

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:

Motion 22-01-02: 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:

Motion 22-01-03: 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 QuickBooks and Automating Payroll:

Motion 22-01-04: 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 and timekeeping vendors that can 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 timekeeping/payroll would provide flexibility and would also allow us the ability to 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 QuickBooks system and to research the various automated timekeeping/payroll systems to meet our financial requirements. All in favor.**

11. Discussion Regarding Substitute Pay Policy:

Motion 22-01-05: 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:

Motion 22-01-06: 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:

Motion 22-01-07

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:

Motion 22-01-08:

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 for the replacement of insecure locks on the Elizabeth library. 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 23, 2022 at 6 p.m. The Venue will be Go-To-Meeting unless otherwise notified.

Respectfully submitted by Karen Suchan, Secretary

7 Attachments:

- Resolution 22-01-02: Accept Services of Colorado Library Consortium (CLiC) for Support in Director Search
- Resolution 22-01-03: Contract with Mary Ellen Denomy as Financial Consultant to Support the Pines & Plains Library
- Resolution 22-01-04: Adopt Online QuickBooks and Research Automated Timekeeping/ Payroll Options
- Resolution 22-01-05: Substitute Pay Policy Change for Part Time Employees
- Resolution 22-01-06: Creation of Interview Committee for Board of Trustee Position Interviews
- Resolution 22-01-07: Appointment of Trustee as Contact for Public Information
- Resolution 22-01-08: Authorize Lock Replacement Expenditure

dba Pines & Plains Libraries
Board of Trustees
**Accept Services of Colorado Library Consortium (CLiC) in Support of Director
Search**
Resolution - 22-01-02
January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to accept the services of the Colorado Library Consortium (CLiC) in the search for a Library Director.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees accepts the services of the Colorado Library Consortium for the purpose of searching for and setting up the processes for the Board of Trustees to hire a new Library Director.

Approved this 26th day of January, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

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

Contract with Mary Ellen Denomy as Financial Consultant to Support the Pines & Plains Libraries
Resolution - 22-01-03
January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to contract with Mary Ellen Denomy to provide Financial consulting and support at the agreed upon pay rate as defined in the Contract Agreement until a Director is hired.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the hiring of Mary Ellen Denomy to provide Financial consulting and support for the Library District's finances.

Approved this 26th day of January, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

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

**Adopt Online QuickBooks and Research Automated Timekeeping/Payroll Options
Resolution - 22-01-04**

January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to ensure appropriate internal controls and to alleviate risk and liabilities associated with managing financials and payroll internally. The Board of Trustees wants to tighten up internal controls, alleviate risk and liabilities and seek time saving options by automating the financial processes of the Library. We will work to define requirements needed to automate financial and payroll options, to include Online QuickBooks and outsourced automated payroll services.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees agrees to proceed in researching the payroll and financial options of using automated programs to support the Pines & Plains Libraries.

Approved this 26th day of January, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Substitute Pay Policy Change for Part Time Employees
Resolution - 22-01-05
January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to clarify part-time employee pay when the employee is working as a substitute. Previously, part time employees when working as a substitute were paid a substitute rate vs their part time rate, which created more complexity for timekeeping and payroll. To alleviate some of that complexity part time employees effective immediately will get paid their hourly rate when working as a substitute for a fellow employee. Employees hired as substitutes will get paid their substitute hourly rate. Managers are required to ensure part time employees do not exceed 31.9 hours/week.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the motion to pay part-time substitute employees their current hourly rate, effective immediately when working as a substitute.

Approved this 26th day of January 26, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Creation of Committee for Trustee Position Interviews
Resolution - 22-01-06
January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to designate a committee to interview the applicants who have applied for the open Board of Trustee position and to provide a recommendation back to the board for review and approval. Trustees Suchan and Thomasson have been appointed to this committee.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees appoints Trustee Robert Thomasson and Trustee Karen Suchan to the Board of Trustee Interview Committee with the responsibility they will schedule interviews with the applicants and provide a recommendation back to the Board of Trustees of selected candidate for review and appointment.

Approved this 26th day of January, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Appointment of Trustee as Contact for Public Comments
Resolution - 22-01-07
January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to designate a member of the Board of Trustees to be the point of contact for the Pines & Plains Libraries for public comment should a request be received.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approve the appointment of Trustee Robert Thomasson to be the point of contact for public comment on behalf of the Pines & Plains Libraries.

Approved this 26th day of January, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
**Authorize Lock Replacement Expenditure
Resolution - 22-01-08**
January 26, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to ensure the Pines & Plains Libraries employees are safe and that assets are protected. The Board of Trustees working with a Locksmith will ensure all locks at all Libraries are working as expected. If any locks need to be replaced the Board of Trustees authorizes the expenditure of \$2500 for the purpose of lock replacement and labor.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approve the expenditure of \$2500 to replace locks on the Library buildings as deemed necessary.

Approved this 26th day of January, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary