

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
June 22, 2022

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

1. Call Meeting to Order: The meeting was called to order at 6:00 p.m. by President Patty Lampman.
2. Roll Call and Announcement of Quorum: Board Members present: Alan Krenek, Patty Lampman, Robert Thomasson, Karen Suchan and Sheila Zuschek. Quorum reached. Staff Member: Laurie VanCourt.
3. Introduction of Guests: Mary Ellen Denomy, CPA and Lori Hendrick, CPA with May Jackson Hendrick, LLC.
4. Acceptance of the Agenda: A motion was made by Robert Thomasson and seconded by Alan Krenek to accept the agenda as written. All in favor.
5. Treasurer's Report: Alan Krenek reported the following accounts: The Bank of Oklahoma financial is \$21,991.12; Community Bank of Colorado Money Market \$802,246.23; Community Bank of Colorado Checking \$744,564.92 with total assets being \$1,569,272.27. Prepaid Expenses, Property Taxes Receivable and Specific Ownership Taxes along with other current assets yield a balance of \$2,887,211.54. By acclamation the Treasurer's report is accepted.
6. Approval of Minutes for the following meetings:
May 20, 2022 Building Expansion Working Meeting
May 25, 2022 Board of Trustee Monthly Meeting
June 03, 2022 Director Search Working Meeting
A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the three meeting minutes. All in favor.
7. Special Guest, Lori Hendrick, CPA with May, Jackson, Hendrick LLC to present the 2021 Annual Audit Results: Ms. Hendrick reviewed the entire process of the annual audit review for the Trustees to inform and be compliant with all legal obligations. She noted that there were a few issues that needed to be adjusted, but overall the result was a "clean opinion" with no significant red flags. The financials will be submitted to the state auditor by July 31st. In order to submit the 2021 Annual Audit to the state, the Board of Trustees must motion and approve the audit results.

Motion 22-06-01 A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the 2021 Annual Audit. All in favor.

8. **Policy Update Discussion regarding the Check Signing/Writing Procedure:**
A policy and procedure update needs to be implemented regarding check writing and financial reporting made by the Library District. The procedure states that all invoices are approved by the library director and payroll and vendor checks are signed by two of the following: a Library Director, President of the Board or the Board Treasurer. In lieu of not having current director, the following motion was made:

Motion 22-06-02 A motion was made by Alan Krenek and seconded by Robert Thomasson to change the procedure as follows: "All invoices are approved by the Director. In the absence of a Director, the Branch Manager has the authority to approve and sign invoices". All in favor.

9. **Branch Manager's Reports:** Laurie VanCourt reports the summer reading program is very successful. Since the community has grown, there is ample patronage. The summer reading program wasn't on the website, but that has been fixed. Kiowa had a very well attended magician pirate program. The federal mileage amount has changed from 58.5 cents per mile to 62.5 cents. Checks to presenters are being dispersed and we're working to make sure the invoices are being received and filed. Staffing is tight in Kiowa. In Elizabeth there are many hours when librarians are alone in the building which gives concern about safety and also the busy nature of the library now. Susan, Tech Lead in Kiowa, will be going to Elizabeth and Elbert periodically. Job opportunities are posted and two people have applied. One is for 30 hours split between Kiowa and Elizabeth. Library Managers will decide how to split the hours. We also need to replace a 10/hr person in Kiowa as well. We can now post for an Administrative Assistant for 20 hours per week. President Lampman has offered to help with interviews. We also need to post for a Branch Manager in Kiowa and also Elbert. Kathy reports it is very busy in Simla, too.
10. **Director Search Status Update:** President Lampman informed the Board a request was sent to Mountain States for a compensation survey for the Library Director position and for information on how much we are paying employees. An appointment is scheduled for Monday, May 23rd, 2002, with the Mountain States Employers Council. Sarah Wright with the Colorado Library Consortium (CLiC) will start this week drafting a job posting for the Library Director replacement.
11. **Retention Pond Status Update:** Robert Thomasson gave the Board a report on the information he has recently received from the Town of Elizabeth, the Fire Department, and the town Manager. The architectural plans he received "make no sense", the fire department doesn't know what to do with the pond and

called it an “attractive nuisance”. He asked if there were compliance code requirements for the fence and they only said it should be built to the standards of a swimming pool. The Library District now needs to put up a fence 6 feet high with a caution sign and possibly a gate. The insurance company for the Library District will be contacted to ensure the Board has more information of the process and liability for the endeavor. Robert and Alan will contact various fencing professionals for the three bids.

12. Building Expansion Planning Meeting Update: Robert Thomasson and Sheila Zuschek plan to meet to continue the planning process and determine how to get this information out to the community. Robert has spoken with the Town Administrator of Elizabeth and he noted a senior citizen center is in the plans and is adjacent to the library property. We need to make sure our visions are compatible. President Lampman recommends a feasibility study to clarify what are the next options or develop a concept which is complementary with the Town of Elizabeth. Laurie VanCourt recommends a “needs study”. A working meeting to address building expansion is planned for August 19, 2-4 p.m.
13. Maintenance Update-Locks: The only issue with the Elizabeth library door locks is the difficulty in opening the back door. Laurie VanCourt has notified the locksmith and he suggested a keypad for that door. Alan Krenek will speak with the locksmith to get that problem solved. The branch is secure.
14. Public Comment: Laurie VanCourt notes Kathy Wilkinson was attending the meeting virtually and didn’t have a chance to give the Simla branch manager report. Laurie apologized and notes that the hybrid meeting isn’t working well. Hybrid calls will cease unless a Board Member isn’t available and needed for a quorum.
15. Other Items/Business from Board Members: President Lampman notes at the end of the last pay period Laurie VanCourt stepped down from Interim Director and Kathy Wilkinson stepped down from the Financial Administrator. They were being paid supplemental money for that support. Going forward there will not be an Interim Director and all Financial activities will be supported by the contracted CPA, Mary Ellen Denomy.

The Board of Trustees realize without a Director and the loss of one Manager the Library Managers will need to take on additional responsibilities to ensure the Library District success. While the Trustees continue to move forward with the Director search activities and the Library Managers move forward at hiring another Library Manager, the Board discussed the need to continue to provide the additional supplemental pay currently being provided to the Library Managers until a new Library Manager or Director is hired.

Motion 22-06-03 A motion was made by Sheila Zuschek and seconded by

Alan Krenek to continue the current supplemental pay for Laurie VanCourt until a Director is hired due to the additional responsibilities of having to support managing the Kiowa/Elbert libraries in the absence of a manager. Though she has stepped down from the Interim Director role the Board did ask if she would mind being the POC for all things that come in for a Director so we have one single POC and she agreed. This supplemental pay will continue until a new Director is hired.

Motion 22-06-04

A motion was made by Alan Krenek and seconded by Robert Thomasson to continue the current supplemental pay to Kathy Wilkinson for her additional support in helping manage the Kiowa/Elbert libraries in the absence of a manager. This supplemental pay will continue until a new Director is hired.

16. Adjourn: A motion was made to adjourn the meeting by Alan Krenek and seconded by Robert Thomasson. The meeting adjourned at 8:18 p.m. All in favor.

Respectfully submitted by Karen Suchan, Secretary

4 Attachments:

- Resolution 22-06-01 Board of Trustees Approval of 2021 Annual Audit
- Resolution 22-06-02 Policy Update in Check Signing/Writing Procedure
- Resolution 22-06-03 Continue Supplemental Pay to Laurie VanCourt
- Resolution 22-07-04 Continue Supplemental Pay to Kathy Wilkinson

Elbert County Library District
dba Pines & Plains Libraries

Board of Trustees
Board of Trustees Approval of the 2021 Annual Audit
Resolution - 22-06-01
June 22, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to approve the Annual Audit of 2021 for submission to the State of Colorado based upon the completion of the audit by Lori Hendrick, CPA, with May Jackson Hendrick, LLC.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees approves the results of the 2021 Annual Audit and will submit the audit to the Office of the State Auditor by July 31, 2022 in compliance with C.R.S 29-1-606 (3).

Approved this day the 22nd of June, 2022 by the Pines & Plains Libraries Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Policy Update Regarding Check Signing & Writing Procedure

Resolution - 22-06-02

June 22, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to adhere to the previously posted procedures for check signing and writing and since there is no current Director, a policy change has been approved as follows: “All invoices are approved by the Director. In the absence of a Director, the Branch Manager has the authority to approve and sign all invoices”.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees has approved a modification to the policy and procedure handbook to allow the Branch Manager, in the absence of a Director, the authority to approve and sign for all invoices.

Approved this day the 22nd of June, 2022 by the Pines & Plains Libraries Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Continue Supplemental Pay to Laurie VanCourt
Resolution - 22-06-03

June 22, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to recognize the additional responsibilities of LaurieVanCourt, due to the loss of a Library Manager for the Kiowa/Elbert library and for being the single point of contact for all Director related requests. The Board approved to continue her current supplemental pay for the additional responsibilities until a new Director is hired.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees will continue to pay LaurieVanCourt the supplemental pay for additional responsibilities in the absence of a Library Manager and a Director until a new Director is hired.

Approved this day the 22nd of June, 2022 by the Pines & Plains Libraries Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Continue Supplemental Pay to Kathy Wilkinson
Resolution - 22-06-04

June 22, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to recognize the additional responsibilities of Kathy Wilkinson, due to the absence of a Library Manager for the Kiowa/Elbert Libraries. The Board has approved to continue the current supplemental pay for additional responsibilities in the absence of a Library Manager until a new Director is hired.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees will continue to pay Kathy Wilkinson the supplemental pay increase for additional responsibilities in the absence of a Library Manager until a new Director is hired.

Approved this day the 22nd of June, 2022 by the Pines & Plains Board of Trustees

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary