

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
February 23, 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 6:01 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 and Kathy Wilkinson.
3. Introduction of Guests: Suzanne O'Neill and Sheila Zuschek.
4. Acceptance of the Agenda: A motion was made by Robert Thomasson and seconded by Karen Suchan to accept the agenda. All in favor.
5. Treasurer's Report: Alan Krenek reported that the Commercial Bank of Colorado's balance is \$260,268.66 as of January 31, 2022. The Money Market Fund is \$801,587.19 with an interest earned of \$170.17. The Bank of Oklahoma Financial is \$21,988.69 with interest earned of \$0.36. Total funds are \$1,083,845.44. The checking account has \$260,000 for the next two month's bills. There will be a County draw at the end of February. The books were reconciled. A motion was made by Robert Thomasson and seconded by Karen Suchan to accept the Treasurer's report. All in favor.
6. Approval of Minutes from January 26 and February 15, 2022 Meetings: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the January 26 and February 15, 2022 meeting minutes. All in favor.
7. Branch Manager's Reports: Kiowa/Elbert Manager, Ruben Figueroa, noted that the Friends group purchased furniture, a food cabinet and refrigerator, which will help maximize space in the back portion of the Kiowa library. Elbert library has not resumed programs but has received much positive feedback upon reopening.

Elizabeth Manager, Laurie VanCourt, says the library is doing very well with happy patrons glad to have the library open once more. The book club was able to meet in person this week. The Manager will be calling previous groups that met in the past to let them know the meeting room will be available to schedule times. A senior in high school took on a "tiny library" project and installed one in his neighborhood along with a demonstration of how he built it. The GED program, facilitated by Lisa Hughes, has 2 new students and a current student poised to take the test and receive her GED. The branch is buying new books and weeding out old ones. Simla Branch Manager, Kathy Wilkinson, states that the branch is getting back to normal and the children are eager to have activities again. She received a lead librarian resignation notice and posted the opening. She acknowledged Del for his commitment and

dedication in helping with the library activities and responsibilities. Staff member Jennifer recently had a baby girl, Willow, and the staff in Simla are thrilled to have “a new member of the team”!

8. Budget 2022 Status Update: The budget was not submitted in December to the State as originally advised. We have submitted to the State and validated it was received.
9. Foundation Update presented by Suzanne O’Neill: Ms. O’Neill presented a very thorough update on the status of the Pines & Plains Library Foundation. The pandemic derailed active fundraising and inquiries, hence this was not pursued. She stated we could now look at how to proceed in light of the intention to build out the Elizabeth Library space. Much information was shared with regard to accessing state, federal and local community support for funds that would apply to the building process. The need for a second Library Board Trustee to join the Foundation Board was expressed and President Lampman assured her a Trustee would be asked to join the Foundation Board. Ongoing conversations will be held as the plans move forward.
10. Building and Security Update: Robert Thomasson and Alan Krenek presented an update on the status of key security for the 4 branches of the library system. Elizabeth library was found to have ineffective locks on three of the doors in the back portion of the library. They were replaced by a local locksmith with secure locks and panic bars. The Kiowa branch book drop needed a more secure lock and it was done without charge by the locksmith. Simla library had no security issues to be performed. Elbert library was deemed to be secure as it is under the purview of the school system.

11. Recommendation, Discussion and Appointment of New Board Trustee:

Motion 22-02-02

Sheila Zuschek was introduced to the Board as the person asked by the selection committee to join the Board of Trustees. **A motion was made by Alan Krenek and seconded by Robert Thomasson to appoint Sheila Zuschek to the open Trustee position and present her selection to the Elbert Board of County Commissioners for ratification. All in favor.**

12. Annual Audit Update: The final piece of the 2021 audit is being completed and will be done by next week. A “Management Discussion and Analysis” will be presented to library managers and Trustees for review upon completion. This will need to go along with the audit to the state. Findings will be given to the Board and Managers with a required response from us to the state.
13. Annual Report and Presentation to the Board of County Commissioners: The Interim directors will prepare this report to present to the Elbert Board of County Commissioners for a March 9, 2022 presentation.

14. Recommendation, Discussion and Appointment of New Interim Director:

Motion 22-02-03

Patty Lampman and Alan Krenek interviewed Laurie VanCourt and Ruben Figueroa for selection of an Interim Director for the library district. A decision was made by both interviewers to offer a Co-Interim Director position to both of them in light of the increased workload expected and the ability to work effectively together. **A motion was made by Karen Suchan and seconded by Alan Krenek to confirm the Co-Director status of Laurie VanCourt and Ruben Figueroa. Each person will receive a \$1,500 monthly increase to their current salary to assume these positions until a permanent Director is hired. All in favor.**

15. Recommendation, Discussion on Temporary Salary Increase for Financial Administration support:

Motion 22-02-04

A motion was made by Alan Krenek and seconded by Robert Thomasson to designate Simla Manager, Kathy Wilkinson, a \$750/month increase in salary beginning with the January 16 through February 15, 2022 pay cycle to provide financial administrative assistance to the district until this role is no longer necessary. All in favor.

16. Any Other Items or Business from Board Members: No other items or business to review.

17. Public Comment: None

18. Adjourn Meeting: A motion was made by Robert Thomasson and seconded by Alan Krenek to adjourn the meeting at 7:34 p.m. All in favor.

Next regularly scheduled meeting will be held on March 23, 2022. Venue will be Go-To-Meeting unless otherwise noted.

Respectfully submitted by Karen Suchan, Secretary

3 Attachments:

Resolution 22-02-02: Appointment of Sheila Zuschek to Board of Trustees

Resolution 22-02-03: Designation of Interim Co-Directors with Pay Adjustment

Resolution 22-02-04: Pay Adjustment for Kathy Wilkinson for additional Financial Admin Responsibilities

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

Appointment of Sheila Zuschek to Board of Trustees Resolution- 22-02-02
February 23, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to fill the open Board of Trustee position vacated by Jim Duvall to fill the remainder of his term which goes through January 2024.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the appointment of Sheila Zuschek to the Board of Trustee position vacated by Jim Duvall for a term through January 2024.

Approved this 23th day of February, 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

Designation of Interim Co-Directors with Pay Adjustment Resolution- 22-02-03
February 23, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to have Interim Co-Directors for the Elbert County Library District, while the Board of Trustees works through the search and selection process to find a new Library Director. Through an interview and selection process it was recommended by the Director Hiring and Selection Committee to designate Interim Co-Directors for the Library District with a salary adjustment of \$1500 for each Co-Director until a new Director has been hired.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the the selection of Interim Co-Directors, Laurie VanCourt and Ruben Figueroa with a salary adjustment of \$1500 for each employee effective with the March pay cycle until a permanent Director is hired.

Approved this 23th day of February, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
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**Pay Adjustment for K. Wilkinson for additional Financial Admin Responsibilities -
22-02-04**

February 23, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to provide Kathy Wilkinson, Simla Library Manager, additional compensation for her support in taking on additional responsibilities of financial administration.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the \$750/month increase in salary for Kathy Wilkinson to provide financial administrative assistance to the District beginning with the January 16 through February 15, 2022 pay cycle. This increase will remain in place until the additional responsibilities of this role are no longer necessary.

Approved this 23th day of February, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary