

Elbert County Library District (dba Pines & Plains Libraries)  
Board of Trustees Minutes  
October 26, 2022

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

1. Call Meeting to Order: The meeting was called to order at 6:00 p.m. by President Patty Lampman.
2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Patty Lampman, Robert Thomasson, Karen Suchan and Sheila Zuscheck. Quorum reached. Staff Members: Laurie VanCourt, Kathy Wilkinson and Jen Yadav.
3. Introduction of Guests: None
4. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the agenda. All in favor.
5. Treasurer's Report: Alan Krenek reports that the Bank of the West account balance is \$715,000. The Bank of Oklahoma has added a service fee for the checking account of \$2, the interest was \$0.36 leaving a balance of \$21,990.58. The Community Bank of Colorado Money Market account has \$802,751.86 with \$164.94 interest yielding \$802,916.80. The Community Bank of Colorado checking account is \$1,134,492.41. With bills paid and a transfer of money to Bank of the West the total deductions of the month was \$724,059.78 yielding a balance of \$353,085.04. All bills are paid. A next payment of \$400,000 is expected in February which will cushion November through January.
6. Approval of Minutes from September 28, 2022: A motion was made by Sheila Zuscheck and seconded by Alan Krenek to approve the September 28, 2022 Monthly Board Meeting minutes. All in favor.
7. Branch Manager's Reports:  
Branch Manager Jen Yadav - She has been doing ASG work and fitting in Branch Manager duties. Harvest Fest will occur on Saturday in Elizabeth. Several programs are scheduled soon. She will meet with the Friends of Kiowa to share needs. Onboarding with Kathy and Laurie is ongoing. She also worked with Mary Ellen and is looking for an ASG.

Branch Manager Kathy Wilkinson - Jen Richardson has resigned as an ASG due to her husband's military transfer. Kathy has received four applications for the ASG position and will be interviewing on Friday. The October holiday event will be set up using a Harry Potter format.

Branch Manager Laurie VanCourt - Use of the meeting room is picking up. Robert Thomasson will be holding a presentation on his book the Barnes of Elbert County. She has one applicant for ASG and one applicant for the Library Tech. Laurie questioned sharing an Activities Services Guide by having two part-time positions. President Lampman recommended talking with Mary Ellen and the new Director to determine how this should be handled. The three Branch Managers and staff attended the online AspenCat presentation which is a 154 library collaborative. The charges for the service will not go up this next year. The Colorado Library Consortium (CLiC) courier bill has been received and has gone up a little. There are a large number of books being shared with the state library systems through the Pines & Plains Library District. Manager VanCourt discussed ebooks and the high prices for acquisition for only a short period of use. Lisa leads the GED program at the library and has tutored a student with great success in completing her GED.

8. Discussion/Approval of Employee Discretionary Bonuses and Transfer of Monies from Current Capital Improvement Account to Payroll: President Lampman, stated at the end of 2021 the Elbert County Library District lost a Director, a Financial Administrator, and a Board of Trustee President during a worldwide pandemic and during a critical period for budget planning and reporting to state and federal entities. These positions were key positions within the organization of the library. These losses within the organization added additional responsibilities to an already short staffed Library District. It wasn't easy, but all full time and part time employees across this district came together as a team taking on any and all additional responsibilities that came their way, all while ensuring the library continued its operations without missing any key government reporting requirements or negatively impacting the excellent service provided to our patrons.

**Motion 22-10-01:** For the staff's excellent service, Patty Lampman, made a motion to approve providing discretionary bonuses to all full time and part time employees in Fiscal Year 2022 not to exceed \$75,000. This discretionary bonus does not include subs.

For hourly employees, this discretionary bonus is intended to equal the difference between the employees 2022 hourly rate and their 2023 hourly rate, multiplied by the hours worked for the year projected through Dec 31, 2022.

For salaried non-exempt employees and managers for Elizabeth and Simla, this discretionary bonus is intended to equal the difference between their 2022 salaried rate and their 2023 salaried rate. Managers will have their total of their supplemental pay paid through October 2022 deducted from their discretionary bonus giving them the final amount for their discretionary bonus received.

For the new manager in 2022 for the Kiowa/Elbert libraries, this discretionary bonus will be calculated as follows. The amount of the bonus for her ASG duties will be the difference in her hourly rate for 2022 and her hourly rate for 2023, multiplied by hours worked as an ASG. The amount of discretionary bonus is based on the difference between her 2022 salaried four month employment as a Branch Manager, and her 2023 salary as a Branch Manager. That difference will be divided by 12 (as if she were a manager for the entire year) and multiplied by 4 (the actual months as branch manager). No supplemental pay deduction will occur because no supplemental pay was paid to her in 2022.

To cover the costs of this additional payroll, \$30,000 currently budgeted in the Capital Improvements shall be transferred or re-budgeted to the November payroll. A motion was made by Robert Thomasson and seconded by Alana Krenek to approve the payroll plan for staff discretionary bonuses as put forth by President Lampman. All in favor.

9. Discussion/Approval on Removal of Supplemental Pay for Library Managers Commencing with November Payroll:

**Motion 22-10-02:** Because the Board of Trustees is expecting a new Director to start on December 5, 2022, Patty Lampman, made a motion the Board of Trustees withdrawal the monthly discretionary bonus (supplemental pay) from the Library Managers effective with the November pay period and replace it with the annual discretionary bonus being paid to all employees. A motion was made by Robert Thomasson and seconded by Alan Krenek to enact this removal of Supplemental Pay for Library Managers commencing with the November payroll. All in favor.

10. Discussion/Approval of Additional Benefit for Director Offer: As an addition to the employment offer for the selected Director candidate, the candidate asks for an exception to the vacation accrual for full time employees and that she be provided the vacation benefit of accruing 120 hours per year starting in year one versus waiting until year six.

**Motion 22-10-03:** The Board of Trustees shall grant an exception to the Employee Vacation Accrual policy for the new Director candidate to allow the new Director to accrue 120 hours per year (the 6 year accrual level) with accrual beginning immediately upon her start date and accrual vacation time becoming available at the end of the first pay period. A motion was made by Sheila Zuschek and seconded by Alan Krenek to accept this requested exception to the employee vacation accrual policy currently stated in the Employee Handbook. All in favor.

11. Public Comment: None

12. Any Other Items or Business from Board Members:

President Lampman advised the board that Mary Ellen Denomy, CPA with whom the Board has contracted to work the district financials and payroll, had advertised at the Colorado Society of Public Accountants a need for a CPA to conduct our annual audit. President Lampman received one negative response indicating the district's operating revenue didn't make it financially feasible for the auditor to do the work involved. President Lampman contacted May, Jackson, Hendrick, LLC to see if they would be available to conduct the audit again for 2022. They are available and said they could perform the audit at a cost of \$9,000. This amount was a few thousand more than last year's audit due to a rate and hour increase.

**Motion 22-10-04:** A motion was made by Patty Lampman and seconded by Robert Thomasson to approve the bid of \$9,000 for the cost of an annual audit to be conducted by CPA firm May, Jackson, and Hendrick LLC located in Parker. Lori Hendrick will be conducting the audit again this year. All in favor.

President Lampman became aware that Elbert County had not submitted their 2021 annually required audit to the State Auditor. She advised that she had sent an email to the County to determine if this issue posed any liability for the Elbert County Library District. Commissioner Richardson responded, "This will have no impact on any taxing entity that the county collects for"

President Lampman sent requirements for an automated payroll and timekeeping system to the Library Managers for review. She will incorporate their feedback and will contact the vendors (ADP, Paychex, Paylocity) to schedule demonstrations in November.

14. Adjourn Meeting: A motion was made by Alan Krenek and seconded by Robert Thomasson for adjournment at 7:35 p.m. All in favor.

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

Respectfully submitted by Karen Suchan, Secretary

4 Attachments:

Resolution 22-10-01: Approval of Employee Discretionary Bonuses and Transfer of Monies from Current Capital Improvement Account to Payroll

Resolution 22-10-02: Approval on Removal of Supplemental Pay for Library Managers Commencing with November Payroll

Resolution 22-10-03: Approval of Additional Benefit for Director Offer

Resolution 22-10-04: Approval of Bid from May, Jackson, Hendrick, LLC in support of the 2021 Annual Audit

Elbert County Library District (dba Pines & Plains Libraries)

Board of Trustees

**Resolution 22-10-01 - Approval of Employee Discretionary Bonuses and  
Transfer of Monies from Current Capital Improvement Account to Payroll**

October 26, 2022

**WHEREAS** it is the desire of the Pines & Plains Libraries Board of Trustees to acknowledge the staff's excellent service provided during the absence of a Director. The Board of Trustees approved providing discretionary bonuses to all full time and part time employees in Fiscal Year 2022.

**NOW THEREFORE LET IT BE RESOLVED THAT** the Board of Trustees approves the motion to provide discretionary bonuses, not exceed a total \$75,000. This discretionary bonus will not include subs and requires regular part time and full time employees be employed with the district on November 15, 2022 to receive the discretionary bonus.

For hourly employees, this discretionary bonus is intended to equal the difference between the employees 2022 hourly rate and their 2023 hourly rate, multiplied by the hours worked for the year projected through Dec 31, 2022. For salaried exempt and nonexempt employees

For salaried non-exempt employees and managers for Elizabeth and Simla, this discretionary bonus is intended to equal the difference between their 2022 salaried rate and their 2023 salaried rate. Managers will have their supplemental pay paid through October 2022 deducted from their discretionary bonus to give them the amount for their discretionary bonus.

For the new manager in 2022 for Kiowa/Elbert, this discretionary bonus will be calculated as follows. The amount of the bonus for her ASG duties will be the difference in her hourly rate for 2022 and her hourly rate for 2023, multiplied by hours worked as an ASG. The amount of discretionary bonus is based on the difference between her 2022 salaried four month employment as a Branch Manager, and her 2023 salary as a Branch Manager. That difference will be divided by 12 (as if she were a manager for the entire year) and multiplied by 4 (the actual months as branch manager). No supplemental pay deduction will occur because no supplemental pay was paid to her in 2022.

To cover the costs of this additional payroll, \$30,000 currently budgeted in the Capital

Improvements shall be transferred or re-budgeted to the November payroll.

Approved this day the 26th day of October, 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

**Motion 22-10-02 - Approval on Removal of Supplemental Pay for Library  
Managers Commencing with November Payroll**

October 26, 2022

**WHEREAS** it is the desire of the Pines & Plains Libraries Trustees to welcome the new Director of the Pines and Plains Libraries. Since the new Director will be tentatively starting December 5, 2022, the Board of Trustees votes to remove the monthly discretionary bonus (supplemental pay) from the pay of the Library Managers.

**NOW THEREFORE LET IT BE RESOLVED THAT** the Board of Trustees will institute this removal effective with the November pay period and replace it with the annual discretionary bonus being paid to all employees.

Approved this day the 26th day of October 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  
October 26, 2022

**Motion 22-10-03 - Approval of Additional Benefit for Director Offer**

**WHEREAS** it is the desire of the Pines & Plains Library Trustees to acquire a Director for the Elbert County Library District. A request was made for an exception to the vacation accrual for full time employees and to provide the Director the vacation benefit of accruing 120 hours (at the 6th year level) per year, starting in year one.

**NOW THEREFORE LET IT BE RESOLVED THAT** the Board of Trustees has motioned and agreed to make the exception to the Employee Handbook policy and allow accrual of vacation time at 120 hrs for the Director, beginning immediately on the start date with accrued time becoming available with the 1st pay period.

Approved this day the 26th of October 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

**Motion 22-10-04 - Approval of Bid from May, Jackson, Hendrick, LLC in support of  
the 2021 Annual Audit**

October 26, 2022

**WHEREAS** it is the desire of the Pine & Plains Libraries Board of Trustees to hire an accounting firm to perform the 2022 annual audit for the Elbert County Library District as a matter of compliance with state statutes, May, Jackson, Hendrick, LLC has accepted the offer to perform this audit.

**NOW THEREFORE LET IT BE RESOLVED THAT** the Board of Trustees approves of the hiring of May, Jackson, Hendrick, LLC to perform the 2022 annual audit as required by state statutes, at the estimated cost of \$9,000.00.

Approved this day the 26th day of October by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
Patty Lampman, Board President

By: \_\_\_\_\_  
Karen Suchan, Board Secretary