



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

Wednesday, July 22, 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: Mary Blosser, Ruben Figueroa III, Tim Miller and Wendy Walp.

Guests: Jim Duvall.

Susan St. Vincent called the meeting to order at 6:03 pm.

Minutes:

A motion was made by Mr. Brown and seconded by Ms. Duvall to approve the June 24, 2015 meeting minutes as presented. All in favor. Motion carries.

Treasurer's Report:

A motion was made by Ms. O'Neill and seconded by Ms. Duvall to approve check register #14389 - #14414 and auto deposits for July 2015. All in favor. Motion carries.

Public Input For Items Not on The Agenda:

No public input.

Director's Report: PanTerra, GeoThermal heating company is interested in leasing space in the Elizabeth facility. A proposal should be coming soon and a special board meeting will be called. PanTerra is currently looking into zoning and other regulations that will be needed.

Foundation Report:

Trustee Item:

a. Discussion

a. No items at this time.

b. Decision

a. Auditor's Report: A motion was made by Mr. Thayer and seconded by Ms. O'Neill to accept the 2014 Audit. All in favor. Motion carries. There was discussion regarding a narrative that was normally put together by the Auditor's and that was not included. The relationship between the District and the Foundation is still not clear in the audit report. When a letter of engagement is written up there will be clarifications on these issues which will be included. A motion was made by Mr. Thayer and seconded by Mr. Brown that the engagement letter to audit firms will have clarification and expectations that the District and Trustees require for a concise report. Samples of RFP's and finding who other Library District's use for auditor would be helpful as well.

- b. **Budget Subcommittee Appointees:** A motion was made by Mr. Brown and seconded by Ms. Duvall for the Board to form a 2016 Budget committee with members to be appointed by the Board President. All in favor. Motion carries. A motion was made by Mr. Thayer and seconded by Ms. Duvall to appoint Tim Miller as Pines & Plains Libraries Budget Officer to carry out administrative functions as are necessary to formulate and execute the budget to completion with the 2016 Budget Committee. All in favor. Motion carries. The Board requested Mr. Miller to provide staff support to the budget committee.
- c. **Other Items to be Updated/Reviewed:** 3 year strategic plan and Bylaws Article ... Section VI.

Adjournment

There being no further business, a motion was made by Mr. Thayer and seconded by Mr. Brown to adjourn the meeting at 7:49 p.m.

The next meeting will be Wednesday, August 26, 2015 at the Elizabeth Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant