

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
March 30, 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, 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 Robert Thomasson and seconded by Alan Krenek to accept the current agenda. All in favor.
5. Treasurer's Report: Alan Krenek reported that the books were reconciled 2 weeks ago and the current funds are as follows: Commercial Bank of Colorado checking account \$585,184.86, Bank of Oklahoma \$21,990.02, Money Market Fund \$801,740.91 for a net balance of \$1,408,915.79.
6. Approval of Minutes from February 23, 2022 Meetings: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the February 23, 2022, minutes as written. All in favor.
7. Branch Manager's Reports: The Interim Directors gave the following report:
Elizabeth Library: Laurie VanCourt and Ruben Figueroa have interviewed 5 candidates for the position of Activities and Services Guide for the Elizabeth and Kiowa branches. Two people are being considered for the position. One person was offered a position; she will let Ruben and Laurie know whether she will accept.

The monthly book club, led by Lisa Hughes, is very popular. Children's story times are also very popular and many new library cards are being issued. The library is beginning to feel more normal again.

Cynthia Rule, from the local region of Colorado's WorkForce program, uses the library's small study room every Friday, from 9am to 3pm, to help Elbert County residents with job applications, referrals and general employment support.

Ric Morgan, Attorney at Law, will be resuming monthly in-person counseling as part of Colorado's Lawyers at the Library program. Ric guides any local residents in legal matters.

The Elizabeth Friends of the Library will be having a book sale at the end of April. The sale will include a Meet & Greet session to encourage shoppers to join the Friends and to make additional donations.

Kiowa/Elbert Libraries: Ruben Figueroa along with Laurie Van Court are working on the audit items. Team Viewer has been installed on the Elizabeth system and will be set up on the Simla system. In Kiowa two librarians are updating book series so that it is easier to recognize the book order. The new furniture, refrigerator and lighting are in place and the area is much more comfortable. Ruben has compiled a list of offboarding tasks so that when an employee leaves the transition is seamless. Sara Wright of CLiC was contacted for suggestions and resources.

8. Notification of Ratification of New Board Trustee, Sheila Zuschek by the BOCC: The Elbert Board of County Commissioners formally approved Sheila Zuschek as an Elbert County Library District Board of Trustee member.

9. Annual Audit Update: President Lampman noted the annual audit update is on the final phase of acceptance. The Board has learned much about the audit process which had not been apparent in the past. There are discrepancies which can be improved upon. These will be documented for the report in April. Auditor, Lori Hendrick with May Jackson Hendrick, LLC, has been instrumental in delineating what actions to take in addressing the discrepancies. There will be management discussion and analysis to improve upon future audits.

10. Building/Security/Maintenance Update and Discussion: The Board members had a thorough discussion with regard to the next steps to be taken in the Elizabeth library build-out, maintenance issues and community input. A motion was made by Alan Krenek and seconded by Robert Thomasson to table the current discussion and schedule a two hour work/study session on Friday, May 13, from 2-4 p.m. for Trustees, Library Managers and open to the public (no-comment session). To be held at the Elizabeth Library meeting room. All in favor

11. Discussion and Approval of Employee Pay Change:

Motion 22-03-01 It came to the attention of Managers and the Board that an employee of the library district has work assignments in several library branches but at two different pay rates. To rectify this issue a **motion was made by Alan Krenek and seconded by Robert Thomasson to put forth a resolution that employees of Elbert County Library District will have a start date and a pay rate that is the same regardless of which branch the employee is working. All in favor. An amendment to this motion was presented. A motion was made by Alan Krenek and seconded by Robert Thomasson to put the first motion into action retroactively to February 16, 2022 forward. All in favor.**

12. Discussion and Update on Online QuickBooks: After exploring the features of Online Quickbooks which was originally thought to be a fit for the Library District it appears to be more complicated. We are looking into a streamlined approach to the financial reporting through Team Viewer. This would allow for a three person access, with usernames and passwords, to the books at \$50.00/month and eliminate a one person role in producing the financial report and completing payroll. The system is now installed on the Elizabeth computer and will soon be installed on the Simla computer.

13. Discussion Regarding COVID Protocols for Library Employees:

Motion 22-03-02 A discussion was held regarding current COVID protocols. It was noted that air filters are being offered as well as N95 mask availability for employees. Employee illness protocols are still in place. **A motion was made by Sheila Zuschek and seconded by Alan Krenek to change the Elizabeth meeting room requirement to “masks optional”. All in favor. A second motion was made by Karen Suchan and seconded by Alan Krenek to ask library employees to wear a mask if patrons come in wearing a mask, if no patrons are present, then wear a mask if co-workers choose to wear a mask. All in favor**

14. Discussion Regarding Returning to In-Person Meetings:

Motion 22-03-03 A motion was made by Alan Krenek and seconded by Karen Suchan to hold the April Board of Trustees meeting in-person at the Elizabeth Library meeting room. All in favor.

15. Discussion Regarding Name Tags/Business Cards and Pines & Plains Library Email Accounts for Trustees: After a brief discussion, President Patty Lampman will provide name tags for the Trustees. It was suggested that library business should be performed on library accounts instead of personal email accounts. Ruben Figueroa will set up these library accounts for the Trustees.

16. Annual Election of Officers:

Motion 22-04 A motion was made by Alan Krenek and seconded by Sheila Zuschek to re-elect the current slate of Trustees as officers for the year of 2022. All in favor.

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

18. Public Comment: None

19. Adjourn Meeting: A motion was made by Robert Thomasson and seconded by Alan Krenek for adjournment at 8:18 pm. All in favor.

Next regularly scheduled meeting will be held on April 27, 2022, at 6 p.m. Venue will be the Elizabeth Library meeting room unless otherwise notified.

Respectfully submitted by Karen Suchan, Secretary

4 Attachments:

- Resolution 22-03-01: Employee Pay Rate When Working at Multiple Branches
- Resolution 22-03-02: Address COVID Protocols: Masking in Library and Meeting Rooms
- Resolution 22-03-03: Board of Trustee Meetings to Resume in Person
- Resolution 22-03-04: Election of Board of Trustee Officers for the Year 2022

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

Employee Pay Rate When Working at Multiple Branches Resolution - 22-03-01
March 30, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to offer consistent pay rates to employees working at multiple library branches of the Pines & Plains Library District.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the policy that employees will have a start date and pay rate that is the same regardless of which branch the employee is working. An amendment to this motion puts the first motion into action retroactively to February 16, 2022 forward.

Approved this 30th day of March, 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

**Address COVID Protocols Resolution - Masking in Library and Meeting Rooms-
22-03-02**

March 30, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to offer a safe environment for staff and patrons, requirements for mask wearing are revised.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the policy of changing the requirement for the main meeting room to “masks optional” and that masks be worn by Library staff in the presence of patrons and other co-workers wearing a mask.

Approved this 30th day of March, 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

Board of Trustee Meetings to Resume In Person Resolution- 22-03-03

March 30, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to resume in-person meetings for the Board of Trustees at the Elizabeth Library.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the the motion to return to in-person meetings of the Board of Trustees at the Elizabeth Library.

Approved this 30th day of March, 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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Board of Trustees

Election of Board of Trustees for the Year 2022 Resolution- 22-03-04
March 30, 2022

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to re-elect the current slate of Trustees of the Pines & Plains Library to the Board of Trustees

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the the reinstatement of the current members of the Board of Trustees for the year of 2022 as follows:

- Patty Lampman, President
- Robert Thomasson, Vice President
- Alan Krenek, Treasurer
- Karen Suchan, Secretary

Approved this 30th day of March, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary