

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
July 28, 2021

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

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, Patty Lampman and Robert Thomasson. Quorum reached. Staff members present: Tim Miller, Wendy Walp, Reuben Figuero, Laurie VanCourt and Susan Austgen.

III. Introduction of Guests: Mylynne Austgen

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

V. Treasurer's Report: Alan Krenek provided the Board with a comprehensive review of the District funds status: Bank of Oklahoma \$21,987.14, Bank of Colorado checking \$503,434.17, Bank of Colorado Money Market \$800,407.76, and Petty Cash \$500.00. Treasurer Krenek states that the goal is to have \$1,000,000 in surplus by the first of the year to provide funding for library expansion as the plans move forward.

VI. Approval of Minutes of June 23, 2021 Meeting: A motion was made by Alan Krenek and seconded by Patty Lampman to approve the June 23, 2021 minutes. All in favor.

VII. Director's Report: A complete report by Tim Miller was reviewed. Director Miller reported that the estimates for valuation will be up substantially this year. He reiterated the need for library services expanding due to growth in the Elizabeth area. Questions were posed regarding a mill levy increase action. He clarified that such an effort would require grassroots efforts by the citizens, not by library personnel. An organization, Every Library, helps public libraries succeed in mill levy campaigns.

This

could be investigated as a possible option for fund growth.

-2-

VIII. Discussion of Possible Action to Add Juneteenth as a Paid Holiday for the District:

A motion was made by Karen Suchan and seconded by Robert Thomasson to include "Juneteenth", the 19th of June every year, as a paid national holiday for the Pines and Plains Libraries. All in favor.

IX. Discussion and Possible Action to Adopt Draft Employee Handbook: A motion was made

by Robert Thomasson and seconded by Alan Krenek to adopt the revised iteration of the Employee Handbook pending a review by the employment attorney with regard to exempt and non-exempt employees, corrections of several typographical errors and the agreed upon minor revisions of wording in a few categories. All in favor. A motion was made by Jim Duvall and seconded by Alan Krenek to enact an implementation of the Employee Handbook. All in favor. The implementation calls for one staff member and one board member to be trained by the employment attorney/office to conduct a presentation of the Employee Handbook to the employees of the Pines and Plains Libraries. Director Miller will choose the staff member and President Duvall chose Patty Lampman, Board Trustee. The Employee Handbook will become effective at the conclusion of the implementation meetings.

X. Discussion & Possible Action on Updating Meeting Rooms/Study Room Guidelines:

A review of the Jefferson County Libraries policy on meeting and study rooms was discussed as it relates to scrutinizing the present Pines and Plains policies. Questions arose as to fee charges, wi-fi liability, equitable access to the rooms for users and general

status of present policies. A motion was made by Alan Krenek and seconded by Karen Suchan to table this discussion until the August 25, 2021 meeting and seek staff input for the discussion at that time. All in favor.

XI. Appoint Budget Committee: President Duvall appointed himself, Jim Duvall, and Robert Thomasson to be the Board members of the budget committee. Director Miller

serves as the budget officer and will meet with the budget committee towards the end of August.

-3-

XII. Create and Appoint Management Committee: A motion was made by Jim Duvall and seconded by Alan Krenek to create and appoint a management committee to be in compliance with the bylaws of providing Board supervision to the Director, Tim Miller. All in favor. The first two Board members appointed are Robert Thomasson and Patty Lampman. They will meet monthly with Director Miller and provide a report to the Board during the monthly meeting as an agenda item. The resolution to create and appoint a management committee is as follows:

“Resolution to Create Management Committee of the Board

1. Per the bylaws of Pines & Plains Libraries, the Board of Trustees is tasked with supervising the Library Director. Therefore, the board hereby creates a Management Committee of two board members to be appointed by the board president.
2. This committee shall meet with the Director at least once per month to facilitate communications between the Board and Director. In addition, this committee will research and propose protocols to be utilized by the Board to more effectively supervise the Library Director.”

XIII. Address Any Other Items/Business from Board Members: Members had no other items to address.

The next regularly scheduled meeting will be on August 25, 2021 at 6 pm. Meeting place will be at the Elizabeth Library meeting room or virtual Go-To-Meeting if necessary.

Respectfully submitted by Karen Suchan, Secretary