



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

Wednesday, October 28, 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, Grant Thayer and Susan St. Vincent.

Staff Members Present: Mary Blosser, Ruben Figueroa III, Tim Miller and Wendy Walp.

Guests: Jim Duvall.

The meeting was called to order at 6:00 pm. The pledge of Allegiance was given.

Minutes:

A motion was made by Jill Duvall and seconded by Grant Thayer to approve the September 23, 2015 meeting minutes with Mr. Grant being changed to Mr. Thayer. Rick Brown, Jill Duvall and Grant Thayer were in favor. Suzanne O'Neil and Susan St. Vincent abstained as they were not in attendance of the meeting. Motion carries.

Treasurer's Report:

A motion was made by Rick Brown and seconded by Suzanne O'Neill to approve check register #14465 - #14494 and auto deposits for October 2015. All in favor. Motion carries.

Public Input For Items Not on The Agenda: None

Admin Report:

Attended training for Common Cents for Colorado. Looking forward to being able to provide our community with Financial Literature. More information will continue to be given.

Director's Report:

Tim Miller attended the Front Range Library Trainers group meeting. He is looking into extra incentives for staff that continues to learn and, hence serve our patrons better should be rewarded. Training managers from Pikes Peak, Arapahoe County, Douglas County, Jefferson County, and Denver Public Libraries attended the meeting. None of them had heard of our District. The board was surprised that these counties were unaware of Elbert County. The Library District has been invited to participate in an anti-bullying program at the Parker PACE Center on 2/3/16.

Manager's Reports:

The board is very impressed with the branch manager reports. The information and pictures keep the board informed on the Libraries activities.

Foundation Report:

The foundation mailing should be ready for the post office on Friday, November 6, 2015. Everyone is interested on how the fundraising will be after this bulk mailing. Next year's fundraising event will start in June to allow for additional planning and organizing time on this key fundraising event.

Public Hearing – Proposed 2016 Budget (C.R.S. 29-1-106) – As no public wished to speak regarding the 2016 Budget, President Susan St. Vincent opened and closed the public hearing at 6:14p.m.

Trustee Items:

a. Discussion

- i. **Proposed 2016 Budget** - When the 2016 budget is updated, it is the Trustee's preference for the PanTerra Lease monies be included. The final numbers from the County, around November 15th, will also be updated. The budget will be finalized by the Trustees no later than the December 7, 2015 meeting.

Health Benefits – The board would like to understand how the benefits are funded, and insure equity of such benefits among District employees. There are policies and procedures in place and it is indicated in several documents that Wendy Walp will organize for the board no later than the next meeting.

- ii. **PanTerra Energy Additional Sub-Lease** – The board was presented with an addendum to the lease with PanTerra Energy. They would like to lease half of the Mezzanine as office space. Tim Miller will contact Roger (our leasing agent) and have him work on updating the lease. A motion was made by Grant Thayer and seconded by Suzanne O'Neill to approve the leasing of the Mezzanine of the Library to PanTerra and authorize Tim Miller, Director, to execute any associated amendments to the lease between P&PL and PanTerra on behalf of the District. All in favor. Motion carries.

b. Decision

- i. **Bylaws change (Article VII, Section 3)** – A motion was made by Rick Brown and seconded by Grant Thayer to strike out Article VII and Section 3 and revise Article VII Section 2 to read as follows: 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. The President of the Board of Trustees may appoint additional ex officio committee members who are not Library Trustees.
- ii. **Public Hearing Representation for Elizabeth Sub-Lease** – Tim Miller and Susan St. Vincent will attend the Tuesday, November 17th at 6:30 p.m. - Elizabeth Planning Commission meeting and the Tuesday, December 8th at 7:00 p.m. – Elizabeth Board of Trustees meeting. It is noted that these dates are tentative at this time.
- iii. **Strategic Plan** – This Strategic plan is well thought out and a great group effort. Tim Miller put together a time line to keep the strategic plan on schedule. All Branch Managers are excited and encouraged to see this Strategic Plan work. A motion was made by Jill Duvall and seconded by Suzanne O'Neill to accept the Strategic Plan as presented.

Adjournment

There being no further business, a motion was made by Jill Duvall and seconded by Suzanne O'Neill to adjourn the meeting at 8:21 p.m.

The next meeting will be Tuesday, November 24, 2015 at the Elizabeth Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant