

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
December 6, 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 p.m. by President, Patty Lampman.
2. Roll Call and Announcement of Quorum: Board Members Present: Alan Krenek, Patty Lampman, and Robert Thomasson. Quorum reached. Staff members present: Ruben Figueroa, Laurie VanCourt, Kathy Wilkinson, and Susan Ausfgen.
3. Introduction of Guests: Two unnamed callers.
4. Acceptance of the Agenda: A motion was made by Robert Thomasson and seconded by Alan Krenek to accept the agenda. All in favor.
5. Treasurer's Report: Alan Krenek stated he had not received a bank statement as of this meeting so there is no change in financial status since last month. The books will be reconciled later this month.
6. Approval of Minutes November 23, 2021 Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the meeting minutes of November 23, 2021. All in favor.
7. Branch Manager's Reports: There were several events of interest at the Elizabeth Library: Saturday tree lighting where the children received make ornament kits; Chelsea provided a reading time for the children in front of the fire pit; the library was a busy place and Laurie VanCourt, Manager, would like to revisit access to the small study rooms. This will be followed up after a conversation with the County Health Dept.

Simla Library is seeing steady visitation to the branch; a "Caregivers Coffee" was held and was well attended; a "Santa at the Fire Station: was held for children & families with crafts offered for around 40 children; the Knitters Group attends weekly and is a supportive group; STEM students avail themselves of the library's information; and the High School speech team has been reading to the preschoolers.

Kathy Wilkinson, Library Manager, offered kudos to Jen Richardson for her natural leadership talents and noted the patrons have a great relationship with the staff.

8. Discussion & Approval of Budget for 2022: A discussion was held regarding the 2022 budget proposal. President Lampman stated the following adjustments were being recommended by the budget committee to the original proposed budget:

- Decreased the Capital Improvement Expense for Elizabeth from \$250,000 to \$50,000, moving the \$200,000 to the Capital Improvement Fund Balance.
- Increased the Professional Service - Audit expense from \$6,000 to \$7,500.
- Increased the Professional Service - Professional Services expense from \$0 to \$3,600.
- Decreased the Admin Staff Budget from \$48,400 to \$34,000 due to current Admin resigning and consideration of current market rates for Admin Assistants.
- Regarding the need for a new Director, the previous Director earned \$70,700/year and the budget will reflect that as the salary for the Director with the understanding there may need to be an adjusted salary based upon the applicant's education, experience and acceptance of the Directorship.

A lengthy discussion was held regarding how to approach the salary offering and it was determined much of the final decision will be based upon the candidates who apply for the position and the competitiveness in the market for Library Director. Salaries in the 2022 budget were discussed and multiple options were offered (2%, 3%, and 3.5% increases for staff). The Budget Committee recommended a 3.5% pay increase. It was discussed that with a 1.5% increase in income from the property taxes, a 3.5% employee increase would be sustainable considering the commitment to pursue build-out projects for the Elizabeth and Simla libraries.

Motion 21-12-01: A motion was made by Alan Krenek to approve the proposed budget for 2022 of \$1,472,638.92 which includes the 3.5% increase for employees and was seconded by Robert Thomasson. All in favor.

9. Certification & Approval of the Mill Levy:

Motion 21-12-02: A motion was made by Alan Krenek and seconded by Robert Thomasson to certify and approve the Mill Levy which was sent to the Board of Trustees from the Assessor's Office of Elbert County reflecting 2.516 mils @ \$1,244,919 in revenue. All in favor. It is signed and will be sent to the Elbert

County Board of Commissioners.

10. Discussion & Approval of Interim Director Interview Committee:

Motion 21-12-03: A motion was made by Robert Thomasson and seconded seconded by Patty Lampman to form an interview committee to proceed with interviews and applications for the Interim Director position. All in favor.

11. Re-Appointment of Board Members:

Motion 21-12-04: A motion was made by Alan Krenek and seconded by Patty Lampman to re-appoint Karen Suchan and Robert Thomasson as Board of Trustee Members who are up for re-election. All in favor. A resolution to this effect will be sent to the Board of Elbert County Commissioners.

12. Discussion & Approval of Meeting Dates for 2022:

Motion 21-12-05: A motion was made by Robert Thomasson and seconded by Alan Krenek to approve the Elbert County Library District meeting dates for 2022. All in favor.

13. Status of ADP Demonstration: It was shared ADP doesn't provide Human Resource services alone. President Lampman will look into Zip Recruiter. We will learn more about ADP services as well prices and will arrange for a demonstration by ADP for Board members and the Managers.

14. Other Items/Business from Board Members: No other items of business were presented.

15. Public Comment: No public comment was made.

16. Adjourn Meeting: A motion was made by Robert Thomasson and seconded by Alan Krenek to adjourn at 7:15 p.m. All in favor.

The next regularly scheduled meeting will be on January 26, 2022 at 6 p.m. The venue will be Go-To-Meeting unless otherwise notified.

Respectfully submitted by Karen Suchan, Secretary

4 Attachments:

Resolution 21-12-01 Approval of 2022 Annual Budget, Inclusive of Annual Increase of 3.5% for Employees

Resolution 21-12-02 Certification of Mill Levy for 2022 Budget Year

Resolution 21-12-03 Formation of Interview Committee for Interim Director

Resolution 21-12-04 Re-appointment of Suchan and Thomasson Trustees

Resolution 21-12-05 Approval of 2022 Meeting Dates

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

**Approval of 2022 Annual Budget, Inclusive of Annual Increase of 3.5% for
Employees**

Resolution - 21-12-01

December 06, 2021

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to Approve the 2022 Annual Budget for the Pines & Plains Libraries.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees has approved the 2022 Annual Budget for the Pines & Plains Libraries for the amount of \$1,472,638.92 which is inclusive of a 3.5% increase for employees.

Approved this 6th day of December, 2021 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Certification of Mill Levy for 2022 Budget Year
Resolution - 21-12-02
December 06, 2021

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to Approve and Certify the Mill Levy for Budget Year 2022.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees has certified and approved the 2022 Mil Levy which was sent to the Board of Trustees from the Assessor's office.

Approved this 6th day of December, 2021 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Formation of Interview Committee for Interim Director
Resolution- 21-12-03
December 06, 2021

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to form a committee to interview applicants for Interim Director.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees has installed a committee which includes Board President, Patty Lampman and Board Treasurer, Alan Krenek for the purpose of interviewing applicants for the Interim Director position and to provide a recommendation to the Board of Trustees for approval.

Approved this 6th day of December, 2021 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Re-appointment of Trustees Suchan and Thomasson
Resolution - 21-12-04
December 06, 2021

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to recommend to the Elbert County Commissioners the re-appointment of Trustees Karen Suchan and Robert Thomasson whose tenure is up January 2022.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees has recommended Trustees Suchan and Thomasson be re-appointed to the Pines & Plains Library Board of Trustees for the following terms:

Robert Thomasson - Term Expiration January 2025
Karen Suchan - Term Expiration January 2025

Approved this 6th day of December, 2021 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Approval of 2022 Meeting Dates
Resolution - 21-12-05
December 06, 2021

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to approve the meeting dates for the year 2022 (see attached).

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees has approved the meeting dates for the year 2022.

Approved this 6th day of December, 2021 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary