
03/29/2017			590 · Travel	-40.00
				<u>-40.00</u>
03/22/2017	Mother Earth News		Checking (Clear Creek National)	
03/22/2017		1 year	670.07 · Paper Subscriptions	-17.00

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Date	Name	Memo	Account	Paid Amount
				-17.00
03/22/2017	Mountain States Employers Council		Checking (Clear Creek National)	
03/22/2017			240 · Legal & Professional Dues/Fees	-420.00
				-420.00
03/02/2017	Paul's Enterprises		Checking (Clear Creek National)	
03/01/2017		Monitoring	740.01 · Alarm	-150.00
				-150.00
03/07/2017	Paul's Enterprises		Checking (Clear Creek National)	
03/07/2017		Exterior doors	640.04 · Equipment & Repair (noncapital)	-81.00
03/07/2017		Alarm monitoring 3/20/17-3/20/18	640.01 · Alarm	-150.00
				-231.00
03/29/2017	Quill		Checking (Clear Creek National)	
03/29/2017		Hand sanitizer	650 · Office/Operating Supplies	-53.94
03/29/2017		TP, Fabreeze, hand sanitizer, paper towels	650 · Office/Operating Supplies	-147.33
03/29/2017		TP and tissue	650 · Office/Operating Supplies	-64.95
				-266.22
03/09/2017	Recorded Books, LLC		Checking (Clear Creek National)	
03/09/2017		NR INV 75488663	370.02 · E-Books	-48.02
				-48.02
03/09/2017	Recorded Books, LLC		Checking (Clear Creek National)	
03/09/2017		INV 75477511	770.01 · Audio	-146.68

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March 2017

Date	Name	Memo	Account	Paid Amount
				-146.68
03/09/2017	Recorded Books, LLC		Checking (Clear Creek National)	
03/09/2017		INV 75477304	370.02 · E-Books	-297.00
		NR INV 75479551	370.02 · E-Books	-39.99
		INV 75483638	370.02 · E-Books	-134.81
				<u>-471.80</u>
03/07/2017	Rocky Mountain Bottled Water Co		Checking (Clear Creek National)	
03/07/2017		Drinking water	650 · Office/Operating Supplies	-37.00
				<u>-37.00</u>
03/22/2017	TIME INC		Checking (Clear Creek National)	
03/22/2017		2016 Cocktail guide	670.07 · Paper Subscriptions	-21.36
				<u>-21.36</u>
03/14/2017	Xcel Energy		Checking (Clear Creek National)	
03/14/2017		JTML	410.02 · Power	-422.44
		ISPL	410.02 · Power	-576.89
				<u>-999.33</u>