



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

Wednesday, August 23<sup>rd</sup>, 2017

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled monthly meeting at the Simla Library, 504 Washington, Simla, CO 80835.

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

**Staff Members Present:** Tim Miller and Wendy Walp.

**Guests:** P&PL Foundation Director Jim Duvall

The meeting was called to order at 6:04 pm by Susan St. Vincent

Pledge of Allegiance

Introduction to Guests – Jim Duvall

**Minutes:**

**No changes to be made to the July 26, 2017 meeting minutes.** A motion was made by Suzanne O'Neill and seconded by Paula Wilderman to approve the July 26, 2017 meeting minutes as presented. Jill, Suzanne, Susan and Paula approved, Rick abstained as he was not present at that meeting. Motion carried.

**Treasurer's Report:** A motion was made by Suzanne O'Neill and seconded by Rick Brown to approve the check register #15173 - #15200 and auto deposits for August 2017. All in favor. Motion carried.

**Public Input:** No public input, other than Mr. Duvall's comments on his Foundation activities as part of the Foundation Report.

**Reports:**

Director – Verbal discussion in addition to reports: Banned Books Week will include Twitter Hash Tag Wars, a contest funded by the ALA Office of Intellectual Freedom. We are partners in the event. Also discussed a press release regarding the eclipse and how the two programs were so well attended. Ranchland News attended the Simla event. In order to really communicate the value of libraries to patrons, the libraries are collecting stories to be used in conjunction with data for "elevator speeches."

**Foundation Report:**

Verbal report: Director Jim Duvall spoke about the Foundation meeting that was held on August 17<sup>th</sup>. There will be a Pines & Plains Libraries Foundation Wine Club event on Saturday, October 21<sup>st</sup>. The event will take place at the Elizabeth Library in the Meeting Room. The cost is \$30.17 per member before the event. \$35.17 per member at the door. There will be 2 glasses of wine given out and access to Silent Auction items. Paula Wilderman has been working on signage. Wendy Walp is helping Paula Wilderman with the Liquor License process thru the Town of Elizabeth.

**Trustee Items:**

a. Discussion – NA

b. Decision –

- i. **Fines Removal** – A motion was made by Rick Brown and Suzanne O'Neill seconded to approve the Removal of Fines on a permanent basis. All in favor. Motion carried. The motion's language mandates a change to page 3 regarding the sections referring to fines and lost or damaged items. These sections will now read:

"Fines, Account Balances, and Collections

"Patrons will NOT be charged DAILY fines for overdue items. Accounts with a balance of over \$10.00 or more for Lost or Damaged Materials or Collections fees (see below) will be suspended. Suspension prevents the patron(s) from checking out any other items until either the outstanding items are returned in useful condition, or the account balance has been reduced to below \$10.00. Accounts that have a balance of above \$25.00 may be referred to a collections agency within six weeks of reaching that balance, at which time a mandatory \$10.00 collection service fee will be added to the balance. Fees owed do not prevent patrons from using other services, such as electronic resources, programs, Wi-Fi, or patron access computers.

"Lost or Damaged Materials

"P&PL charges replacement costs for lost and damaged materials. Replacement costs equal the cover price for the lost or damaged item. Damage costs may be assessed and charged at the discretion of the branch manager. Items overdue for four weeks will age into "Lost" status, at which time the borrowing patron's account will be charged the cover price of the item."

- ii. **Employee Handbook Lunch Requirement Change** – A motion was made by Rick Brown moved and Jill Duvall seconded to approve the Employee handbook lunch requirement change as revised. All in favor. Motion carried. The Colorado Department of Labor requires a thirty-minute, unpaid break for anyone that works over five hours. Policy previously mandated the break at six hours, per previous requirements. Page 12, section "Breaks and Meal Times" now includes language mirroring that of the Colorado Department of Labor's rules:

"Employees shall be entitled to an uninterrupted and 'duty free' meal period of at least a thirty minute duration when the scheduled work shift exceeds five consecutive hours of work. The employees must be completely relieved of all duties and permitted to pursue personal activities to qualify as a non-work, uncompensated period of time. When circumstances exist that make an uninterrupted meal period impractical, the employee shall be permitted to consume an "on-duty" meal while performing duties. Employees shall be permitted to fully consume a meal of choice "on the job" and be fully compensated for the "on-duty" meal period without any loss of time or compensation." One compensated 15-minute break period may be taken within each 4 hour work period in each work day. Supervisors may designate time for break periods to ensure desk coverage and/or to meet operational needs. Break times cannot be combined with meal times or allow you to leave work early if you were unable to take your break because of work demands."

- iii. **Simla Lease Agreement** – A motion was made by Jill Duval and seconded by Paula Wilderman to accept the Simla Lease Agreement as presented. All in favor. Motion carried.
- iv. **Elizabeth Commercial Real Estate Representation** - Approval pending acceptance of the amended Broker's Contract as presented by P&PL Board of Trustees. A special Meeting will be called to approve the Broker's Contract, if appropriate. The Trustees requested amendments would require section 25.1 of the prospective agreement to indicate that payment of commission would occur upon the local government approval of entitlements such as special permits and site plans, rather than, and subsequent to, signing and execution of the lease.

**Adjournment**

There being no further business the meeting adjourned at 7:22 p.m.

The next regular meeting will be Wednesday, September 27, 2017 at the ELBERT BRANCH LIBRARY at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant