



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

Tuesday, November 24, 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, Tim Miller and Wendy Walp.

**Guests:** None

The meeting was called to order at 6:02 pm. The pledge of Allegiance was given.

**Minutes:**

A motion was made by Rick Brown and seconded by Jill Duvall to approve the October 28, 2015 meeting minutes as presented. All in favor. Motion carries.

**Treasurer's Report:**

A motion was made by Jill Duvall and seconded by Grant Thayer to approve check register #14495 - #14520 and auto deposits for November 2015. All in favor. Motion carries.

**Public Input For Items Not on The Agenda:** None

**Admin Report:**

Auditor RFP – There were two companies that Wendy will visit with regarding the 2015 audit that will take place in 2016.

**Director's Report:**

Tim shared information regarding the East Central Council of Local Governments and how monies could be given thru them to the Pines & Plains Libraries Foundation by individuals. There is a Colorado State credit that is 25% of the total giving amount. This is in addition to the Federal tax deduction. Everyone is encouraged to give generously thru this method or through Colorado Gives Day that will take place on December 8, 2015.

**Manager's Reports:**

The Board is very pleased with the monthly reports showing how busy our branches are on a day-to-day basis. They feel well informed and enjoy the enthusiasm by the staff members.

**Foundation Report:**

The foundation mailing went out. There has only been one donation so far. There has been quite a bit of praise for the looks of the brochure as well. We look forward to great results coming within the next month or two. The next big fundraiser that is scheduled is April 16, 2016. This will be a recycling and paper shredding event. Prices for items to be recycled will be looked at closer to make sure that funds are not lost.

**Trustee Items:**

**a. Discussion**

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

Health Benefits – Wendy Walp handed out a Resolution for establishing a comprehensive employee benefit package. This will be reviewed at the December 7, 2015 meeting.

**b. Decision**

- i. **Bylaws term limit change (Article V, Section 3)** – A motion was made by Rick Brown and seconded by Grant Thayer to amend Article V, Section III of the Bylaws by striking the last 2 sentences. All in favor. None opposed. Motion carries.
- ii. **Pines & Plains Libraries 2016 Meeting Schedule** – A motion was made by Jill Duvall and seconded by Suzanne O'Neill to approve the P&PL 2016 Meeting Schedule as presented. All in favor. None opposed. Motion carries.

**Adjournment**

There being no further business, a motion was made by Grant Thayer and seconded by Jill Duvall to adjourn the meeting at 6:58 p.m.

The next meeting will be Monday, December 7, 2015 at the Elizabeth Library at 6:00 pm.

Items for the December 7<sup>th</sup> agenda are as follows: Decision Items: 1) 2016 Budget, 2) Employee Benefit Package Resolution. Executive Session: Director Evaluation.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant