

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
November 23, 2021

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, Karen Suchan and Robert Thomasson. Quorum reached.

Staff members present: Ruben Figueroa, Laurie VanCourt, Kathy Wilkinson, Jennifer Richardson and Chelsea Kueht.

3. Introduction of Guests: Travis Richardson, Sheri Merz and unnamed caller #2.
4. Acceptance of the Agenda:

Motion 21-11-02

A motion was made by Robert Thomasson and seconded by Alan Krenek to accept changes in the agenda. All in favor:

- Move Public Comment to end of agenda
- Table Executive Session until further research can be completed regarding compliance with Colorado Sunshine laws.
- Table Budget discussion so there is time to finalize the numbers to be presented.
- Table discussion of Certification and Approval of the Mill Levy until the Recertification of Valuations takes place. This is to be done not later than December 10, 2021 by the County Assessor.
- Added agenda item to acknowledge the resignation of the Financial Admin Assistant, Wendy Walp.

5. Treasurer's Report: Alan Krenek provided the Board with a comprehensive review of the library district finances. Bank of Oklahoma Financial \$21,988.61, Commercial Bank of Colorado checking \$339,326.09, Commercial Bank of Colorado Money Market \$801,082.29, \$500 petty cash. Total balance is \$1,162,896.99. He signed checks and will reconcile the books on Wednesday,

November 24th, 2021. All accounts are current.

6. Approval of Minutes of November 10 and November 22, 2021 Meetings: A motion was made by Robert Thomasson and seconded by Alan Krenek to approve both meeting minutes of November 10, 2021 and November 22, 2021. All in favor.
7. Branch Manager's Reports: Discussion with the Managers regarding the various programs offered throughout the district and the intention to keep reporting the highlights of all of the services provided by the district. Several Trustees commented on some of the activities and educational efforts they are participating in.
8. Discussion and Possible Action on the Appointment of an Interim Director: President Lampman noted Library operations are managed at the library level not at the Board level. She contacted the Library Development Director at the Colorado State Library for an opinion and recommendation on the appointment of an interim Director to manage staff and the Library District, while the Board seeks a new Director. The State Library Development Director was very positive about this option.

Discussion continued with the Library Managers in regards to the Interim Director being selected from the interested current Library Managers. It was noted there would be additional compensation recommended for the person selected. Discussion continued with the Managers regarding this possibility.

Motion 21-11-03

A motion was made by Alan Krenek and seconded by Robert Thomasson to interview the Managers to identify interest in this interim role and appoint an Interim Director as soon as possible. All in favor.

9. The Board will enter into Executive Session for the purpose of personnel matters, convened pursuant to C.R.S. section 24-6-402(4) and Sec. 24-6-402(4)(F)(1) to discuss personnel matters personal to an Employee of Elbert County Library District dba Pines and Plains Libraries. **Tabled due to motion to change agenda.**
10. Discussion and Possible Action on Automating Payroll and Benefits through an External Vendor: A thorough discussion was held highlighting the pros and cons of automating the payroll process via an external vendor. Two companies were

mentioned, Gusto and ADP, with a preference to analyze the advantages of ADP. A number of opinions were given both pro and con. ADP offers other services such as HR which could be a positive point. President Lampman noted there is increased security and provides additional internal controls when using automated payroll services which Auditors like and the company assumes liability and risk should there be a problem with or changes in medicare, minimum wage increases or PERA. It is also reasonably priced. In-house would still track accounts receivable and payable and reconcile accounts. A motion was made by Alan Krenek and seconded by Robert Thomasson to schedule a demonstration by ADP of their service and offer a differential quote. It was suggested that Board Members, along with Managers, view this demonstration. All in favor.

11. Certification and Approval of Mill Levy: A motion was made by Robert Thomasson and seconded by Alan Krenek to **table this item until Certification of Valuation takes place, no later than December 10. The Board must certify and approve by December 15. This item will be addressed at the December 6, 2021 meeting.**
12. Advised of Receipt of Resignation from Financial Administrative Assistant, Wendy Walp: The Board Members expressed their appreciation for the service of Wendy to the Library District and noted that she will be missed very much. She is an admired and talented person and we all wish her well.
13. Budget Discussion: Since there is a need to finalize the budget numbers before being presented to the public, a motion was made by Robert Thomasson and seconded by Karen Suchan to **table this discussion until the December 6, 2021 meeting.** All in favor.
14. Other Business/Action Items from Board Members: Board members had no other items to present.
15. Public Comment: Managers Kathy Wilkinson and Laurie VanCourt had some comments initially questioning the trust of the employees for the direction of the Library District under current circumstances as well as noting that going in a positive direction will be beneficial to everyone concerned. Public comment was offered by Sheri Merz stating that she was positive about what she was hearing during the meeting.

16. Adjourn Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson, meeting adjourned at 7:43 p.m.

The next regularly scheduled meeting will be on December 6, 2021 at 6 p.m. The Venue will be Go-To-Meeting unless otherwise notified.

Respectfully submitted by Karen Suchan, Secretary

Attachments:

Resolution 21-11-02: Approval of Changes to the Agenda for the 11.23.2021 Board of Trustees Meeting

Resolution 21-23-03: Approval to Interview Interested Library Managers for Interim Director Position

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

**Approval of Changes to the Agenda for the 11.23.2021 Board of Trustee Meeting
Resolution - 21-11-02
November 23, 2021**

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to make changes to the proposed agenda due to other timelines and contingencies.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees has changed the proposed agenda for the September 23, 2021 Board Meeting due to various contingencies. The changes are documented below:

- Move Public Comment to end of agenda
- Table Executive Session until further research is completed regarding compliance with Colorado Sunshine laws
- Table Budget discussion so there is time to finalize the numbers to be presented
- Table discussion of Certification and Approval of the Mill Levy until the Recertification of Valuations takes place. This is to be done not later than December 10, 2021 by the County Assessor.
- Added agenda item to acknowledge the resignation of the Financial Admin Assistant, Wendy Walp.

Approved this day the 23rd of September, 2021 by the Pines & Plains Board of Trustees

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

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

Approval to Interview Interested Library Managers for Interim Director

Resolution- 21-11-03

November 23, 2021

WHEREAS it is the desire of the Pines & Plains Library Trustees to designate an Interim Director to manage the Library District until a Director has been hired.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees will interview interested Library Managers to fill the Interim Director position for the Elbert County Library District until a Director can be hired.

Approved this day the 23rd of November, 2021 by the Pines & Plains Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary