



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

Tuesday, November 21st, 2017

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

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: None

The meeting was called to order at 6:00 pm by Susan St. Vincent

Pledge of Allegiance

Introduction to Guests – None

Minutes:

A motion was made by Rick Brown and seconded by Jill Duvall to approve the October 25, 2017 meeting minutes as presented. All in favor. Motion carried.

Treasurer's Report:

A motion was made by Suzanne O'Neill and seconded by Rick Brown to approve the check register #15259 - #15284 and auto deposits for November 2017. All in favor. Motion carried.

Public Input: No public input.

Reports:

Director – Verbal discussion in addition to reports: Library Service Lead positions. There have been quite a few applicants for these three positions. The Lead will begin January 1, 2018. Comcast Fiber is being installed next to the Elizabeth Library. A broadband connection with seven times current speeds, at less than half the cost of Elizabeth's two DSL lines, will soon be available. Parks and Recreation District has shown an interest in the use of the Storage area of the Elizabeth Library. With the passage of their Ballot Issue 5A, they are in a position to explore a sub-lease with the Library District. Christmas Party – it was brought up to see if the Board of Trustees would like to be a part of a District Christmas Party. All of them were in favor of doing so. The event will take place on Friday, December 15th at 6pm at the Elizabeth Library. Employee Manual – it has been reviewed and modified by the Employers Council. Tim will send the manual to the District's legal counsel, Seter Vander Wall, for review per the Board's instruction.

Manager's – Elizabeth Library – Mary reported that the Friends of the Elizabeth Library Meeting they discussed the Tea fundraiser for June 9th, 2018. The Friends of the Kiowa Library will be helping out as the event will be held at the Elbert County Fairgrounds. Thirty-two people attended the Dr. Sun lecture. Tim indicated that he saw Mary successfully invite 4 teens, who were playing games at the Safeway Starbucks to visit the Elizabeth Library. Career Online High School Program has been receiving a lot of interest and several students are taking advantage of this new program available at the Elizabeth Library.

Suzanne O'Neill spoke about her going to visit the Kiowa and Elizabeth Libraries and put together an ADA Assessment.

Foundation Report:

Discussion ensued on the wine event and items to consider for improvement. A suggestion was to have it be a wine / whiskey event to encourage a wider audience. Increase ticket sales / availability. Improve signage and advertisement. This being a first time event, it went fabulously! The food was wonderful and everyone who attended had a great time! It is anticipated that this event will be even bigger next year!

Trustee Items:

a. Discussion –

i. Strategic Plan–

The plan has great goals that are highlighted and show the fiscal responsibility that has taken place. Staff will look further into the financial policy and purchasing to make sure that there is not a conflict of interest, as well as best practices in awarding the best prices available. The Plan Addresses community impact for beyond 2019.

b. Decision –

- i. **Meeting / Holiday Schedule for 2018**– A motion was made by Jill Duvall and seconded by Rick Brown to approve the Pines & Plains Libraries Meeting and Holiday Schedule for 2018 as presented. All in favor. Motion carried.
- ii. **Meeting Notification Posting Locations for 2018** – A motion was made by Suzanne O'Neill and seconded by Paula Wilderman to have all Library branches and website be the official posting places for meeting notices for the Library District. All in favor. Motion carried.
- iii. **Certification of Mill Levies for 2018** – A motion was made by Rick Brown and seconded by Jill Duvall to certify the Elbert County Library District 2.516 mills for 2018. All in favor. Motion carried.
- iv. **Director Travel Stipend for 2018** – A motion was made by Rick Brown and seconded by Jill Duvall to approve the Director's Travel Stipend to be increased from \$350 / month to \$400 / month beginning January 1, 2018. All in favor. Motion carried.

c. Executive Session –

i. Executive Session – Director/Simla Manager's Annual Performance Review.

Pursuant to C.R.S. 24-6-402(4)(f)(i) – personnel matters, being Director/Simla Manager's Annual Performance Review, Executive session was requested with no guests and staff being invited to attend. A motion was made to enter into Executive Session by Rick Brown and seconded by Jill Duvall at 7:11 p.m. All in favor. Motion carried.

A motion was made by Suzanne O'Neill and seconded by Jill Duvall to leave Executive Session at 7:41 p.m. All in favor. Motion carried.

Adjournment

There being no further business the meeting adjourned at 7:42 p.m.

The next regular meeting will be Wednesday, January 24, 2018 at the Elizabeth Branch Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant