



Elbert County Library District
Db a Pines & Plains Libraries
Board of Trustees
Regular Board Meeting Minutes

Wednesday January 27, 2016

The Board of Trustees of the Pines & Plains Libraries met at a regularly scheduled monthly meeting in the Elizabeth Library, 651 W Beverly Street, Elizabeth, CO 80107.

Board Members Present: Rick Brown, Jill Duvall, Suzanne O'Neill, Grant Thayer and Susan Saint Vincent.

Staff Members Present: Mary Blosser, Tim Miller and Wendy Walp.

Guests: Jim Duvall

The meeting was called to order at 6:01 pm. The pledge of Allegiance was given.

Minutes:

A motion was made by Suzanne O'Neill and seconded by Grant Thayer to approve the December 7, 2015 Special Board Meeting Minutes as presented. Rick Brown Abstained. All others in favor. Motion carries.

A motion was made by Suzanne O'Neill and seconded by Grant Thayer to approve the December 7, 2015 Special Board Meeting Minutes as presented. All in favor. Motion carries.

Treasurer's Report:

The District currently has two checking accounts with Community Banks of Colorado. There is a primary checking account utilized for the majority of monthly transactions, and a secondary checking account that holds about \$1,000 in it (similar to "petty cash"). The secondary account would be used intermittently, typically in the case of an emergency.

It was noted that the authorized signers for the primary checking account are: Tim Miller (Director), Susan Saint Vincent (President), and Jill Duvall (Treasurer). For the secondary checking account, the Board of Trustees designated Tim Miller, Susan Saint Vincent, Jill Duvall and Wendy Walp as authorized signers. This would allow for checks to be signed only on a limited or emergency basis. The reimbursement of the secondary account will be presented at a Board meeting as necessary.

A motion was made by Rick Brown and seconded by Jill Duvall to approve check register #14560 - #14586 and auto deposits for January 2016. All in favor. Motion carries.

The year-end financial numbers for 2015 will be forwarded to the entire Board.

Public Input For Items Not on The Agenda: None

Admin Report:

- Auditor RFP – Ms. Walp is working closely with Auditor Lori Hendrick and sending her requested documents as they become available.
- Community Outreach – updating community events and a member of the Elizabeth Area Chamber of Commerce.

- Common Cents for Colorado – This program is based around 5 Seminars. Will be distributing information on a regular basis.

Director's Report:

- Simla Friends Fan Fiction essay contest. Annual meeting and elections happened on 1/14/16. Monies are pledged for the Summer Reading and program drawing and an electronic open/closed sign. In March, a reading contest will be coordinated in conjunction with the March madness NCAA basketball tournament.
- Simla Librarian, Terry Brecko, was praised by Mr. Miller for providing amazing programs and recognized as a great liaison to the community.
- District-wide – Christmas cookie decorating was offered at all the branches.
- Strategic Plan – the Director and staff are currently working on potential partnerships and grants.
- 2015 Reviews and Bonuses – It was noted that these were well received and appreciated by staff.
- Enhanced user experience in all our Libraries – Various areas to reach out to the communities were discussed.

Manager's Reports:

The Board appreciates receiving information on the activities of the branches and the pictures given as well.

Foundation Report:

Updates were provided for the Colorado Gives Day, Annual Fund Raising Drive, and Enterprise Zone Contributions. Upcoming collaboration with the Town of Elizabeth and Elizabeth Fire Department is scheduled for June 7, 2016. The Foundation will again be holding its annual electronics recycling and document shredding and Arc Thrift Store.

Trustee Items:

a. Discussion – No Discussion Items

b. Decision

- i. **Trustee Terms Ending in January: Recommendations** – A motion was made by Rick Brown and seconded by Suzanne O'Neill for Grant Thayer and Jill Duvall to renew their Trustee position through a January 2019 term. All in favor. None opposed. Motion carries. The Financial Administrative Assistant will provide the letter to the Board of County Commissioners with the District's recommendations and to be placed on the BOCC agenda as soon as possible.
- ii. **Posting Locations for 2016** – A motion was made by Rick Brown and seconded by Jill Duvall to approve the 2016 Posting Locations to include all Library branches and the Library website. Postings may appear on the Library's Facebook page as well. All in favor. None opposed. Motion carries.
- iii. **Proposed Fax Fee Policy Changes** - A motion was made by Jill Duvall and seconded by Rick Brown to approve a fee of \$1.00/page (faxed or received). Suzanne O'Neill, Rick

Brown and Grant Thayer did not approve. Jill Duvall and Susan Saint Vincent approved. Motion did not pass.

A motion was made by Rick Brown and seconded by Grant Thayer to update the Pines & Plains Fax Policy to charge a flat fee of \$3.00. All in favor. None opposed. Motion carries.

- iv. **Proposed Banking Changes / Options** – After discussion regarding other bank account options, the Board discussed transferring all ColoTrust funds to CoBiz Financial. This entity currently carries the lease on the 651 Beverly Street, Elizabeth, CO location.

A motion was made Suzanne O'Neill and seconded by Grant Thayer to proceed with the transfer all ColoTrust funds to CoBiz Financial. The authorized signers on the CoBiz account will be Tim Miller, Library Director, Susan Saint Vincent, Board President and Jill Duvall, Treasurer. The Financial Administrative Assistant will set up a bank account with CoBiz Financial and obtain the papers from ColoTrust to transfer funds. All in favor. None opposed. Motion carries.

- v. **Proposed Elizabeth Sub-Lease Payments Suspension** – A motion was made by Rick Brown and seconded by Suzanne O'Neill that states the Trustees authorize suspension of monthly lease payments by PanTerra Energy, Ltd under its current sublease until a new sublease is agreed upon. All in favor. None opposed. Motion carries.

A motion was made by Grant Thayer and seconded by Suzanne O'Neill to authorize staff to engage the Humphries Poli Architects and/or a local Engineering company to draw a set of updated site plans that will be presented for consideration by the Town of Elizabeth and the Elizabeth Fire Department. A report on a Site Plan Amendment and cost of materials to be forwarded to the Library Trustees as soon as possible. All in favor. None opposed. Motion carries.

Adjournment

There being no further business the meeting adjourned at 8:12 p.m.

The next meeting will be Wednesday, February 24, 2016 at the Elizabeth Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant