

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
February 24, 2021

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled monthly meeting via GoToMeeting telephone and video conference.

- I. Call Meeting to Order: The meeting was called to order at 6:01 pm by Jim Duvall.

- II. Roll Call and Announcement of Quorum:
Board Members Present: Jim Duvall, Alan Krenek, Karen Suchan and Patty Lampman.
Quorum reached. Staff members present: Tim Miller and Ruben Figueroa.

- III. Introduction of Guests: No guests present on GoToMeeting.

- IV. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Patty Lampman to accept the agenda as presented. All in favor.

- V. Treasurer's Report: Alan Krenek provided the Board with a comprehensive review of the District fund status. The balance is \$536,796.86. Money market account is \$300,092.72. This fund interest rate is now 2.5% which in one year will provide \$700 which is a better return than previously obtained. The finances are in very good shape.

- VI. Approval of Minutes of January 27, 2021 Meeting: A motion was made by Alan Krenek and seconded by Patty Lampman to approve the January 27, 2021 minutes. All in favor.

- VII. Director's Report: A complete report by Tim Miller was reviewed. Director Miller attended the Elbert County Board of County Commissioners meeting where Alan Krenek and Jim Duvall were ratified as part of the consent agenda for renewal of their terms as Trustees. Director Miller will reach out to the representative of a proposed development north of Spring Valley with regard to a possible library space collaboration. Cooperation and conversations with the Agate School District will continue.

- VIII. Discussion and Approval of Resolution Requested By Auditor to Clarify COVID Payroll Policy: A motion was made by Alan Krenek and seconded by Patty Lampman to approve the resolution by clarifying for the auditor the part-time work payment schedule and the full time schedule as previously established March 16, 2020, which was a reflection of the previous year's salary amounts. All in favor.

Resolution by the Elbert County Library District dba Pines & Plains Libraries (P&PL):

This resolution rescinds and replaces the resolution effecting pay made during the Special Meeting on March 15th, 2020 in order to better reflect the Board's intent for normalized pay during COVID pandemic closures in 2020.

Effective March 16th, 2020: For the pay period beginning March 16th, 2020 and each subsequent monthly pay period, and until library closures occur due to COVID abate or the P&PL Board of Trustees determines a different pay system, staff members with a consistent schedule, defined as "regular" employees, and not those who exclusively perform on call work as Substitutes, will be paid according to the regular weekly pay at the 2020 pay rate, either hourly or salaried, which the district allotted to each individual for January 16th, 2020 through January 15th, 2021. "Regular weekly pay" means the amount of hours they worked per the week(s), sans Substitute hours, prior to closures and given to them by district management for the duties performed as defined by the job description associated with their title. Vacation and Sick and Personal paid time off will continue to accrue for applicable employees during closures and restricted openings.

- IX. Discussion of Possible Agenda and Officer Elections for March 24th Meeting: A motion was made by Alan Krenek and seconded by Karen Suchan to designate the March 24, 2021 meeting as the Annual District meeting. Election of officers and regular business will be conducted. All in favor.
- X. Continuance from January Meeting: Discussion and Possible Policy to Require Covid-19 Vaccine for All Employees as Available: A motion was made by Jim Duvall and seconded by Alan Krenek that the Board of Trustees expect that all employees, administration, and Trustees will, when available at the designated time, receive a vaccine for Covid19. All in favor.

XI. Adjourn: A motion was made by Patty Lampman and seconded by Alan Krenek to adjourn at 6:40 p.m. All in favor.

The next regularly scheduled meeting will be on Wednesday, March 24, 2021 at 6:00 p.m. Venue will be GoToMeeting.

Respectfully submitted by Karen Suchan, Secretary