



Corrected Minutes of the meeting of the
Elbert County Library District
Db a Pines & Plains Libraries
Board of Trustees

Wednesday, March 25th, 2015

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, and Grant Thayer

Board Members Excused: Susan St Vincent

Staff Members Present: Tim Miller and Wendy Walp

Guests: Kristen Crookshanks

Jill Duvall called the meeting to order at 6:05 pm.

Additions to the agenda:

XI Trustee Items: a. Discussion iv. Elbert County State Fair – Scholastic Book Fair Booth and

XI Trustee Items: b. Decision Items. Iv. Pines & Plains Official Posting Places for 2015.

Minutes: Mr. Brown moved and Mr. Thayer seconded to approve the minutes of the regular meeting of February 25, 2015, with the following corrections:

Staff Members Present: remove Wendy Walp as she was not in attendance.

Treasurer's Report: remove "& auto deposits and ratify checks #14162 - #14191& deposits."

4. Additional hours and Librarian for the Simla Branch: - change Mr. Duvall to Ms. Duvall.

Adjournment – change Ms, Duvall to Ms. Duvall

All in favor. Motion carries.

Public Input For Items Not on The Agenda: Kristen Crookshanks inquired about the continued community involvement by the Elizabeth Branch Library as well as by the District. Pines & Plains Libraries are still committed to continual presence in the community in many areas, i.e. Elizabeth Spelling Bee. Another inquiry made by Kristen was regarding posting the P&PL agenda on the P&PL website in addition to the posting on the Libraries bulletin boards. This will be included in the decision items.

Treasurer's Report: Discussion about the format on the financials and understanding of the documents were held. The Financial Administrative Assistant reports will include a Variance Report as well as a Heads Up section. Further discussion about Assets and the Liabilities & Equity sections and whether to include or not include Land & Facility Assets with the District's Auditors and other Library Financial staff. The auditors will be asked to attend the April 2015 meeting for further discussion. Mr. Thayer moved and Mr. Brown seconded to approve check register #14254 - #14279 auto deposits for March, 2015. All in favor. Motion carries.

Director's Report:

Discussion about inquiries in the sub-lease of the Elizabeth space. Tim Miller gave an "Elizabeth Progress Log" showing the progress that he has made in what the District is able to do and not do as per the Elbert County as well as the Leasing Agency. More discussions will be help in the near future.

Foundation Report:

There was a great collaboration meeting with the Pines & Plains Foundation with representatives of the Friends of the Library Branches. Discussion about having committees that would meet on a more regular basis and having the Foundation meet quarterly. The next Fundraising event will be the Electronic Recycling Event on Saturday, April 11, 2015, 10am – 2pm.

Trustee Items

a. Discussion Item

- i. Accounting Q & A Session – this took place during the Treasurer’s Report.
- ii. Statistics Reporting and Artificial Declines – Tim Miller advised the board that with the new catalog circulation numbers are gleaned in a different format than before and the artificial decline in circulation is partly to do with this transition. After a year with this AspenCat service, the reports should be a true reflection of what is happening in our Libraries.
- iii. Police in the Library – Tim Miller wanted to inform the Board that an inquiry had been made by local officials and the stance that the Library takes as required by Library Law. Staff will be reminded and supported about what is expected in our Library System.
- iv. Elbert County Fair Vendor Booth – Scholastic Book Fair – Jill Duvall advised that the Elbert County Fair Board is encouraging the increase of vendor booths as this is a way for them to raise funds. One booth is a Scholastic Book Fair booth and she wanted to know if the District would like to help out. Ms. Duvall will let us know what days and times that are needed and the Foundation, Friends of the Libraries and District staff will be asked if they would like to volunteer for this event.

b. Decision Items

- i. Annual Meeting and Officer Elections – Ms. O’Neill moved, Mr. Thayer seconded to approve Susan St Vincent as the Board President, Suzanne O’Neill as the Board Vice President, Jill Duvall as the Board Secretary / Treasurer. All in favor. None opposed. Motion carries. Committees to be discussed at the April meeting will be the following: Budget, Bylaws and District Policies.
- ii. Approval of Jim Duvall as Foundation Director - Ms. O’Neill moved, Mr. Brown seconded to approve Jim Duvall as a Pines & Plains Foundation Director. Ms. Duvall recused herself, all other Trustees in favor. Motion carries.
- iii. Director Stipend – Discussion was held regarding a flat reimbursement fee to Tim Miller instead of the regular mileage reimbursement as allowed thru the current travel expense policy. The intent was to save the District monies and assist in the budget. The board felt that was a disservice to the Director as well as not a true picture of the budget. This mileage overage would just be reflected in the budgetary process and if the P&PL 2015 Budget needs to be revised, this mileage increase will be reflected in that document. No motion was made.
- iv. Pines & Plains Libraries official posting places for 2015 – Mr. Brown moved, Ms. O’Neill seconded to approve the Pines & Plains Libraries Official Posting places to be the Branch bulletin boards as well as the District website. These posting need to be in place at least 24 hours before the meeting. They are typical posted the Friday before the scheduled Wednesday board meetings. All in favor. None opposed. Motion carries.

Adjournment

There being no further business, Ms. O’Neill adjourned the meeting at 8:51 pm. All in favor. Motion carries.

The next meeting will be Wednesday, April 22nd, 2015 at the Kiowa Library at 6:00pm.

Respectfully submitted by
Wendy Walp, Financial Administrative Assistant