



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

Wednesday, February 27, 2019

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, and Paula Wilderman

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

**Foundation Representative:** Jim Duvall

**Board Trustee Candidates in attendance:** Alan Krenek and Maureen Buck

- I. The meeting was called to order at 6:00 pm by Rick Brown
- II. Pledge of Allegiance.
- III. Introduction of Guests – The candidates for the two (2) board of trustee vacancies introduced themselves
- IV. Additions or Deletions to the Agenda:  
Moved XII Discussion and potential decision regarding potential Trustee appointment recommendations to before V. Approval of Minutes.
- XII Discussion and potential decision regarding potential Trustee appointment recommendations  
Two positions to fill to replace Susan St. Vincent and Suzanne O'Neill. There are four applicants for these two positions.  
A motion was made by Jill Duvall and seconded by Suzanne O'Neill to have Patty Lampan complete Susan St. Vincent's term thru January 2020. Suzanne-yea, Jill-yea, Rick-yea, Paula-nay. Motion carried.  
A motion was made by Jill Duvall and seconded by Paula Wilderman to have Allen Krenek fulfill Suzanne O'Neill's term thru January 2021. All in favor. Motion carried.
- V. Approval of Minutes:  
A motion was made by Suzanne O'Neill and seconded by Jill Duvall to approve the January 23, 2019 regular board meeting minutes as amended. Under XIV Discussion and potential decision regarding potential Trustee appointment recommendations. Following the word recuses – a comma should be placed. Also delete a stray paragraph at the end of this section. All in favor. Motion carried.
- VI. Treasurer's Report:  
A motion was made by Paula Wilderman and seconded by Jill Duvall to approve the check register #15749 - #15774 and auto deposits for February 2019. All in favor. Motion carried.
- VII. Opportunity for public input

Reports:

VIII. Foundation Report: Please see attached report. Expansion of Elizabeth Facilities – Allen Krenek and Suzanne O'Neill are working on preliminary construction plans and will present to P&PL Staff. When these plans are finalized they will be in a format that will be presentable for permits and quotes from companies that wish to bid on the project. The next Foundation meeting will be held on April 6<sup>th</sup> at 9am. The Wine & Whiskey & Silent Auction will be that evening 6-9pm. Wendy will be working with the Town of Elizabeth for a Special Events Permit. Paula will be working with Jim & Nik's BBQ. This is such a great event!

IX. Director –Tim spoke about the presenting the P&PL Annual Report to the Board of County Commissioners that morning. A lawsuit against Colorado Library Consortium was dropped (Pornography is not Education). Mary Blosser will be retiring on March 15<sup>th</sup>. There will be a going away party throughout the day and 5-7pm for anyone wanting to attend. Tim will be visiting with the potential new Elizabeth Branch Manager on 3/1. There have not been any updates on the facility exchange with the Elizabeth Fire Department and

Elizabeth Police Department as the focus right now is filling all of P&PL Board of Trustee positions before anything could be discussed or decided.

- X. Managers reports see attached reports.  
Mary – very happy with her GED student and her progress.  
Ruben – the relationship between the Library and Patty Ann's Café.

Trustee Items:

XI. Discussion and potential decision regarding potential change in credit card policy.  
A motion was made by Jill Duvall and seconded by Suzanne O'Neill to approve the credit card policy as presented. All in favor. Motion carried. An updated policy file will be sent to the board of trustees.

XIII. Discussion and potential decision regarding required bid requests for services in light of emergency maintenance and repairs over \$2,500 and up to \$10,000.  
A motion was made by Suzanne O'Neill and seconded by Jill Duvall to amend the "Purchasing" section on page 10 of the District Policy to indicate:

If an emergency situation arises, which requires an immediate purchase of essential items or services beyond \$2,500, and the expenditure is necessary for the purposes of maintaining the safety or well-being of patrons and employees, the director may authorize the purchase, provided it does not exceed \$10,000. Documentation of the nature of the emergency, the reasons for selecting the supplier of the goods or services, and the basis for the cost of the goods or services shall be provided to the trustees for their consideration and, if appropriate, ratification at their next regular meeting.

All in favor. Motion carried.

XIV. Executive Session pursuant to C.R.S. 24-6-402(4)(f)(l) – Personnel matters pertaining to (1) the Director/Simla Manager's current duties and (2) the Director/Simla Manager's compensation.  
A motion was made by Jill Duvall and seconded by Suzanne O'Neill to enter into executive session at 7:05 pm. All in favor. Motion carried.

A motion was made by Suzanne O'Neill and seconded by Paula Wilderman to end executive session at 8:26 p.m.  
All in favor. Motion carried.

A motion was made by Jill Duvall and seconded by Paula Wilderman to (1) effective April 1, relieve Tim Miller of his duties as branch manager of the Simla library and assign him as a full time executive director for Pines & Plains Libraries and (2) instruct Mr. Miller to report to the Trustees at their March regular meeting on a recommended approach to management of the Simla library and the budgetary impact of that approach. All in favor. Motion carried.

A motion was made by Jill Duvall and seconded by Paula Wilderman to provide Executive Director Tim Miller with an annual salary of \$64,000, with all other aspects and benefits of his compensation package remaining intact, effective April 1<sup>st</sup>.

XV. Adjournment  
There being no further business the meeting was adjourned at 8:32 p.m.

The next regular meeting will be Wednesday, March 27, 2019 at the Elizabeth Branch Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant