



Elbert County Library District
Dba Pines & Plains Libraries
Board of Trustees
Regular Board Meeting Minutes – DRAFT – Version 2

Thursday, October 31st, 2019

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

Board Members Present: Jim Duvall, Alan Krenek, and Paula Wilderman (Patty Lampman in attendance by phone)

Board Members Excused: Karen Suchan

Staff Members Present: Tim Miller, Lauri Hazelton

Guests: Jill Duvall

- I. Call Meeting to Order: The meeting was called to order at 6:04 pm by Jim Duvall.
- II. Pledge of Allegiance.
- III. Roll Call and Possible Announcement of Quorum: Three members were physically present, and one by phone, constituting a quorum.
- IV. Introduction of Guests: Jill Duvall
- V. Additions or Deletions to the Agenda: None
- VI. Approval of Minutes:
A motion was made by Alan Krenek and seconded by Paula Wilderman to approve the September 25th, 2019 regular board meeting minutes as presented. All in favor. Motion carried.

- VII. Treasurer's Report:
A motion was made by Alan Krenek and seconded by Paula Wilderman to approve the check register #15980 - #16001 and auto deposits for October, 2019. All in favor. Motion carried.

- VIII. Opportunity for public input

- IX. Public Hearing for the Proposed 2020 Budget – The public hearing opened at 6:14 p.m. Paula Wilderman moved and Alan Krenek seconded to open the hearing. All in favor. Motion carried. There being no initial comments from the public, President Duvall opted to initiate trustee discussion of the proposed budget. Director Miller had presented the board with four alternate scenarios centered around staff compensation increases. Various variables for increasing base pay, merit pay, and seniority were discussed. President Duvall asked the budget committee to convene again to develop another proposal. Alan Krenek moved to continue the public hearing until the next regular meeting on Tuesday, November 26th. Paula Wilderman seconded. All in favor. Motion carried.

Reports:

- X Foundation Report: The 2020 Wine and Whiskey Fundraiser date was set to April 4th, 2020.
- XI. Director's report – Brief follow-up concerning bids to redo steps at the Kiowa Library. A contractor was selected. The admin team was still awaiting a response and the draft of a formal contract from Jesus Construction.
- XII Managers' reports – No discussion.

Discussion/Decision Items:

- XIII. Discussion regarding the date for implementation of the meeting room fee increase to \$15.00 per-hour effective date. Alan Krenek moved and Paula Wilderman Seconded to make the policy change effective on November 1st, 2019.

XIV. Discussion and potential adoption of proposed 2020 budget. There was no additional discussion after the decision to continue the public hearing and to convene the budget committee before the regular November meeting.. No formal action was taken.

XV. Discussion and potential decision regarding mill levy certification. The mill levy was not certified, as a 2020 budget has not been adopted yet.

XVI. Discussion and potential adoption of the 2020 meeting and holiday schedule. Mr. Miller explained the purpose of the schedule was to set board meeting dates and a paid holiday schedule for staff. Alan Krenek moved, and Puala Wilderman seconded, to approve the 2020 meeting and holiday schedule. All in favor. Motion carried.

XVII Discussion and potential decision regarding capital improvements prioritization. Mr. Krenek discussed the need for more meeting space in Elizabeth. The board instructed Mr. Miller to prioritize improvement of the current Elizabeth Library, rather than focusing on a new branch in the north west corner of the county. No formal action taken.

XVIII Discussion regarding consideration of a social media policy. Mr. Duvall indicated that the board should consider contracting with a legal firm that specializes in employment in order to review the Employee Handbook, in addition to a social media policy. Mr. Krenek requested that Mr. Miller send a copy of the Employment Handbook to all trustees via email. No formal action taken.

XIX Discussion regarding drafting a Board of Trustees policy. Mr. Duvall discussed how some special district boards have handbooks, which go beyond bylaws. The district had started a trustee handbook in 2010, but the project was never finished. Mr. Duvall asked the trustees to consider either adopting a handbook or augmenting the bylaws. No formal action taken.

XX. Discussion regarding annual review for the director in November. Mr. Miller indicated that he had sent out the template for his review in prior years by email. Mr. Duvall said that he would send the template out and collate answers in preparation for the performance review, also citing the relative "newness" of the board. Mr. Miller said he would send supplemental materials, such as the strategic action timeline, to help inform the board's decision and feedback. No formal action taken.

XXI. Adjournment. Alan Krenek moved and Paula Wilderman seconded to adjourn at 8:36 pm. All in favor. Motion carried.

Respectfully submitted by Tim Miller, Director