



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

Wednesday, April 22nd, 2015

The Board of Trustees of the Pines & Plains Libraries met at a regularly scheduled monthly meeting in the Kiowa Branch Library, 331 Comanche Street, Kiowa, CO 80117.

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

**Staff Members Present:** Sue Dischner, Jan Gabehart, Sara Nowotny, Tim Miller and Wendy Walp

**Guests:** P&PL auditors Doug Milliken, CPA and Jim Whistler

Susan St. Vincent called the meeting to order at 6:16 pm.

**Agenda:**

V. Approval of Minutes a. March 25, 2015 Regular - delete "Rescheduled February Meeting"

VI. Treasurer's Report a. Treasurer's Report iii. Check register #14280 - #14317 (not #14316) and auto deposit

**Minutes:**

A motion was made by Ms. Duvall and seconded by Ms. O'Neill to approve the March 25, 2015 meeting minutes with the following changes. Ms. St. Vincent abstained as she was not in attendance of the March meeting. All others approved. Motion passes.

Treasurer's Report ... Add the word moved ... Mr. Thayer "moved" and Mr. Brown seconded....

Trustee Items: b. Decision Items ii ... Add "Ms. Duvall recused herself, all other Trustees in favor."

**Treasurer's Report:**

Mr. Milliken and Mr. Whistler attended the board meeting to answer any questions the trustees might have pertaining to the financial reports (balance sheet and profit & loss budget vs actual) and what items are normally shown on them. Lengthy discussion on the Balance Sheet and what types of assets should be included on it. There are many items (i.e. Other Assets: Cash with County Treasurer and Property Taxes Receivable and Liabilities & Equity – Liabilities – Current Liabilities – Other Current Liabilities .. all those listed) that are included that have not been adjusted for a while and only is adjusted once a year after the Annual Audit has been completed and adjustments made. Ms. Walp will work on a couple different balance sheets and will present them to the trustees and see which one is easier to read. The focus will be on current assets or cash accounts.

The variance report was discussed and maybe some more tweaking can be done thru the Quickbooks data that is sent over to the Excel sheet reports. With having new Trustees coming on board, this in-depth discussion on how the financial reports are presented has been a great learning experience. Ms. Walp, with the direction of the Trustees, is willing to put together reports that are comprehensive and beneficial to the Board of Trustees.

A motion was made by Ms. O'Neill and seconded by Ms. Duvall to approve check register #14280 - #14317 and auto deposits for April, 2015. All in favor. Motion carries.

**Public Input For Items Not on The Agenda:**

Ms. Nowotny expressed her concern about the direction of the District as well as the management by the Board of Trustees and turned in her resignation as the District's Cataloger / Librarian, effective May 1, 2015.

**Director's Report:**

Mr. Miller attended the Elbert County Administrators Network (ECAN) and wanted to share what a great way to keep informed on the happenings in the community as well as what is being discussed. Mr. Miller wanted to make sure that the Trustees supported his attendance in these meetings. They were very interested in the District being a part of partnerships that might come from these meetings.

Mr. Miller would like direction to take regarding the Elizabeth Building. Discussion about having an updated appraisal on the facility, which would be good if the District pursued the several requests by individuals who would like to purchase the building. This is a direction that the trustees would not like to look into further. The feeling is that there would be a huge loss of monies already and that the District is not in a financial situation to take on any more loss. The keeping of the facility also shows the patrons / constituents that the District and Trustees are good stewards of their funds and trust. The best solution would be to continue to look for entities that could use the storage area of the building and that would not cause changes to be made to the current lease. A non-profit or not-for-profit group would be ideal for this situation.

Mr. Miller and Ms. Walp are tracking the 2015 budget and making notes on the projected savings from the direction the trustees implemented in January 2015. These notes will be helpful in preparing the 2016 Budget in the Budget Committee meetings.

**Elizabeth Branch:**

Ms. Gabehart shared a Word Cloud that represented the patrons "likes" of the Library. Approximately 33 patrons participated in sharing their thoughts about the branch.

**Kiowa Branch:**

Ms. Dischner stated that the facilities were doing ok and she didn't want to jinx it by saying so.

**Foundation Report:**

The Electronic Recycling Event was on Saturday, April 11, 2015, 10am – 2pm. It was well attended and still awaiting final results on the income/expense. The collaboration that is taking place with the Foundation Board and the Friends of the Libraries is very encouraging.

**Trustee Items****a. Discussion Item****i. Strategic Planning Meeting / Retreat.**

Jim & Jill Duvall offered their residence for the Strategic Planning Meeting Retreat. Those that would be invited to attend would be the Pines & Plains Libraries Board of Trustees, Pines & Plains Libraries Foundation Directors and a Pines & Plains Libraries Staff Representative. Mr. Miller will contact Jacqueline Murphy on when this retreat can take place in May or June 2015.

**b. Decision Items****i. Standing Committees.**

The three standing committees are: a Bylaws Committee, a Finance Committee, and a Library District Policies Committee and such committees as the Board from time to time may designate. All standing committee members shall serve for one year and until their successors are elected. Discussion was had about the necessity of having these standing committees. Members were not chosen for these committees. The Bylaws may need revising and the current Bylaws will be placed on the Pines & Plains Libraries website. Mr. Brown said that he would have recommended bylaw revision language to us by mid-May. The purpose of that language is to remove the requirement for standing committees. In turn, the revisions would give the Board President power to appoint the committee members.

**Adjournment**

There being no further business, the meeting was adjourned at 8:20 pm.

The next meeting will be Wednesday, May 27, 2015 at the Elizabeth Library at 6:00pm.

Respectfully submitted by

Wendy Walp, Financial Administrative Assistant