

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
July 27, 2022

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

1. Call Meeting to Order: The meeting was called to order at 6:04 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 Members present: Laurie VanCourt, Kathy Wilkinson, Dell Hedges, Jennifer Richardson and Abby Collopy.
3. Acceptance of the Agenda: A motion was made by Robert Thomasson and seconded by Alan Krenek to accept the updated agenda as written. All in favor.
4. Treasurer's Report: Alan Krenek reported the following accounts: The Commercial Bank of Colorado balance as of 06/30/2022 is \$879,221.83 with 4 deposits of \$324,678.91, transactions on this account were \$263,648.07 with ending balance of \$1,142,869.90. Money Market account is \$802,646.23 with interest of \$164.84 yielding \$802,411.07. Bank of Oklahoma \$21,991.12 with interest of \$.036 yielding \$21,991.48. Current total assets are \$1,142,869.90. By acclamation the Treasurer's report is accepted.
5. Approval of Minutes for the June 22, 2022 meeting: A motion was made by Robert Thomasson and seconded by Alan Krenek to approve the June 22, 2022 minutes. All in favor. A correction was brought forward by Laurie VanCourt to change the title of Employers Council from "Mountain States Employers Council" to "Employers Council" and to correct the date of the meeting from 2002 to 2022. A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the above corrected items for the June 22, 2022 minutes. All in favor.
6. Branch Managers Report: LaurieVanCourt reported a very successful summer reading program with around 205 people participating, even parents. There will be multiple popsicle parties to celebrate the program. She received one book complaint and after checking on the policy moved the book to the adult section. Cheyenne Sanders will serve 20 hours as a Library Services Technician for Kiowa and Elizabeth branches. Elizabeth Erfmann will work an additional 10 hours. There are two administrative assistant applicants for

the district office. One staff person is on leave with Covid and a second staff person has had a personal loss and is being supported by staff. Jen Yadav has been energetically having stargazing events and pumpkin planting.

Kathy Wilkinson has also reported new faces and high turnout for the summer reading program at Kiowa branch. In Simla, a new employee, Abby Colloby has been hired for evenings and Saturday. Jennifer Richardson has a hybrid program with a Big Sandy school teacher for preschoolers. There is a lot of activity in Simla which is greatly appreciated by the patrons.

7. Retention Pond Update: The retention pond is an “attractive nuisance”, the Elizabeth Fire Department and the Town of Elizabeth are unable to provide direction on solving the problem of this “nuisance”. Local companies are unresponsive in responding to our request, it will be necessary to find a new contractor to install a 6’ chain link fence with a gate and a warning sign. The insurance provider, Colorado Special District Risk Pool, was contacted to obtain additional information on what would be acceptable to mitigate the risks with the retention pond. Subsequently, the insurer inspected each Elbert County library branch and determined the District is 28% underinsured. The documentation gave the Board 10 days to accept the upgrade in coverage. Addressing the construction of the fencing will be pursued by Robert Thomasson and Alan Krenek with updates to the Board.

Motion 22-07-01 A motion was made by Alan Krenek and seconded by Robert Thomasson to go forward with the increase of insurance coverage as recommended by the Colorado Special District Risk Pool based on the evaluation by CBIZ Valuation, an “Insurance Valuation Report of Tangible Property Assets”, for the Elbert County Library District’s branches as of June 14, 2022. All in favor.

8. Building Expansion Update: A working meeting is scheduled for August 19, 2-4 p.m. at the Elizabeth library. It was stressed that a needs analysis for the expansion is an important part of the project planning. Be prepared to discuss proposals for the analysis which will hopefully be done by the end of the year.
9. Discussion on Security of Library Facilities: There have been two break ins at the Kiowa library. There was nothing important taken, just a broken window. The Sheriff department agreed to pay attention to the building given enough staff to do so. They may also provide an evaluation of the weak spots of the building. Cameras might be considered as well as door alarms that will alarm remotely. Robert and Alan will find a sturdy door with a keyed deadbolt to be put in by Rick, who provides maintenance support for the Kiowa branch.
10. Review and Approval of Director Posting & Compensation: Patty Lampman has been in conversation with Anna who works with Sara Wright of the

Colorado Library Consortium, CLiC. She has provided a job posting for the Director position. The approach that she recommends is to put out a “hook” and post on the Pines & Plains Library website as well as the Colorado State jobline. Anna will do the marketing and also do regular posting for 3 weeks, she will gather and screen the applications. We will select a committee for review of applicants. The timeline is 90 days from the start of marketing until a desired hire. Working towards a start date of November 16, 2022.

Motion 22-07-02 A motion was made by Patty Lampman and seconded by Alan Krenek to approve the library “hook” and posting for the open position of Director of the Elbert County Library District and offer a salary from \$70,000 to \$90,000 depending upon education and experience. All in favor.

Motion 22-07-03 A motion was made by Robert Thomasson and seconded by Alan Krenek to establish a Hiring Committee consisting of Patty Lampman and Robert Thomasson to interview Director applicants and introduce to Board and staff during the interview process. All in favor.

11. **Discussion and Approval to go Forward with Compensation Survey of Employer’s Council:** Sara Wright with CLiC recommended a salary survey to coincide with budget planning for job roles in the library district. The contract with Employers Council allows for 7 surveys for 7 different jobs. We have no pay for performance strategy nor do we have a defined salary structure for each job. We need evidenced based data upon which to base our budget for next year’s salaries for all employees and to ensure we are appropriately compensating library employees in alignment with other libraries in the labor market.

Motion 22-07-04 A motion was made by Alan Krenek and seconded by Sheila Zuschek to accept Option 2 of the Employers Council contracted rate at \$180/hour not to exceed \$7,200. All in favor.

12. **Supplemental Pay Equity Discussion:** When Kathy stepped down from the additional responsibilities of the Financial Admin to focus on managing her library that work was contracted to Mary Ellen Denomy, CPA. When Ruben Figueroa took another position, Laurie stepped down from the Interim Director position. As we work towards hiring a new Director, the Board of Trustees asked Laurie if she would continue to be the point of contact for Director related issues and questions that come to the District. With Ruben leaving, additional effort is required by the two Branch Managers to manage the Kiowa and Elbert libraries, hence the question and discussion of providing additional compensation for taking on these additional responsibilities. After discussion addressing the level of activities needed to support the various branches and the areas of expertise the current two managers have, the following Board decision was made.

Motion 22-07-05 A motion was made by Patty Lampman and seconded by Alan Krennek to approve a \$1,500/month supplemental pay for both Library Managers for their additional duties in support of managing the Kiowa and Elbert libraries until a Library Manager is hired, at which time the Board will re-evaluate their duties and determine if supplemental pay is still warranted. All in favor.

13. Policy Discussion Regarding Salaried Exempt Employees Recording Time and Time Off Request in Absence of Director: President Lampman noted Library Managers are not currently required to track their time. From an accountability and transparency perspective, it was noted all employees should track their time worked. Also of note was that If any of the salaried non-exempt employees (Library Leads) are working additional hours over and above their 40 hours a week, they should be recording all time worked to ensure the Library District is paying in compliance with current labor laws.

Motion 22-07-06 A motion was made by Patty Lampman and seconded by Robert Thomasson to table the discussion of salaried exempt employees recording time until a Director is hired. All in favor.

14. Performance Evaluations of all Library Employees, Aug/September: The question was asked by President Lampman if the Managers will be able to perform some level of performance review this year so when the Director is hired, that person will have some understanding of how their employees have performed this year? Manager VanCourt mentions historically employee reviews are based upon the results of goals and objectives defined at the beginning of the year. Check-ins are then conducted throughout the year on progress. Summary evaluations are done at the end of the year and discussed with each employee. This year because of the resignation of a Director and the continuing pandemic they were unable to do this activity as typically planned.
15. Staff Training Day Discussion and Set Date: Typically a Director would conduct a training day. For now, an idea is to take the training day and perhaps hold a fun team building event. The Board believes it would be good to also have recognition of employees during this event to show appreciation for their teamwork, due diligence, and commitment to the success of the library during this past year of transition. After a date is set, the Board will be notified.
16. Discussion Regarding Amazon Business Accounts & Library Expenses: President Lampman noticed some of the Amazon expenses did not have taxes and some did. For those purchases that have taxes, we need to ensure we get a business account. Laurie VanCourt will handle the transition to a Library District Amazon Account. All transactions in support of Library Services or Activities should be made with Library Account credit cards, currently an Elan Visa card. It would be best for both Managers and Activity Directors to use the credit cards for purchases.

17. Public Comment: A staff member gave some input into her circumstances of not having maternity leave because of her part time status and how much it impacted her situation. Also, the bereavement leave is only 3 days thus showing the difficulties these limited leave directives are for the employees.
18. Any Other Items or Business from Board Members: Due to the open position of the Kiowa/Elbert Manager, it is incumbent to proceed with a posting for the replacement Manager as soon as possible.

Motion 22-07-07 A motion was made to initiate a posting for the Kiowa/Elbert Manager position with a salary range of \$37,000 to \$45,000 depending upon education and experience. All in favor.

19. Adjourn: A motion was made by Sheila Zuschek and seconded by Alan Krenek to adjourn at 9:38 p.m. All in favor.

Next meeting will be a working meeting to discuss Library Expansion. The meeting will be open to the Public. Public comment will not be allowed. This meeting will be held on August 19th, 2022, at 2 p.m. at the Elizabeth Library unless otherwise noted.

Respectfully submitted by Karen Suchan, Secretary

7 Attachments:

- Resolution 22-07-01 District Insurance upgrade w/Colorado Special District Pool
- Resolution 22-07-02 Approve Posting and Salary Range for Director Posting
- Resolution 22-07-03 Selection of Hiring Committee for Interviewing & Introducing Director Applicants
- Resolution 22-07-04 Approval of Compensation Survey by Employers Council
- Resolution 22-07-05 Supplemental Pay for Library Managers
- Resolution 22-07-06 Table Salaried Exempt Employees Recording Time
- Resolution 22-07-07 Approve Posting and Salary Range for Kiowa Manager Posting

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
District Insurance Upgrade w/Colorado Special District Pool
Resolution - 22-07-01
July 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to approve the District insurance upgrade as put forth by the Colorado Special District Risk Pool when reporting that the District is 28% under insured.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees approves the Library District insurance upgrade recommended by the Colorado Special District Risk Pool based on the evaluation by CBIZ Valuation, an “Insurance Valuation Report of Tangible Property Assets” for the Elbert County Library District’s branches as of June 14, 2022.

Approved this day the 27th of July, 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
Approve Posting & Salary Range for the Director Posting
Resolution - 22-07-02
July 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to secure the employment of a Library District Director ideally by the end of the year and offer a salary of \$70,000-\$90,000 depending upon education and experience.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees has approved the assistance of Colorado Library Consortium (CLiC) to post advertisements for the hiring of a new Library Director using Pines & Plains Libraries website and social media platform, as well as the Colorado State jobline in addition to gathering and assessing applications.

Approved this day the 27th of July, 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

**Selection of Hiring Committee for Interviewing & Introducing Director Applicants
Resolution - 22-07-03
July 27, 2022**

WHEREAS it is the desire of the Pines & Plains Library Trustees to form a Hiring Committee to conduct interviews of candidates coming forth to apply for the position of Library Director for the Pines & Plains Libraries.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees has approved the formation of a Hiring Committee consisting of Patty Lampman and Robert Thomasson who will interview potential candidates and introduce them to the Board and the Staff during the interviewing process.

Approved this day the 27th of July, 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

**Approval of Compensation Salary Survey by Employers Council
Resolution - 22-07-04**

July 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to recognize the need for evidenced based data upon which to assure fair compensation for employees and to align the budget appropriately for next year's salaries.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees will go forward with the recommendation of Sara Wright to perform a compensation salary survey provided by the Employers Council, which is option 2 of Employers Council's quote. The contracted hourly rate is \$180/hour, not to exceed \$7,200.

Approved this day the 27th of July, 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
Supplemental Pay for Library Managers
Resolution - 22-07-05
July 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to recognize the efforts required by Managers Laurie VanCourt and Kathy Wilkinson to oversee and manage the four libraries within the District, supplemental pay will be authorized for the both of them

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees have approved a supplemental pay of \$1,500 for each Manager, until a Library Manager is hired for the Kiowa/Elbert libraries, at which time the Board will re-evaluate the duties of each Manager and determine if supplemental pay is still warranted.

Approved this day the 27th of July, 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

**Table Salaried Exempt / Non Exempt Employees Time Recording
Resolution - 22-07-06
July 27, 2022**

WHEREAS it is the desire of the Pines & Plains Library Trustees to have transparency and accountability of all time worked by all employees.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees have chosen, after a thorough discussion with the Managers, to table this motion about recording all hours worked for Salaried Exempt employees until a Director has been hired who will determine the details of this policy.

Approved this day the 27th of July, 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

**Approve Posting and Salary Range for a Kiowa/Elbert Branch Manager
Resolution - 22-07-07**

July 27, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to fill the vacant position of Branch Manager for the Kiowa and Elbert branches.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees approves the posting of the Branch Manager position for the Kiowa/Elbert branches of the Pines & Plains Libraries with a salary offering of \$37,000 to \$45,000 depending upon the applicant's education and experience.

Approved this day the 27th of July, 2022 by the Pines & Plains Libraries Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary