



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

Tuesday, November 22, 2016

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

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

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

**Guests:** None

The meeting was called to order at 5:59 pm.

There were no additions or deletions to the agenda.

**Minutes:**

A motion was made by Grant Thayer and seconded by Suzanne O'Neill to approve the October 26, 2016 Meeting Minutes with the following correction under Trustee Items: a Discussion – ii – Elizabeth Building Update: the last sentence adding “and the commission would be paid only upon closing.” Rick Brown abstained as he was not present. All others in favor. Motion carries.

**Treasurer's Report:**

A motion was made by Suzanne O'Neill and seconded by Rick Brown to approve the check register #14878 - #14905 and auto deposits for November 2016. All in favor. Motion carries.

January 2017 the Budget report will look different as the report will not reflect the reserves in it.

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

**Reports:**

**Foundation Report:**

Colorado Gives – Giving Tuesday is November 29, 2016. The Colorado Gives date will be on Tuesday, December 6, 2016. The Foundation is set up to receive funds. The Fund Drive letter was placed on.

**Trustee Items:**

**a. Discussion – i – Contractor Policy and Elizabeth Driveway**

The following motion was made by Rick Brown and was seconded by Suzanne O'Neill:

I move to waive the library district's purchasing policy set forth on page 10 of the Policy Manual as it applies to the Elizabeth Driveway Project. I further move that the insurance provision of the policy be modified and applied to this project to require the contractor to have a \$1,000,000 comprehensive general liability policy and provide the library district with a certificate of insurance naming the district as an additional named insured.

All in favor. Motion carries.

**b. Decision – i – Fine Policy for Children**

The following motion was made by Rick Brown and seconded by Suzanne O'Neill

I move that the library district's fine policy be suspended from January 1 through July 31 of 2017 with no penalty for late returns during this period. However, if overdue items are not returned for a period of four weeks from the due date the full price of the item will be charged to the account. By the end of the period described above, the district will evaluate whether to continue this suspension based on its impact on circulation, visitation, inventory, the budget, and administrative efficiency.

All in favor. Motion carries.

**Decision – ii – Trustee Position Vacancy for Commission-elect Grant Thayer**

Thanks were expressed to Grant Thayer for the wonderful job that he did on the Board. Encouragement was provided for his new position that he will be taking with the county as a Commissioner. The Trustee Vacancy has been announced on the Library website and the instructions of applications will need to be received no later than Thursday, December 1, 2016 so they can be placed in the December 5, 2016 board packets. This will be a December Agenda item.

**c. Executive Session**

A motion was made by Rick Brown and seconded by Jill Duvall to go into Executive Session at 7:52 pm, pursuant to C.R.S. 24-6-402(4)(f)(I) – Personnel matters, being Director/Simla Manager's Annual Performance Review. Mr. Miller was given an opportunity to request that the discussion be held in public and declined. All in favor. Motion carries.

Executive Session was exited at 8:17 pm.

**Adjournment**

There being no further business the meeting adjourned at 8:17 p.m.

The next regular meeting will be Monday, December 5, 2016 at the Elizabeth Branch Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant