

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
January 26, 2022

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

1. Call Meeting to Order: The meeting was called to order at 6:02 p.m. by President Patty Lampman.
2. Roll Call and Announcement of Quorum: Board Members Present: Alan Krenek, Patty Lampman, Robert Thomasson, and Karen Suchan. Quorum reached. Staff Members: Ruben Figueroa, Laurie VanCourt, Janie Ino, Elizabeth Erfman, and Susan Augsten.
3. Introduction of Guests: President Lampman introduced our two guests: Sarah Wright with the Colorado Library Consortium (CLiC) and Mary Ellen Denomy, CPA, MBA, CD, MAFF.
4. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Robert Thomasson to accept the January 26, 2022 agenda. All in favor.
5. Treasurer's Report: Alan Krenek reported that the books for December are reconciled: Bank of Oklahoma Financial \$21,988.97; Commercial Bank of Colorado \$292,191.84; Commercial Bank of Colorado Money Market Fund \$801,246.89; Petty Cash \$500. There is no written report for January but will be available soon. A motion was made by Robert Thomasson and seconded by Karen Suchan to approve the Treasurer's Report. All in favor.
6. Approval of Minutes from January 3 and January 7, 2022 Meetings: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the minutes of January 3 and January 7, 2022 Special Meetings. All in favor.
7. Branch Manager's Reports: Laurie VanCourt received 1,000 K95 masks at the Elizabeth Library and all were given out to the public rather quickly. Ruben Figuero also received 500 masks at the Kiowa branch and generated information on the library website to inform people of the mask availability. The Kiowa Library will receive a new refrigerator and a new cabinet to improve the space access in the library. Kathy Wilkinson, Simla Manager, is out of town for personal reasons.

8. Introduction of Guest, Sarah Wright, with the Colorado Library Consortium (CLiC) and Discussion on Next Steps for Hiring a New Library Director: Sarah Wright introduced herself by describing her role at CLiC and how she might help our library district to recruit a new Director. She emphasized that this is a free service and that she can customize the search effort by doing the entire process to include tools for onboarding the new director. She recommended the staff and Board of Trustees keep their needs and requirements in mind as this process is library district specific. She will recommend the process for Trustee Board/Managers/Staff interviews. A motion was made by Robert Thomasson and seconded by Alan Krenek to accept the services of CLiC in order to hire a new Library District Director. All in favor.

9. Introduction of Guest, Mary Ellen Denomy, CPA, MBA, CFD, MAFF and Discussion and Agreement to Contract for Financial Consulting and Support: President Lampman introduced us to Mary Ellen Denomy whom she worked with in the past on other Boards and has implicit trust in her capabilities. She came forward to help us process the payroll when it was crucial to do so and has agreed to be paid at the rate of the budgeted administrative assistant position. Until we get a Director on board, we must be able to be flexible in dealing with the financial matters. Her expertise and diverse experience will serve us well in the interim. She is bonded and insured. A motion was made by Alan Krenek and seconded by Robert Thomasson to appoint Mary Ellen Denomy as our financial consultant at the agreed upon payment rate until a Director is hired. All in favor.

10. Discussion Regarding Utilizing Online Quick Books and Automating Payroll: Some serious inefficiencies came forward during this last payroll period. We should see how we can streamline our payroll process with automation as soon as possible. We should move to online QuickBooks and research and analyze which automated payroll vendors would support our processes. Automating our processes would eliminate some of the manually intensive work that has been required. Also going to online QuickBooks and automating payroll would provide flexibility and would also support setting up payroll to occur twice a month, which would be a positive step for the staff. A motion was made by Alan Krenek and seconded by Robert Thomasson that the Library District move to an online Quick Books system and to research the various automated payroll systems to meet our financial requirements. All in favor.

11. Discussion Regarding Substitute Pay Policy: During the recent payroll process it was addressed that substitute personnel have a different pay rate from full or part time employees. Part time employees have a rate that is on average \$1.00 to \$1.50 more than the substitute rate. When part time employees work as substitutes this creates additional complexity in the payroll process due to the different rates. A motion was made by Karen Suchan and seconded by Robert Thomasson that part time employees be paid their current hourly rate when working as a substitute and managers should ensure part time employee hours do not exceed 31.9 hours/week. This will become effective with the February payroll period. All in favor.
12. Update on Interim Director Interviews: It is agreed that Patty Lampman and Alan Krenek will schedule a time for interviews with Managers Ruben Figueroa and Laurie VanCourt who have submitted their names for Interim Director.
13. Discussion and Approval of Committee to Select New Board Trustee: A motion was made by Alan Krenek and seconded by Robert Thomasson to select Karen Suchan and Robert Thomasson as the interview committee for the applicants to the Library Board of Trustees vacancy. All in favor.
14. Discussion and Next Steps on Elizabeth Build Out: The Board discussed the need to continue planning for the construction build out of the Elizabeth library. Robert and Alan have construction experience and want to engage local contractors to eventually make the renovations. We can begin with some initial steps: evaluating the upper level floor load capacity; the concrete floor needs scrutiny to determine what is underneath; and the original building plans would reflect the initial building elements so we could investigate finding those plans. A point was made that the ultimate success of this project would be the participation of the community: staff, town entities and the general public. The Board agreed to have a working meeting in February to clarify the next steps to be taken.
15. Discussion and Appointment of Contact for Press or Public Comment: A motion was made by Alan Krenek and seconded by Karen Suchan to appoint Robert Thomasson as the point of contact for public information regarding the Library District Board of Trustees. All in favor.
16. Discussion Regarding Threats to the Library Board of Trustees: President Lampman began this discussion by passionately refuting the claims of an anonymous person who sent a pink bold type message to her and Vice President

Robert Thomasson accusing them of multiple unethical behaviors as part of the Board of Trustees and demanded that they resign within 48 hours. It was boldly clarified that the Board of Trustees have a legal obligation to adhere to all laws of the state and that is exactly what this Board of Trustees does with complete commitment to integrity and to uphold the faith of the Taxpayers. As an adjunct to the threat component, Robert and Alan noted that the locks on the back portion of the Elizabeth library were not as secure as they could be. All branches will have a security assessment. A quote for the replacement of the locks on the Elizabeth library was obtained. A motion was made by Alan Krenek and seconded by Robert Thomasson that all the branches will be inspected for lock condition and \$2,500 will be allotted to the replacement of insecure locks on the Elizabeth library initially. All in favor.

17. Ratification of Board of Trustees Thomasson and Suchan by the BOCC:
The Elbert Board of County Commissioners ratified the reappointments of Trustees Robert Thomasson and Karen Suchan for terms through January 2025.
18. Other Items or Business from Board Members: No other items of business from Board members.
19. Public Comment: No comments from the public.
20. Adjourn Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson to adjourn at 8:06 p.m. All in favor.

The next regularly scheduled meeting will be on February, 2022 at 6 p.m. The Venue will be Go-To-Meeting unless otherwise notified.

Respectfully submitted by Karen Suchan, Secretary