

**THE CLEARVIEW LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEES
Tuesday, September 27, 2011**

CALL TO ORDER:

The meeting was called to order at 5:30pm in the small meeting room at the Windsor-Severance Library, Windsor, Colorado.

IN ATTENDANCE:

Board Members: Dave Vance, President; Kelly Hall, Vice President; Bill Karr, Secretary; Scott Wildman, Treasurer

Windsor Town Board Liaison: Matthew O'Neill.

Legal Counsel: David Melusky

Staff Members: Diane Montgomery, Erica Rose, Hillary Dodge, and Bev Reule.

PUBLIC INPUT: Providing input were Francine Henderson, Carol Hinkle, Carol Householder, Aaron Lorre, and Mike Reagan (through e-mail). Topics discussed included length of time required to fill Board vacancies, the focus of the 2012 budget (infrastructure), and collection development.

MINUTES:

Move Hall, second Karr to approve the Board Minutes of the meeting of August 30, 2011. Unanimous.

DIRECTOR'S REPORT: Presented by Diane Montgomery, Acting Director. Complete report is posted on the library's website. Monthly statistics were presented and details are also posted on the library's website.

TREASURER'S REPORT: Monthly Expenditure Report and Treasurer's Report presented by Scott Wildman; details are posted on the library's website.

Move Wildman, second Karr to move the balance in Debt Service Colorado Trust prime 4002 Account into Colorado Trust Prime Account 4003 Operating Account in January 2012. Unanimous.

Wildman discussed the 2010 audit process and recommended the accounting firm, Anderson-Whitney, be retained to provide an independent view of the audit which is considered a best practice and addresses a recommendation made in past audits. Discussion was also held concerning the Library Credit Card Purchasing Policy which policy will be presented to the Board at the October meeting.

Move Karr, second Wildman to add the new Director, Ann Kling, to the list of those authorized for credit card purchasing. Unanimous.

Move Wildman, second Karr to add Ann Kling as an authorized user to the Colorado Trust Bank Account. Unanimous.

OLD BUSINESS: Discussion ensued on the status of bringing the new director, Ann Kling, on board. She will start November 1. Erica reported on the Library participation in community events that took place in September. Discussion was held regarding expediting minutes and the progress of selection of the new Trustee.

NEW BUSINESS:

2012 Budget: The 2012 Budget Process is now underway and discussion was held with input from the public and staff in attendance.

Colorado Network Management Service Contract: Dodge reported that the contract has been signed and the assessment of computers and equipment is underway.

Staffing Requests and Personnel Management Committee Report, New Hires and Hours Adjustments: Hall recommended that two part-time employees be permitted to work up to 39.5 hours per week and that Nathan Triz be promoted to assistant head of Adult Services effective October 1, 2011 with a salary

adjustment to the minimum of the range for that position. The full board expressed agreement with these actions. The board was happy to hear that Rose had requested to rescind her resignation [moved to Consent agenda].

Review of Xerox Contract: Review and presentation by the Xerox Representative took place earlier in the meeting and the Board requested legal counsel to review the present lease and report at next meeting.

Review of Cell Phone Policy: In keeping with the Board's desire to have as few rules for library patrons as possible, moved by Hall, second Karr to abolish the current Cell Phone Policy, Food and Drink Policy and Behavior Policies 15 and 16 in the Clearview Library District Policy Handbook. Unanimous.

Discussion ensued on maintenance needs with Staff Members Montgomery and Rose. The questions related to hiring or outsourcing these needs will be referred to the Personnel Management Committee.

Move Wildman, second Karr to limit wire transfers to those currently required and require staff to seek Board approval before adding any other wire transfers. Unanimous.

EXECUTIVE SESSION

Move Karr, second Wildman that an Executive Session meeting of the Library Board convene at 7:17 pm on September 27, 2011, for the purpose of discussing personnel matters in accordance with CRS 24-6-402 (4)(f) which such matters include evaluations of personnel, bonuses for employees and a bonus pool for special recognition of employees. Attending are Board Members: Dave Vance, President; Kelly Hall, Vice President; Bill Karr, Secretary; Scott Wildman, Treasurer; and Town Board Liaison Matthew O'Neill, and Legal Counsel David Melusky. Unanimous.

An Executive Session of the Clearview Library Board was convened at 7:17 pm on September 27, 2011 for the sole purpose of discussing personnel matters in accordance with CRS 24-6-402(4)(f) which such matters include evaluations of personnel, bonuses for employees and a bonus pool for special recognition of employees. Attending were Board Members: Dave Vance, President; Kelly Hall, Vice President; Bill Karr, Secretary; Scott Wildman, Treasurer, Town Board Liaison, Matthew O'Neill, and Legal Counsel, David Melusky. During the executive session the Board discussed evaluations of personnel, bonuses for employees, and the creation of a bonus pool for special recognition of employees. The Board did not engage in substantive discussion of any matter not enumerated Section 24-6-402(4) CRS. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The Executive Session was adjourned at 7:33 pm, and regular session was convened.

REGULAR SESSION CONVENED

Move Wildman, second Karr to recognize staff for great service during a challenging year and particularly during the transition between directors by creating a bonus pool of funds not to exceed 1% of the gross wages of the Library staff for distribution to employees who are recommended by Library Management and as reviewed by the Board Personnel Management Committee. Unanimous.

CONSENT AGENDA

Move Karr, second Wildman to accept: 1) the 2010 audit, 2) the September financials, 3) the authorization of additional hours for the two part-time employees discussed above, and, 4) the retraction of Erica Rose's offer of resignation. Unanimous

Discussion ensued on upcoming agenda and budget process.

Minutes taken by David Melusky, Legal Counsel; and edited by Dave Vance, President, and Bill Karr, Secretary.

Personnel Management Committee meeting

at the Windsor–Severance Library
720 3rd Street

Wednesday, September 21, 2011
4:00–5:30pm

Any questions, contact Kelly Hall at