

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
November 22, 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 6:06 p.m. by President Patty Lampman.
2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Patty Lampman, Karen Suchan and Sheila Zuscheck. Quorum reached. Staff Members: Laurie VanCourt, Kathy Wilkinson, Jen Yadav.
3. Introduction of Guests: Susan Simmons Byrne & Wendy Walp
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: Alan Krenek reports the Bank of the West money market account has a balance of \$715,000 with checks and interest earned with an October 31st balance of \$714,769.13. There is a question about earning more interest on this account. Treasurer Krenek had understood the interest to be more. Treasurer Krenek has contacted the bank regarding the difference in earnings and the bank is looking into the problem to understand why the account is not earning the amount we had anticipated. Bank of Oklahoma has a balance of \$21,990.58. There is a service charge being charged on this account in which we have no loans and earn very little interest. We keep this bank account to have an open line of credit, but now think we should possibly consider whether we should keep this account to alleviate the service charge. Treasurer Krenek will conduct additional research on other investment options and advise the board. The Community Bank of Colorado Money Market balance is \$803,087.29. Community Bank of Colorado checking was \$1,105,463.76 with total transactions of \$751,676.81 with a cleared amount of \$212,081.60. Discretionary bonuses paid were \$56,000 and a deposit is expected to arrive in February. For the 2022 budget year we are under budget.
6. Approval of Minutes from September 28, 2022: A motion was made by Alan Krenek and seconded by Sheila Zuscheck to approve the September 28, 2022 monthly Board Meeting Minutes. All in favor.
7. Branch Manager's Reports: Laurie VanCourt - "Neighbors helping Neighbors" is very successful and hosted by the county. The cookie decorating by Jen is popular as well as Robert's barn books which represent mindful photography. There is still an opening for an ASG. The chess club is growing. Alan and Jen participated in the Harvest Festival.

Branch Manager Kathy Wilkinson - A Halloween event was hosted by Kamber Watts. Jen has been tutoring and is leaving the area on December 2 for military relocation. An annual holiday craft series will be created for craft construction as well as a paint party and cookie baking. Santa comes to the fire station and then the parade begins for Christmas. A thank you card from Simla with lovely photos was given to the Board.

Branch Manager Jen Yadav - Halloween story time was popular with 40 people attending. Jen met with the Friends of Kiowa and set up a meeting with the group.

There will be follow up with Rick regarding handyman issues. A door is still needed in Kiowa to secure the building. Jen set up a separate account to order "Play Away" for wonder books for the Kiowa branch. Over 30 people came to "How to Catch a Turkey" and many are interested in a curiosity club.

8. 2023 Budget Review/Approval: There were only a few changes to the budget. The property liability contract increased from \$15,000 to \$16,000. Trustee Zuschek asked about the Library's IT and telephone services, whether they were owned or rented. It was stated our IT hardware is owned by the Library District. We own the telephone and have a contract for the service. The audit service increased from last year from \$7,800 to \$9,000.

Since Elbert County has not yet submitted the county audit to the state, which was due in July, Mary Ellen Denomy reached out to the State of Colorado to determine if this impacts the Library District, per the state this will not impact the District.

Motion 22-11-01: A motion was made by Sheila Zuschek to adopt the 2023 Annual Budget summarizing expenditures and revenues for each fund for the calendar year beginning on the first day of January 2023 and ending on the last day of December 2023. The motion was seconded by Karen Suchan. All in favor.

9. Review/Approve 2023 Calendar: The Pines & Plains Libraries 2023 Meeting Schedule was reviewed by the Board. The Staff Meeting dates and the Stat Dates previously noted on the 2022 Calendar will be determined by the new Director and is the reason for those two sections to be noted as TBD. A request was made by the Elizabeth Library Manager to close all libraries early, at 3 p.m. on the day before the Thanksgiving holiday (November 22, 2023) and on New Year's Eve (Dec 31, 2023). This request was made for the safety of the staff, so they could be home before dark to avoid holiday traffic.

Motion 22-11-02: A motion was made by Trustee Sheila Zuschek to approve the Pines & Plains Libraries 2023 Meeting Schedule as documented (see attached) with a change to the previous year holiday closing times for Thanksgiving and New Year's Eve. The closing times for November 22, 2023 and for December 31, 2023 will be 3:00 pm. The motion was seconded by Alan Krenek. All in Favor.

10. Library Foundation Update: Wendy Walp provided a Foundation & Friends Financial Report reflecting a balance on 9/30/22 of \$94,660.93. Foundation member Patty Sward is leaving the Foundation. Two more officers are needed for the Foundation Board. A January meeting will be set up to discuss the need for a Vice President replacement and a Secretary replacement. Ideas are being generated for raising funds.
11. 2023 Audit Update: Mary Ellen Denomy has been gathering documents in preparation for the Auditor, Lori Hendrick with May Jackson Hendrick, LLC. The audit is scheduled for January 30, 2023.
12. Public Comment: None.

13. Any Other Items or Business from Board Members: Trustee Zuschek noted in the past a town story book walk was very successful and perhaps could be used next year. A fireside book reading was also very popular and can be utilized next year as well. Laurie VanCourt brought up the idea of our Board of Trustees making a trip to the new Castle Rock library to obtain ideas for our own building enhancement.
14. Adjourn Meeting: A motion was made by Alan Krenek and seconded by Patty Lampman for adjournment at 7:02 p.m. All in favor.

Next regularly scheduled meeting will be held on Wednesday, January 25, 2023 at 6 p.m. at the Elizabeth Library.

Respectfully submitted by Karen Suchan, Secretary

3 Attachments:

Resolution 22-11-01: 2023 Annual Budget Adoption

Resolution 22-11-02: 2023 Pines & Plains Libraries Meeting Schedule Approval and 2023 Schedule

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees
Resolution 22-11-01 - 2023 Budget Adoption
November 22, 2022

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE ELBERT COUNTY LIBRARY DISTRICT, DBA PINES & PLAINS LIBRARIES, ELBERT COUNTY, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS, The Board of Trustees of the Pines & Plains Libraries appointed Patty J Lampman to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Ms. Patty J Lampman has submitted a proposed budget to this governing body prior to November 22, 2022 for its consideration; and

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 22, 2022. Interested taxpayers were given the opportunity to file or register any objections to said propose budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenue, or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW THEREFORE, BE IT RESOLVED BY The Pines & Plains Libraries, Elbert County Colorado;

Section 1. That the budget as submitted, amended and summarized by the fund hereby is approved and adopted as the budget of the Pines & Plains Libraries for the calendar year 2023.

Section 2. That the budget hereby approved and adopted shall be signed by the President and Treasurer and made part of the public records of the District.

ADOPTED, this 22nd day of November, A.D. 2022.

Attest: _____
Patty J Lampman, President

Alan L. Krenek, Treasurer

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees
Resolution 22-11-02 - 2023 Pines & Plains Libraries Meeting Schedule Approval
November 22, 2022

WHEREAS it is the desire of the Pines & Plains Libraries Trustees to approve the 2023 Pines & Plains Libraries 2023 Meeting Schedule with a change to holiday closing times for Thanksgiving and New Year's Eve.

NOW THEREFORE LET IT BE RESOLVED THAT The Board of Trustees have approved the 2023 Pines & Plains Libraries Meeting Schedule with a change to the holiday closing times for Thanksgiving and New Year's Eve. The closing times for November 22, 2023 and for December 31, 2023 will be 3:00 pm.

Approved this 22nd day of November, 2022 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary



Pines & Plains Libraries 2023 Meeting Schedule

Elizabeth Meeting Room, unless otherwise noted
651 W. Beverly Street, Elizabeth, CO 80107
303-646-3792

Board Meetings @ 6:00 p.m.

Wednesday, January 25	
Wednesday, February 22	
Wednesday, March 22	
Wednesday, April 26	
Wednesday, May 24	Kiowa
Wednesday, June 28	Simla
Wednesday, July 26	
Wednesday, August 23	
Wednesday, September 27	Elbert
Wednesday, October 25	
Tuesday, November 21	
Monday, December 4	Special Board Meeting (only to approve budget if needed)

Staff Meeting Dates:

TBD - Director to announce

Stat Dates:

TBD - Director to announce

Holidays:

Sunday, 1/1, New Year's Day - Monday will be the day off.
Monday, 1/16, Martin Luther King Day
Monday, 2/20, President's Day
Monday, 5/29, Memorial Day
Monday, 6/19, Juneteenth
Tuesday, 7/4, Independence Day
Monday, 9/4, Labor Day
Thursday, 11/23, Thanksgiving Day, The Libraries will close at 3:00 p.m. on 11/22
Sunday, 12/24, Christmas Eve
Monday, 12/25, Christmas Day -
Sunday, 12/31, New Year's Eve, The Libraries will close at 3:00 p.m.

All regularly scheduled employees shall be compensated at their regular rate of pay for the number of hours the employee would have been scheduled to work on the holiday. Employees not scheduled to work on a holiday receive no additional compensation for the holiday. If a recognized holiday falls on a Sunday, P&PL will observe it on the Monday following the holiday. Closing the libraries early on the eve of certain holidays is at the discretion of the Director. Employees regularly scheduled to work those hours will not be paid.

Postings:

Notification of Trustee Meetings will be posted at all Library Branch locations and on pplibraries.org