



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

Wednesday, May 27th, 2015

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

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

**Staff Members Present:** Tim Miller, Wendy Walp and Aimee Thomas.

**Guests:** None

Susan St. Vincent called the meeting to order at 6:06 pm.

**Agenda:**

XI. Trustee Items: a. Discussion i. Roger Shults Elizabeth Building Assessment will be moved to directly after VII. Opportunity for Public input.

**Minutes:**

A motion was made by Ms. Duvall and seconded by Ms. O'Neill to approve the April 22, 2015 meeting minutes as presented. All in favor. Motion passes.

**Treasurer's Report:**

Discussion regarding a 3-5 year financial forecast. Mr. Miller, Ms. Walp and Ms. O'Neill will be working on this in the near future.

A motion was made by Ms. O'Neill and seconded by Ms. Duvall to approve check register #14318 - #14356 and auto deposits for May 2015. All in favor. Motion carries.

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

Ms. Thomas came in at a later time in the meeting and inquired about the sale of property and the lease of what part of the Elizabeth building.

**Trustee Item: a. Discussion i. Roger Shults Elizabeth Building Assessment:**

Simla Vacant Land – Mr. Shults is putting together information to bring to the board regarding the Simla vacant land and if selling the property is a good option.

Simla Lease / Building expansion. Mr. Miller is working with the Double E Conservation District. In the past they have mentioned expanding the Library side of their facilities. More information will be brought to the next board meeting.

Elizabeth Building – Mr. Shults will look into possibilities for tenants as well as a fair rental price “as is” vs “built out by tenant”.

**Director's Report:**

Mr. Miller talked about the interest that the Elizabeth Gym and Stayin Fit and Lovin It has in the Elizabeth building. They are not interested in leasing, they are interested in purchasing the Elizabeth Building. At this time, the District is not entertaining that option of a sale.

Mr. Miller is trying to set up the Board work Session for either July 18th or 25th.

## **Foundation Report:**

Discussion regarding how much time staff should be dedicating towards Foundation endeavors. There needs to be a relationship between District and Foundation, but there needs to be clear guidelines on both sides. The Foundation needs to be supported yet staff assistance should not be taken for granted. This will be talked about further at the Foundation meeting in the near future.

The Foundation and Friends of the individual libraries are harnessing the power of efforts on both parts.

The Foundation will be having a Strategy Session. There are requests for the foundation to assist in micro grants for the individual Friends groups for fund raising efforts for their Library Branches.

The Foundation is seeking general guidance from the Board of Trustees as well.

The Foundation will be working on the mechanics of discipline.

Sub Committees were formed as the following: Bylaws, Communications, Mission Statement and Vision Statement, and Fund Raising.

The Town of Elizabeth, Dick Eason, sent out an email regarding the July 11<sup>th</sup> Movie Night. They need help in providing refreshments. This could be a fund-raiser for the groups who would like to provide the refreshments and they can charge for them. We are waiting to find out what part the Elizabeth Fire Department Volunteers want to take. The Foundation could use the District's popcorn popper and sell fresh made popcorn and/or other items.

## **Trustee Items**

### **a. Discussion Item**

- i. Roger Shults Elizabeth Building Assessment – mentioned above.
- ii. Auditor's Report – The Trustees have questions regarding the Auditor's Report and would like to have the Auditors attend the next board meeting. Questions will be collected by Rick Brown and be given to Tim Miller, who will send those questions to the auditors, so they can come to the board meeting prepared with answers to the questions.
- iii. Revised Director Job Description – Mr. Miller did a great job working on this job description. This will give him some guidelines and a focus for the Director position. At the Board Retreat, more input could be shared as well.

### **b. Decision Items**

- i. Bylaws Changes for Standing Committees.  
A motion was made by Ms. O'Neill and seconded by Mr. Thayer to change the wording of the Bylaws – "Standing Committees of the Board of Trustees shall include 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." To "The Board of Trustees may establish committees to study and report to the Board on specific issues or subject areas. The President may appoint one or more Board members to any such committee." All in favor. Motion carries.
- ii. Elbert County Fair Hot Air Balloon Rides.  
Jill Duvall is working on this project. She is part of the Elbert County Fair Board. The Fair Board would like to reach out to the public and promote the Elbert County Fair, so they will be hosting ReMax balloon rides. There will be a pancake breakfast in Big R's parking lot and they would like to have the Balloon Rides at the Elizabeth Library. Ms. Duvall will find out what insurance, who needs to provide the insurance, release of liability if needed, and library land location that is needed for this event to take place. A motion was made by Ms. O'Neill and seconded by Mr. Brown to allow the ReMax balloon rides provided all concerns are addressed. All in favor. Motion carries.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:38 pm.

The next meeting will be Wednesday, June 24, 2015 at the Simla Library at 6:00pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant