



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

Wednesday, May 3, 2017 (postponed April 26, 2017 meeting)

The Board of Trustees of the Pines & Plains Libraries met at a regularly scheduled monthly meeting at the Kiowa Library, 331 Comanche Street, Kiowa, CO 80117.

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

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

**Guests:** Jim Duvall

The meeting was called to order at 6:03 pm.

Addition to the agenda: Add a. Discussion ii BOCC Appointment Policy.

**Minutes:**

A motion was made by Rick Brown and seconded by Jill Duvall to approve the March 22, 2017 Meeting Minutes with the following correction – Under Foundation Report: add – A verbal report was given on the Kiowa Library project. All in favor. Motion carries.

**Treasurer's Report:**

A motion was made by Rick Brown and seconded by Paula Wilderman to approve the check register #15032 - #15073 and auto deposits for April 2017. All in favor. Motion carries.

Public Input: None

**Reports:**

Directors – Tim spoke about the proposed “Program & Outreach Coordinator” position(s). This position will focus on programs, outreach, and marketing, with secondary tasks including general staff support.

Branch Managers – Mary talked about Elizabeth programs and the Online High School (geared towards people older than 18 years old).

**Foundation Report:**

Jim & Paula – fundraising group, artwork, wine tasting, rambler museum, and more ideas to come.

Patty & Suzanne – Administration team.

Kiowa Library – scope of services – Suzanne is working on this. Apply for grant first? Go for bids first?

Kiowa Main street Grant – working with the Town of Kiowa.

Combined Foundation / Friends meeting on Saturday, May 20<sup>th</sup> at 9 am.

**Trustee Items:**

**a. Discussion –**

**i. District's Financial Projections / History**

Tim prepared financial information dated 2006 – 2035. Tim will share the MSEC pay study that was prepared in 2014 for Pines & Plains Libraries. Strategic Planning will be in late August or early September. This will assist in budget planning.

**ii. BOCC Appointments Policy**

There was discussion on the Elbert County Government's BOCC Appointments Policy (Policy #C-02) which will be presented at the next Board of County Commissioner's Meeting. There was discussion on the District being a Special District and whether some of the wording is legal. It was requested that Tim present this proposed policy to Kim Seter for review and comments that can be taken to the next BOCC meeting.

**b. Decision Item: Intergovernmental Agreement with Elbert County**

Tim presented the Trustees with a draft of the Intergovernmental Agreement Regarding Custody of Library District Funds (a policy between Elbert County and Pines & Plains Libraries). Rick Brown suggested some changes. The board voted to amend the draft agreement to include these and other changes. Rick will work with Tim to prepare these changes and have them presented to Kim Seter for review and then sent to Rick Pettit, Elbert County Treasurer. In this IGA the Library District will need to present the Elbert County Treasurer with Quarterly financial reports as well as their annual audit.

**c. Other Items: None**

**Adjournment**

There being no further business the meeting adjourned at 8:14 p.m.

The next regular meeting will be Wednesday, May 24, 2017 at the Elizabeth Branch Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant