

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
April 27, 2022

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

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, Sheila Zuschek and Karen Suchan. Quorum reached. Staff Members: Ruben Figueroa and Laurie VanCourt.
3. Introduction of Guests: None
4. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Robert Thomasson to accept the agenda. All in favor.
5. Treasurer's Report: Alan Krenek reported the following accounts: Bank of Oklahoma \$21,990.39 with interest of \$0.35. Community Bank of Colorado Money Market \$801,911.15 with \$170 interest. Community Bank of Colorado Checking account \$589,628.14 reflecting a tax deposit of a little over \$400,000. Petty cash \$500. Monetary assets currently are \$1,414,029.68. Considering the property evaluation, the building, books and other assets the total amounts to \$2,633,501.95 which may be underestimated.
6. Approval of Minutes from March 30, 2022 Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the March minutes. All in favor.
7. Interim Directors Reports: The Elan Cardmember Services: Authorized Officer was changed to remove Tim Miller from the system. Ruben Figueroa is now the the Authorized Officer. Laurie and Kathy will be added for conduct of business to increase their spending limits to forego issues of new equipment tying up the cards. Email clean up: 3,500 emails were sorted, addressed and cleaned out with next step to reorganize folder structure. File cabinets: Research ongoing for new, more secure and fireproof cabinets. Census report completed: Kathy received the figures and calculations and got them into their format for submission. Public Library Annual Review Form: This is required by Colorado statute and provides the statistics and operations of the prior year which include operations from collections, expenditures, facilities, staffing, tech open hours/days and usage. It has been submitted to the Institute of Museum and Library Services, a federal agency.

8. Branch Manager's Reports: Traffic is slowly returning with acquisitions of new library cards and teens and students are new regulars. The website committee is working towards better accessibility and mobile device access. New front doors have been installed in the Kiowa building. The summer reading program "Oceans of Possibilities" is being launched. Jen R. of Simla, Susan of Kiowa and Janie of Elizabeth are planning and preparing for the launch. Activity Services Guide, Jen Yadav, has been hired and will work with Kiowa and Elizabeth libraries and the Elbert library as required. Team Viewer is working well for remote access. The Focus Group for the Transforming Community's program will be held on May 21 to assess the interests of the local community with regards to library services.
9. 2021 Audit Update: Lori Hendrick, Auditor, made some corrections to the audit. Interim Directors will receive the findings of the audit and will respond to them. In May, the auditor will brief the Board of Directors on the audit findings and with our approval of the audit will be sent with our Management Discussion and Analysis to the state in June. Mary Ellen Denomy, helped make an outline the Treasurer can use to determine accuracy each time a check is signed and a full audit review is performed to verify payroll amounts and other expenditures.
10. Discussion and Approval of Employee Pay Date Change: A request was made by the library district employees to have a set monthly pay date.

Motion 22-04-01 A motion was made by Alan Krenek and seconded by Sheila Zuschek to change the monthly employee pay date to the 22nd of each month effective with the May payroll. If that day falls on a holiday or weekend, it will move to the next workday afterwards. All in favor.

11. Discussion Regarding Structure of Meeting Minutes - Numbering of Motions and Resolutions Documentation: It came to the attention of the Board that the minutes being recorded at every monthly meeting did not have a consistent delineation of motions and resolutions which could be accessed at a later date. It was determined that every motion relating to monetary, employee or directive actions would be categorized by year, month and motion number. This system will make it much easier to identify those motions when needed. This will be implemented immediately and previous minutes under President Lampman's status as Board of Trustee President will be revised to reflect this system.
12. Discussion and Vote to Assign Trustee to Foundation: A request to appoint a Trustee to the Library Foundation.

Motion 22-04-02 Karen Suchan and seconded by Robert Thomasson to appoint Trustee, Sheila Zuschek, to serve on the Library Foundation Board which meets quarterly and to begin immediately. All in favor.

13. Discuss and Draft Agenda for Library Expansion Working Meeting on May 13, 2022 from 2:00 to 4:00 p.m.: Instead of proceeding with an agenda for the library expansion plan, a recommendation was made to create a Library Expansion Committee to generate ideas and contacts to share when the working meeting takes place.

Motion 22-04-03: motion was made by Patty Lampman and seconded by Karen Suchan to assign Robert Thomasson and Sheila Zuschek to the Library Expansion Planning Committee. All in favor.

14. Public Comment: She noted the Association of Rural and Small Libraries, of which Elbert County Library District (Pines & Plains Libraries) is a member, has been defending the selection of books by librarians. There is a clearcut policy and process for a patron to object to a book should there be concerns about the book.

15. Any Other Items or Business from Board Members: President Lampman outlined the following to be addressed before the end of the year:

1. Finish Audit - May 2022
2. Library Director search - May 2022
3. Employee Handbook Revisions - July 2022
4. Automation of payroll - October 2022

19. Approval of Cabinet Acquisition: The topic of acquiring a secure water and a fireproof data filing cabinet for the Elizabeth branch was addressed.

Motion 22-04-04: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the expenditure of up to \$3,000 for the acquisition of a data file cabinet for the Elizabeth branch. All in favor.

20. Adjourn Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson for adjournment at 7:57 p.m. All in favor.

Next regularly scheduled meeting will be held on May 25, 2022, at 6 p.m. Venue will be the Kiowa Library unless otherwise notified.

Respectfully submitted by Karen Suchan, Secretary

4 Attachments:

Resolution 22-04-01: Employee Pay Date Change

Resolution 22-04-02: Assignment of Trustee to the Library Foundation

Resolution 22-04-03: Assignment of the Library Expansion Planning Committee

Resolution 22-04-04: Approval of File Cabinet Acquisition and Budget Expenditure

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Employee Pay Date Resolution - 22-04-01
April 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to designate a specific pay date each month for all Library employees. Effective with the May 2022 payroll cycle the employee pay date going forward will be the 22nd of each month. If that day falls on a holiday or weekend it will move to the next workday afterwards.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the 22nd of each month as the new employee pay date as documented above, effective with the May 2022 payroll cycle.

Approved this 27th day of April, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees

Assignment of Trustee to the Library Foundation - 22-04-02
April 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to designate a Trustee to be assigned to the Library Foundation to support the work and outreach of the Foundation. The Foundation meets Quarterly.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees appoints Trustee Sheila Zuschek to serve on the Library Foundation Board effectively immediately.

Approved this 27th day of April, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees

Assignment of Library Planning Expansion Committee - 22-04-03
April 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to designate a special committee to support the work associated with conducting research, gathering information, and identifying contacts that will support the planning of the expansion of the building for the Elizabeth Library. This committee will keep the Board of Trustees informed of activities of the committee and provide status updates in monthly board meetings.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees appoints Trustees Sheila Zuschek and Robert Thomasson to serve on Library Planning Expansion Committee effectively immediately.

Approved this 27th day of April, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
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Board of Trustees

Approval of File Cabinet Acquisition and Budget Expenditure - 22-04-04
April 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to support the Library Interim Directors in their decision to purchase a File Cabinet that is waterproof and fireproof to store important personnel and finance records. The expenditure of a file cabinet should not exceed \$3,000.00.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the budget expenditure of \$3,000 from Office Supplies fund for fiscal year ending December 31, 2022.

Approved this 27th day of April, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary