

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
August 25, 2021

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled monthly meeting via Go-To-Meeting.

- I. Call Meeting to Order: The meeting was called to order at 6:03 p.m. by Jim Duvall.
- II. Roll Call and Announcement of Quorum:
Board Members Present: Jim Duvall, Alan Krenek, Patty Lampman and Robert Thomasson. Quorum reached. Staff members present: Tim Miller, Wendy Walp, Reuben Figuero, Laurie VanCourt, Kathy Wilkinson, and Jennifer Richardson.
- III. Introduction of Guests: Andy Peterson, Diana Edstrom, and Tabitha Stewart.
- IV. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Patty Lampman 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 Financial \$21,987.51; Commercial Bank of Colorado \$466,589.08; Commercial Bank of Colorado Money Market \$800,577.71; and petty cash \$500 yielding a gross total of \$1,289,554.30. The Money Market fund has increased the monthly interest rate to 0.25%. Spending is down and there is a good balance until 2022 funds are collected.
- VI. Approval of Minutes of July 28, 2021 Meeting: A motion was made by Patty Lampman and seconded by Alan Krenek to approve the July 28, 2021 minutes. All in favor.
- VII. President's Report: This topic is being included as a continuing component of the monthly agendas. There is no input from the President at this time or questions from the Board.

- VIII. Management Committee Report: This topic is being included as a continuing component of the monthly agendas. Patty Lampman, Management Committee assignee, has scheduled the first meeting with Director Tim Miller on September 3, 2021 at 10 a.m.
- IX. Director's Report: A thorough report by Tim Miller was reviewed. The Board has no further questions or inquiries.
- X. Continued Discussion and Possible Action Regarding Meeting Rooms Use Including Clarification of Resolution of When to Open or Close Meeting/Conference Rooms: In an extended conversation regarding this topic, a motion was made by Jim Duvall and seconded by Alan Krenik to modify the meeting and conference room criteria. All in favor. The revision will reflect changes in the Library District Meeting and Conference Room Policy section. The meeting room charge will change to \$15/hour and the conference room fee will change to \$5/hour. The maximum capacity for the meeting room will be 31 persons and 4 persons for the conference room. These changes will apply to profit making groups, individuals or businesses including tutors who charge for their services. Availability is during library hours. Director Miller will make these changes to the District Policy Manual.
- IX. Discussion Regarding Possible Vaccination Policy for the District: A motion was made by Alan Krenik and seconded by Robert Thomasson to table the discussion of a vaccination policy for the District until the September 22 Board meeting. All in favor. In light of current Elbert County Covid19 Delta variant positivity rates and in considering District employee safety, an emergency meeting can be held before the September Board meeting if needed.

X. Supplemental budget Appropriation for Professional Services of an Additional \$3,000:

A motion was made by Jim Duvall and seconded by Alan Krenek to appropriate an additional \$3,000 to the Professional Services line item of the budget. All in favor.

- XI. Other Items for Business from Board Members: Patty Lampman has scheduled the employee handbook orientation for September 8, 2021 at 9 a.m. The second orientation for the employee handbook has not yet been scheduled.

The next regularly scheduled meeting will be on September 22, 2021 at 6 p.m. Meeting place will be at the Elizabeth Library meeting room or virtual Go-To-Meeting if necessary.

Respectfully submitted by Karen Suchan, Secretary