



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

Monday, December 2nd, 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, Karen Suchan, and Patty Lampman

Board Members Excused: Paula Wilderman

Staff Members Present: Tim Miller, Ruben Figueiroa, III

Guests: Jill Duvall and Robert Thomasson

- I. Call Meeting to Order: The meeting was called to order at 6:01 pm by President Jim Duvall.
- II. Pledge of Allegiance.
- III. Roll Call and Possible Announcement of Quorum: Four trustees were present, constituting a quorum.
- IV. Introduction of Guests: Jill Duvall and Robert Thomasson.
- V. Additions or Deletions to the Agenda: Adding a trustee check signer and removing Paula Wilderman as a signer for Community Banks of Colorado accounts.
- VI. Approval of Minutes:

A motion was made by Alan Krenek and seconded by Karen Suchan to approve the October 31st, 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 Patty Lampman to approve the check register #16002 - #16029 and auto deposits for November, 2019, as well as to add Karen Suchan as a signer and remove Paula Wilderman as a signer for Community Banks of Colorado, as well as to transfer any monies necessary to facilitate the pay-off of the Lease Purchase Option for the Elizabeth Library facility at 651 Beverly Street. All in favor. Motion carried.

VIII. Opportunity for public input – Mrs. Duvall and Mr Thomasson both indicated that the pending pay-off of the Elizabeth LPO was good to witness. Mrs. Duvall also referenced the “turnaround” the district had made during the past few years.

IX. Public Hearing for the Proposed 2020 Budget – The board fielded various questions about district and budget mechanics from Mr. Thomasson, and they briefly discussed with guests Budget Committee decisions regarding proposals and factors for staff pay. There being no other public comments, Alan Krenek moved, and Karen Suchan seconded to close the hearing at 6:34 p.m.. All in favor. Motion carried.

Reports:

X. Foundation Report:

XI. Director's report:

XII. Managers' reports: Brief discussion about construction progress in regard to new steps and an ADA compliant ramp for the Kiowa facility.

Discussion/Decision Items:

XII. Discussion and potential adoption of proposed 2020 budget. There was no additional discussion beyond that of the public hearing. Alan Krenek moved, and Karen Suchan seconded, to adopt the 2020 budget as presented with staff pay revisions determined during the Budget Committee meeting on November 18th, 2020. All in favor, motion carried.

XV. Discussion and potential decision regarding mill levy certification. Patty Lampman moved, and Karen Suchan seconded, to approve certification of the mill levy, to be signed by President Jim Duvall and submitted to the county and state. All in favor, motion carried.

XVI. Discussion and potential decision regarding hour changes for the Kiowa Library. Mr. Miller briefed the board on the reasoning and data behind the proposed change. Manager Figueroa and the Kiowa Library staff conducted a foot traffic study and determined earlier hours might yield more business. Patty Lampman moved, and Karen Suchan seconded to change the Kiowa Library operating hours to 10am-6pm on Mondays, 9am-5pm Tuesday through Fridays, and 11am to 5pm on Saturdays—effective January 1st, 2020—contingent upon notification to the public of the hour change during the month of December, 2019, and with no other changes to hours for at least one year.

XVII. Discussion of data privacy law and potential disposal/data breach policy. Mr Miller briefly discussed Colorado House Bill 1211 and its privacy and data breach notification requirements. Drafts of an extensive privacy and breach policy had been presented previously via the board packet. Mrs. Lampman and Mr Duvall discussed the need for an extensive policy. Mr Miller asked to edit the presented policy in order to suit the district's size and resources, and to present the second draft at the next meeting. The board agreed. No formal action taken.

XVIII. Discussion and potential decision in regard to director's annual performance review. President Duvall proposed to either postpone or forego the director's review until November, 2020, when the relatively new board would have more information about the director's performance, as well as how to evaluate it. No motion was made to enter into executive session for the review. Mr. Miller asked what the board would like to pay him, effective January 16th, 2020. The board indicated that \$70,000, as listed on the adopted 2020 budget, was acceptable. Alan Krenek moved, and Patty Lampman seconded, to appropriate \$19,000 for bonuses, including a \$3,500 bonus for Mr. Miller, with the remainder to be distributed among staff as he preferred.

XXI. Adjournment. Karen Suchan moved, and Alan Krenek seconded, to adjourn at 7:30 pm. All in favor. Motion carried.

Respectfully submitted by Tim Miller, Director