



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

Wednesday, June 28, 2016

The Board of Trustees of the Pines & Plains Libraries met at a regularly scheduled monthly meeting in the Simla Library, 504 Washington, Simla, CO 80835.

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

Staff Members Present: Ruben Figueroa, Tim Miller and Wendy Walp.

Guests: Jim Duvall

The meeting was called to order at 6:11 pm. The pledge of Allegiance was given.

Minutes:

A motion was made by Rick Brown and seconded by Grant Thayer to approve the April 27, 2016, Meeting Minutes as presented. Suzanne O'Neill abstained as she was not in attendance at the April 27th meeting. Rick Brown, Jill Duvall, Grant Thayer and Susan Saint Vincent were in favor. Motion carries. The May 25, 2016 meeting was cancelled and there are no minutes to be approved.

Treasurer's Report:

It was recommended to move \$300,000.00 to CoBiz from the Community Banks of Colorado in the next run of checks. Wendy Walp will discuss with Community Banks of Colorado at what is the minimum required in that account to make sure fees are not incurring.

Grants: Colorado State Grant for 2015 was budgeted at \$5,991.00 and the District received \$7,693.00. The expense line item should be the \$7,693.00 and spent by June 30, 2016. This figure was not available when the budget was being put together. Wendy Walp will confirm the \$7,693.00 that should be spent in its entirety.

A motion was made by Grant Thayer and seconded by Jill Duvall to ratify the check register #14682 - #14719 and auto deposits for May 2016. All in favor. Motion carries.

A motion was made by Grant Thayer and seconded by Jill Duvall to approve the check register #14719 - #14748 and auto deposits for June 2016. All in favor. Motion carries.

Public Input For Items Not on The Agenda: None

Reports:

- Tim Miller shared the app Boopsie – Find It Colorado. This app will be free to the Library District for this initial year. Tim Miller also spoke of Passive Programming. There are a variety of boxed items that essentially is a program in a box and can be accessed by patrons on demand. The Summer Reading Programs are off to a great start. In Kiowa they had a great turn out for the Self Defense class.

Foundation Report:

The annual dinner will take place in 2017 as the Foundation would like this to be a big event and have some directives in place before this happens. The annual letter, the Foundation will be looking at specifics and working on priorities i.e. Capital Funding: Kiowa, Simla, Elbert and Elizabeth. Further thoughts about Dine Around Elbert will be looked at. July 23rd the Foundation is teaming up with the Town of Elizabeth for their Outdoor "Walk in" movie night – Patty Sward, Suzanne O'Neill, Aimee Thomas, Wendy Walp and other volunteers will be selling popcorn, candy, snacks, and drinks at this event.

Trustee Items:

a. Discussion – i - Elizabeth Building Update

Panterra Space – The last part that is needed is a floor plan of the back area for Panterra. With this floor plan, the Town of Elizabeth will be able to tell what the fees will be. There will be 3 plans presented. 1) Panterra’s office space on the main floor, storage area, work area and sand separator (how much square footage for each item). 2) Panterra’s office space in the mezzanine, storage area and sand separator and work space on the main floor. 3) Just storage space for the Library only – without having Panterra in the back.

Discussion – ii - Auditor Update

Tim Miller, Wendy Walp, and Auditor Lori Hendrick have been working on the 2015 Audit. The 60 day extension that Tim Miller requested was approved by the State to allow more time for Lori Hendrick to gather more information from Doug Milliken.

b. Decision – ii - Asset Disposal Policy

A motion was made by Rick Brown and seconded by Grant Thayer to approve the Resolution 16-02 regarding sale the Establishment of an Asset Disposal Policy as amended and to be embedded in the memo by Tim Miller, dated 05/11/16. All in favor. Motion carries.

Decision – i – Sale of Property 407 Caribou St., Simla, CO 80835

A motion was made by Jill Duvall and seconded by Rick Brown to approve the Resolution 16-01 regarding sale of Property at 407 Caribou Street, Simla, CO 80835 and have Susan Saint Vincent, President, Board of Trustees as the signer. All in favor. Motion carries.

Decision – iii – Foundation Bylaws Change

A motion was made by Grant Thayer and seconded by Jill Duvall to amend the Foundation Bylaws. All in favor. Motion carries.

Adjournment

There being no further business the meeting adjourned at 7:33 p.m.

The next meeting will be Wednesday, July 27, 2016 at the Elizabeth Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant