



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

Wednesday February 24, 2016

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, Suzanne O'Neill, Grant Thayer and Susan Saint Vincent.

**Board Members Excused:** Jill Duvall

**Staff Members Present:** Mary Blosser, Tim Miller and Wendy Walp.

**Guests:** Terry Stinnette

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

**Minutes:**

A motion was made by Suzanne O'Neill and seconded by Rick Brown to approve the January 27, 2016, Meeting Minutes as presented. All in favor. Motion carries.

**Treasurer's Report:**

Account #20010 - Bank Fees – Wendy will talk to Community Banks of Colorado and see if the bank fees can be waived. Account #46690 - Professional Services – will have to be watched closely so we don't go over.

A motion was made by Rick Brown and seconded by Grant Thayer to approve check register #14587 - #14617 and auto deposits for February 2016. All in favor. Motion carries.

**Public Input For Items Not on The Agenda:** Terry Stinnette spoke of working for the Library and shared his ideas about the changes that have taken place over the last year.

**Admin Report:**

- Auditor RFP – Ms. Walp is working closely with Auditor Lori Hendrick and sending her requested documents as they become available.
- Community Outreach – please see attached updated events page.
- Common Cents for Colorado – please see attached press release with the dates for the 5 Seminars.

**Director's Report:**

- Simla Friends purchased new chairs for their reading nook, an LED "Open" sign, coloring pencils for the adult coloring program, and more little people chairs for story time.
- Simla programs continue to get better in Simla. Writing groups, chess club, story times, garden club (will be rebranded), open mic (music, read poetry, or showed visual art), and showcasing local art in the Library.

- District-wide – Summer Reading plans are underway. There is a great group working on this program. Wonderful Wednesday was hosted by Aimee Thomas and her theme was NASCAR. Rave reviews and a record crowd turned out! Kiowa host a creative LEGO program. Our team is making a positive impact on peoples’ lives is one of the most gratifying parts of the Director’s job. It also provides ROI (return on investment) to our taxpayers.
- Strategic Plan – Identified partnerships in each community. Admin Team identified which events they will be participating in. Determined measures of the impact of outreach. Potential grants will be identified. Research on grant writing classes will be looked into. Delivery service is still being worked on. Will work with Colorado Special Districts Liability to see what items need to be thought about with volunteers and workers. Part of the Director’s graduate coursework is developing a district-wide marketing plan, as well as a marketing plan for the summer Reading Program. Once completed, Tim will present the plan to the Board and begin implementing the plan as part of our overall strategy.

**Manager’s Reports:**

Working on programs, strategic plans, collection development policies, promotional materials, identifying grants, working with Friends groups, reaching out to the community evaluating staff procedures and processes.

**Foundation Report:**

Upcoming collaboration with the Town of Elizabeth and Elizabeth Fire Department is scheduled for June 7, 2016. The Foundation will again be holding its annual electronics recycling and document shredding and Arc Thrift Store. All the little details are being worked out. A flyer will be coming out soon. Other fundraising events are still being considered. Working on Spring and Fall events and an Annual event.

**Trustee Items:**

**a. Discussion**

- i. PanTerra Energy Sublease Update – Ceased Attorney assistance, working directly with architects on the Site Plan. Working with Town of Elizabeth on their requirements and waiting for revised tap fees and the breakdown of those fees. Working on costs that will come from all of the requirements that are to be met for this Amended Site Plan and then be able to take those expenses that are being brought about with PanTerra’s lease so discussion can take place for a revised lease with PanTerra Energy with Elbert County Library District.

**b. Decision**

- i. No Decision items.

**Adjournment**

There being no further business the meeting adjourned at 7:14 p.m.

The next meeting will be Wednesday, March 23, 2016 at the Elizabeth Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant