**Minutes of the Meeting**

**of the**

**Elbert County Library District Board of Trustees**

Wednesday, January 22, 2014

The Board of Trustees of the Elbert County Library District met at a regularly scheduled meeting in the Elizabeth Library, 651 Beverly St., Elizabeth, CO.

**Board members present**: Susan St.Vincent, Jill Duvall, Karen Suchan & Suzanne O'Neill

**Board members absent**: Ron Vermillion

**Staff members present**: Kari May & Jan Gabehart

**Guests**: Kim Seter, Attorney; Peter and Nancy Smilanic

The meeting was called to order at 1802.

**Changes to Agenda:** Remove approval of the November meeting minutes as they have already been approved. Proceed to Trustee Items, Discussion of sublease, when Ms. O'Nell arrives.

**Minutes:** Ms. St.Vincent moved to strike the discussion of the sublease at the December 19th meeting. Discussion followed without a second to the motion. The minutes remain as written.

Ms. May makes a correction to the December 9th minutes, i.e., the following sentence is to be corrected changing it from: “Ms. St. Vincent made a motion that we approve our participation in the Colorado Special District property and liability pool for 2014 and continue with the present broker.” to “Ms. St. Vincent made a motion that we approve our participation in the Colorado Special District property and liability pool for 2014 and to end our relationship with the broker”. Ms. Suchan made the motion to amend the minutes, Ms. Duvall seconded and the motion carried. Ms. Suchan made a motion to approve the December 9th minutes, Ms. Duvall seconded and the motion carried. Ms. Suchan made a motion to approve the December 19th minutes, Ms. O'Neill seconded and the motion carried.

**Public Input:** None

**Treasurer's Report**: The accounts are successfully balanced. We received our yearly check for SDA membership payment and our property liability. The HSA is working well. The credit card use for fines is effective, but have to be checked individually on the statement. We may want to have a minimum charge amount in the future. Ms. St.Vincent asked that Ms. May be authorized to sign checks this evening. It is also recommended by Ms. May that we move $45,000 from the money market to our general account to keep a positive balance, in advance of the March mil levy income.

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Ms. St.Vincent made a motion to approve checks #13820-13854 and auto deposits for payroll and ratify the previous checks that were signed for December, #13787-13819 and auto deposits, and that we authorize a transfer of $45,000 from our money market fund to our regular checking account and authorize Ms. May to sign

checks at this meeting. Ms. Suchan seconded and the motion passed.

**Director's Report**: Trustees note that Ms. May's schedule, which is presented to us each month, is full. Ms. St. Vincent asked about the trip to Indianapolis, Indiana. Ms. May reported that she is funding the trip to attend the Public Library Association Conference which occurs every two years. The Lawyers at the Library program (legal pro se clinic) is going well, headed by Ric Morgan, and has expanded to nine rural county libraries with volunteer attorneys who provide services remotely. Ms. May has had an interview with the Douglas County Library District for the Director's position.

**Branch Managers Reports**: Elizabeth library branch – Ms. Gabehart reports the GED program was very busy and successful for several patrons. Lisa is doing an excellent job and perhaps in the future a library aide can cover her time at the desk. Ms. Duvall offered to help Lisa with the adult learners. Ms. Suchan offered her husband's help if math tutoring is needed. Kiowa, Elbert & Simla branches– Trustees reviewed reports with no questions.

**Foundation Report**: Ms. O'Neill reports that the last meeting was productive focusing on marketing. Templates have been created to produce posters and flyers. The first activity is the school penny drive. The electronics recycling is in April and we have the use of the Elizabeth sign board. Ms. May reports that four businesses have agreed to donate a percentage of their income to the ECLD for library month. We have had a good response from the business community.

**Trustee Items:**

**Discussion** – Annual donations – In order to apply for grants in the new year, all the Trustees donate $1.00 to achieve 100% participation. This is in addition to the October fund raising event which the Trustees participated. Adoption of 2014-16 Strategic Plan for the ECLD – Ms. Suchan made a motion to adopt the 2014-2016 Strategic Plan for the Elbert County Library District as presented and reviewed by the Trustees. Ms. Duvall seconded and the motion passed. Set mileage reimbursement rate for 2014 - The current reimbursement rate for the ECLD is 55-1/2 cents/mile. The federal rate is 56 cents/ mile. Ms. Suchan made a motion to set the ECLD reimbursement to the federal level of 56 cents/mile. Ms. Duvall seconded and the motion passed. Reappointment of Susan St. Vincent as Library Board Trustee – Ms. O'Neill made a motion to recommend to the Board of County Commissioners the reinstatement of Ms. St.Vincent as a Library Board Trustee. Ms. Duvall seconded and the motion passed.

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Appointment of Sabrina Hurst to the Elbert County Libraries Foundation Board – Ms. Duvall made a motion to appoint Sabrina Hurst to the Elbert County Libraries Foundation Board. Ms. St.Vincent seconded and the motion passed.

**Decision Items** – Smilanic Sublease – Ms. Suchan made a motion to go into Executive Session: Pursuant to section 24-6-402(4) of the Colorado revised Statutes, I move that this regular public meeting of the Board of Elbert County Library District adjourn and that, upon an

affirmative vote of a least two-thirds of the members present for this motion, the Board reconvene in executive session for the sole purpose of discussing the sublease of property located in the Elizabeth library between the District and Smilanic Construction and Design Corporation as authorized by 24-6-402(4)(a). Ms. St.Vincent seconded and the motion passed. An executive session meeting of the Board of Elbert County Library District convened at 1816 on January 22, 2014 for the purpose of discussing the sublease of property

located in the Elizabeth library between the District and Smilanic Construction and Design Corp. as authorized by 24-6-402(4)(a). Attending were Kari May, Director; Susan St. Vincent, Trustee; Karen Suchan, Trustee; Jill Duvall, Trustee; Suzanne O'Neill, Trustee; Kim Seter, Attorney; Peter and Nancy Smilanic, Smilanic Design and Construction Corp. During the executive session the board discussed or received advice regarding the sublease of Elizabeth library branch property to Smilanic Construction and Design Corp. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The executive session meeting was adjourned at 1924 and we have reconvened in regular session. Ms. St. Vincent made a motion to go into Executive Session again. Pursuant to section 24-6-402(4) of the Colorado revised Statutes, I move that this regular public meeting of the Board of Elbert County Library District adjourn and that, upon an affirmative vote of a least two-thirds of the members present for this motion, the Board reconvene in executive session for the sole purpose of discussing the sublease of property located in the Elizabeth library between the District and Smilanic Construction and Design Corporation as authorized by 24-6-402(4)(a). Ms. O'Neill seconded and the motion passed. An executive session meeting of the Board of Elbert County Library District reconvened at 1949 on January 22, 2014 for the purpose of discussing the sublease of property located in the Elizabeth library between the District and Smilanic Construction and Design Corp. as authorized by 24-6-402(4)(a). Attending were Kari May, Director; Susan St. Vincent, Trustee; Karen Suchan, Trustee; Jill Duvall, Trustee; Suzanne O'Neill, Trustee; Kim Seter, Attorney; Peter and Nancy Smilanic, Smilanic Design and Construction Corp. During the executive session the board discussed or received advice regarding the sublease of Elizabeth library branch property to Smilanic Construction and Design Corp.

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The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

The executive session meeting was adjourned at 2043 and we have reconvened in regular session.

Business being completed the meeting adjourned at 2054.

Dated February 4, 2014

Karen Suchan

Secretary to the Elbert County Library Board of Trustees

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