

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
September 28, 2022

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled meeting at the Elizabeth Library meeting room to begin at 6:30 p.m. At 5:30 p.m. the The Board of Trustees hosted a reception and meet and greet for the Director candidates.

1. Call Meeting to Order: The meeting was called to order at 6:29 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 Zuscheck. Quorum reached. Staff Members: Laurie VanCourt, Kathy Wilkinson, Lisa Hughes, Jen Yadav, Jen Richardson, Susan Austgen, Janey Ino, Elizabeth Erfman, Sandy Burke, Lisa Hughes, and Brenda Abbott and her husband.
3. Introduction of Guests: Director candidates Susan Simmons Byrne and Valeria Fetters
4. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Karen Suchan to approve the agenda. All in favor.
5. Treasurer's Report: Current balance is \$1,133,409.12. The Bank of the West hasn't been able to deposit the \$715,000 we transferred to the new bank account due to an accounting glitch. This should be rectified by the end of the week. Community Bank Money Market has \$802,751.86 with an interest of \$170.42. Bank of Oklahoma has \$21,992.22 with interest of \$0.37.
6. Approval of Minutes from August 24, 2022: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the minutes of August 24. All in favor.
7. Director Candidate Presentations: Each Director candidate provided a thorough presentation of their backgrounds, library experience and ideas generated to address the future of the Pines & Plains libraries.
8. Director Candidate Selection Next Steps: Background checks will be made for each candidate after the 14 day waiting period. The Board will call for a special meeting in October to vote and choose the new Director.

9. Branch Manager's Reports:

Laurie VanCourt spoke to the pause in depositing the \$715,000 into the Bank of the West. The company had just changed ownership and there were glitches in how to process the paperwork. The deposit should be completed by the end of the week.

The auditor recommended we move our Amazon account to a business account. A new cell phone was needed to open the account. Verizon initially couldn't provide the phone because it would be a government account, but after another visit to Verizon, Laurie will be receiving the phone soon and will set up the account.

Laurie also sent a letter to the Elbert Historical Society who needed to reapply for admission to the Economic Enterprise Zone stating how much the Library District appreciates the presence of this museum in the county.

Grants: Laurie received monies from a state grant which was used to purchase a collection of Wonder Books for children. Time ran out for the LTC grant which was for community conversation. The focus group was stymied by the pandemic. The \$3,000 will be returned. The ARPA grant needed to be spent before the deadline. The \$10,900 in grant funds will be applied toward salaries.

Kathy Wilkinson has been receiving inquiries for library cards, noting the interest from the public is growing.

Jen Yadav has been selected as the Elbert/Kiowa Branch Manager. Kathy and Laurie will be transitioning Jen into her new position.

Kathy was able attend a conference in Chattanooga, Tennessee for 3 days paid by The Association of Rural and Small Libraries. She had applied to their Leadership Institute and received this opportunity. She was the only one chosen from Colorado and gave her presentation on "How to Manage Your Staff Through Change".

Jen Richardson reported on the Simla literary and art contest which was based around Simla Days and displayed at the library booth. There is interest in district wide events like this. There will be a creative event Saturday, October 1, 2022 in Simla and the literary and art class will be held again through the month of October. The submissions will be displayed in the respective branches where they are dropped off. Winners will be notified.

There is a Trunk or Treat event again in October and also at Big Sandy school. Community engagement is essential and social media can be a positive factor.

Jen Yadav is the new Elbert/Kiowa Branch Manager and is getting a feel for what is needed as Ruben has been gone for a few months. She met with the school superintendent in Elbert who introduced her to the previous and current school librarians. They provided history about the position. Jen also wants to focus on the schedule at Kiowa to once again open on Saturdays, adjust the staff hours and possibly hire another Library Technician.

10. **Discussion and Vote on Fence Contractor for Retention Pond:** The only response the Board received regarding the fencing project was from American Fence & Building Repair. Other companies were contacted but did not respond. The price of a 444 linear feet chain link fence and a 4 foot gate is \$17,964. A permit is not needed for a 6 foot fence. We are requesting some open space along the inside perimeter of the fence. After installation several “Keep Out” signs will be bought and posted along the fence. It was suggested to build or purchase a few ladders to put along the brick wall to allow for easier egress of the retention pond.

Motion 22-09-01 A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the contract with American Fence & Building Repair to install the 444 linear feet of chain link fencing with a 4 foot gate around the retention pond on the Elizabeth Library property with some open space along the inside perimeter of the fence. The \$17,964 required to purchase and install the fencing will be drawn from the capital improvement fund. An initial deposit of ½ the total bid is needed in order to sign the contract and start the work. All in favor.

11. **Draft Budget Review and Required Public Notice Approval:** The Board of Trustees is required to public notice and post a draft of the proposed 2023 budget during the month of October. There was discussion about the market analysis conducted by the Employer’s Council which was inclusive of reviewing the library’s positions and aligning the positions to like jobs in the Colorado market. They then conducted a market study analysis in alignment with our internal operating revenue and built salary structures for each position. The Library now has salary structures for each position that can be used in hiring and compensating employees. In utilizing the new salary structures not all personnel are paid the same amount. The structures ensure pay equity for employees based on their position and allow for differentiation based on an employee’s education, experience, time in position and tenure with the library. President Lampman will have conversations with each of the Branch Managers outlining the results of the analysis. Mary Ellen Demony, CPA, noted of the 11 million in tax revenue coming to Elbert County, the library district only receives 2.5% of that

tax money. Accounted for in the proposed budget are increases in employee health insurance, PERA, and building insurance. The proposed budget was drafted with a keen sense of utilizing the budget to the best possible outcome.

Motion 22-09-02 A motion was made by Karen Suchan and seconded by Alan Krenek to approve the proposed draft budget for 2023 and provide a public notice of the approval. All in favor.

12. Status on Building Expansion: The Building Expansion committee will continue with further inquiries and possibilities when the new Director has been hired and they can coordinate with the Director.
13. Public Comment: None
14. Any Other Items or Business from Board Members: None
15. Adjourn Meeting: A motion was made by Robert Thomasson and seconded by Alan Krenek for adjournment at 8:53 p.m. All in favor.

Next regularly scheduled meeting will be held on October 26, 2022, at 6 p.m. at the Elizabeth Library.

Respectfully submitted by Karen Suchan, Secretary

2 Attachments:

- Resolution 22–9-01 Approval of Contract with American Fence and Building Repair to Construct a Chain Link Fence Around the Retention Pond
- Resolution 22-09-02 Draft 2023 Budget Review and Public Notice Approval

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

**Approval of Contract with American Fence and Building Repair
to Construct a Chain Link Fence Around the Retention Pond**

Resolution - 22-09-01

September 28, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to ensure public safety and to mitigate the risk of the Elbert County Library District by properly securing the area around the retention pond, which is located on the property of the Elizabeth Library.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees will contract with the American Fence and Building Repair Company to construct a 444 linear foot chain link fence with a 4 foot gate around the retention pond, leaving space inside the fence for potential access. The contracted amount of \$17,694 will be taken from the capital improvement fund. A deposit check will be presented upon contract signing.

Approved this day the 28th day of September, 2022 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
Draft 2023 Budget Review and Public Notice Approval
Resolution - 22-09-02
September 28, 2022

WHEREAS it is the desire of the Pines & Plains Library Trustees to review and approve a draft proposed Annual Budget for 2023 and post a Public Notice pursuant to 29-1-106 C.R.S.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees will approve the draft proposed Annual Budget for 2023 and post a Public Notice as required by Colorado State Law.

Approved this day the 28th of September, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

Karen Suchan, Board Secretary