

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
October 27, 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 6:00 p.m. by Jim Duvall.

- II. Roll Call and Announcement of Quorum:

Board Members Present: Jim Duvall, Alan Krenek, Patty Lampman, Karen Suchan 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: Three unnamed citizens.

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

- V. Treasurer's Report: Alan Krenek provided the Board with a comprehensive review of the library district finances. Bank of Oklahoma Financial \$21,988.24, Commercial Bank of Colorado \$372,385.21, Commercial Bank of Colorado Money Market \$800,912.23, \$500 petty cash. Total balance is \$1,195,785.68. The money market account is adding \$161 of interest each month. A question was raised as to the need to have \$21,988.24 in the Bank of Oklahoma account. It was mentioned that this could be used as a line of credit for future expenses in the Elizabeth Library build out. Tim, Wendy and Alan will have a discussion whether this should be at a \$10,000 amount or left as is.

- VI. Approval of Minutes of September 22 and October 14, 2021 Meetings: A motion was made Patty Lampman and seconded by Robert Thomasson to approve the September 22 and October 14, 2021 minutes. All in favor.

- VII. Management Committee Report: Trustee Patty Lampman met with Director Tim Miller to clarify certain positions and their work descriptions as well as budget and work strategies. Robert Thomasson and Director Miller will check on availability for a meeting on November 5, 2021.
- VIII. Director's Report: Director Miller provided a thorough report for the Trustees prior to the board meeting. A new item was the announcement that the Library District applied for and received an \$18,000 Colorado Humanities ARP grant act which will provide for staff and programming expenses through June, 2022. This will be a direct deposit into the "Grant" line item of the budget and a follow up will be made in September 2022 to verify expenditures.
- IX. Follow Up Discussion on Vaccine Attestation Data: It was determined that 36% of staff and substitutes submitted their data. It was stated that more employees may have received the vaccine, yet didn't submit the attestation form. A motion was made by Patty Lampman and seconded by Robert Thomasson to request that a date be determined as the final day to submit the attestation form. That date will be November 5, 2021. All in favor.
- X. Continuation of Build Out Discussion: The Trustees agreed that action needs to be taken to begin the process of building out the Elizabeth library to accommodate the growing population and provide more meeting space. This discussion continues with respect to the next agenda item.

- XI. Schedule Board Work/Study Session Regarding Build Out Ideas: All Trustees agreed that it is crucial to be clear about our build out mission and determine which direction that will take. It is imperative to include community, staff and Director Miller's input. On November 10, 2021, the Trustees will meet at the Elizabeth Library and begin an exploration of ideas and options. Walking through the building will give a greater insight into what the project plan might be so that a plan of action can be solidified and move forward.
- XII. Any Other Items or Business From Board Members: No other business matters needed to be addressed.
- XIII. Adjourn Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson for adjournment at 6:43 p.m. All in favor.

The next regularly scheduled meeting will be on November 23, 2021 at 6:00 p.m. Venue will be Go-To-Meeting. The Board Study Session will be at the Elizabeth library in-person on November 10, 2021 at 6:00 p.m.

Respectfully submitted by Karen Suchan, Secretary