

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
January 25, 2023

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 5:55 p.m. by President Patty Lampman.
2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Patty Lampman, Karen Suchan, Robert Thomasson and Sheila Zuscheck. Quorum reached. Staff Members: Susan Simmons Byrne, Laurie VanCourt, Jen Yadav, Kathy Wilkinson (remote).
3. Introduction of Guests: Ruth Ann Stricker and Mary Ellen Denomy.
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 that the Community Bank of Colorado Money Market balance is \$803,422.86 with last month's interest of \$170.56. The Community Bank of Colorado checking balance is \$202,336.26. Cleared transactions in the last time period were \$43,126.46. \$21,766.74 has yet to be cleared. The Bank of Oklahoma has a deposit of \$21,985.68. This bank is currently charging \$2.00/month service charge on the account. This amount was previously charged due to a loan account held in the past. There is no longer a loan held at the Bank of Oklahoma. This will be scrutinized by Treasurer Krenek. At Bank of the West the balance is \$714,781.07 with an interest yield of \$6.07. By comparison, the Community Bank of Colorado interest is .125 whereas the Bank of the West's interest rate is .015. Director Byrne will contact Travis in the Corporate Office to discuss this matter.
6. Approval of Minutes from November 22 and December 6, 2022: A motion was made by Robert Thomasson and seconded by Alan Krenek to approve the November 22, 2022 Monthly Board Meeting and December 6, 2022 Special Board Meeting Minutes. All in favor.
7. Branch Director and Manager's Reports: Director, Susan Simmons Byrne:
 1. The Director is focusing on getting to know the staff and is starting to branch out into the community.
 2. Libraries have been closed recently due to snow, cold and power outages.
 3. Branch Managers are having short talks with staff by the end of January since performance appraisals have not occurred for some time.
 4. Staff Day is Thursday, April 27, 2023. The libraries will be closed that day so

- that staff can attend training.
5. Paylocity will process the district's first payroll on February 22, 2023.
 6. Subs will also be included in the Healthy Families and Workplaces Act leave. They will earn 1 hour for every 30 hours worked.
 7. Warehouse heaters are being repaired to keep the warehouse at a temperature above freezing to prevent ruptured water pipes.
 8. The P&P Libraries District applied for a Colorado Special District Pool safety grant to reimburse up to 50% for purchases which increase safety. We received \$2,655.83 and applied it toward the amount paid for the fencing project around the retention pond.
 8. Susan Byrne is scheduled to present the annual report to the Board of County Commissioners at the BOCC meeting on Wednesday, February 8.
 9. Two Trustee training opportunities are available - CLiC Webinar February 23-2, 2023 and CAL Conference October 12-14, 2023.

Simla Branch Manager, Kathy Wilkinson:

1. There is an increase in patronage thus becoming busier and steadier. Very exciting times.
2. Story time is growing and families are coming more regularly which is exciting.
3. Some marketing ideas will be implemented to increase attendance.
4. Kamber is mixing up Story Time a bit and is incorporating fun activities like "I spy" and other physical activities to meet different needs.
5. The transition between Kamber and Jen has been very successful and can be implemented in the future if there is an opportunity. There is no drop out in our programming or attendance.
6. New programming is taking shape for 2023.
7. Simla branch is testing having 1 person activities available for adults that come in. They have mentally stimulating activities and puzzles.
8. Kathy completed the Technology Inventory for the audit.
9. Kathy completed the information employee reviews.
10. We are working with some homeschool families and tutors in our area to host a meeting in our library to help address a new need in our community.

Jen Yadav, Branch Manager, Elbert & Kiowa Branches:

1. Splitting time between Elbert and Kiowa branches and as Activity Services Guide as well as Branch Manager.
2. Hired a 20 hour ASG for Elizabeth, Kiowa & Elbert. Amala started on Monday. She will be a good fit for the team and teaches at a school in Parker giving her good experience.
3. We are posting for another 20 hour Activity Services Guide. Most potential hires appreciate the part time aspect.
4. A new Library Services Technician will start on February 6. Mindy Muller will split time between Elizabeth and Kiowa, providing us the ability to reopen Kiowa on Saturdays.
5. Activities include the Friday afternoon chess club which is going strong. Story times have been steady with a large story time of 33 people recently. Alan

- brought his dog to greet the children.
7. The Spectral Storytelling Society will come again to Elizabeth on Thursday at 7pm. This is usually very engaging for the group.

Laurie VanCourt, Branch Manager, Elizabeth Library:

1. Laurie expressed her delight at having Susan as the Director after so long without such leadership.
 2. We keep seeing new people and story time is getting bigger. The use of the meeting room has increased with numerous groups coming back for their meetings such as a group of homeschoolers on Wednesdays 11-3; a Bible Group and Homeowners Associations meetings.
 3. We keep buying and weeding books.
 4. The Library Services Technician job has been set for 23 hours instead of 30 hours. Laurie offered 5 of the hours to Elizabeth Erffman. Those hours can be dedicated to the Wonder Books project and to the Integrated Library System to develop some weeding lists.
 5. Bob Bennhoff gave a presentation about the catalog and the staff received helpful information.
8. 2022 Audit Status: Mary Ellen Demony and Director Byrne are working with the Auditor and will finalize the audit by January 30th.
 9. Status Update Retention Pond Signage: Alan Krenek reports that the Elizabeth Business Center has not yet produced the metal "Keep Out" signs required for the new retention pond fencing. If there is still no action on producing the signs, Alan will check with Office Max in Parker to generate the 6 metal signs needed for completion of the fencing project.
 10. Status on Automated Payroll Activities: President Lampman noted one of our goals for 2022 was to move to an automated payroll system. Since Director Byrnes arrival, she is initiating the move to an automated payroll system. Three companies, ADP, Paychex and Paylocity presented their demonstrations and Paylocity was chosen. Paylocity provides the best value for the money and has connections to the Employer's Council in Colorado which is utilized for HR consulting and support. They also have the best interface and features. They are familiar with PERA and even though they cannot interface directly with PERA, they can help create a spreadsheet that will enable us to submit directly to PERA. They were also the lowest quote received. QuickBooks will be loaded on January 26. A separate checking account has been opened with Community Banks and will be dedicated to Paylocity for the purpose of payroll. Susan will transfer money monthly to this account to support payroll processing. She will only transfer the amount required for the monthly payroll. Paylocity's startup costs included a one time implementation fee; and a monthly Paylocity fee. The service also includes Benefits, Personnel, Travel, W2's once a year. The Board of Trustees approves each monthly automatic payment. Director Byrnes chose to set up the payments as a packet of 12 yearly payments, a motion and resolution were made by the

Board of Trustees to cover each monthly withdrawal by Paylocity's system through the end of 2023.

Motion 23-01-01: President Lampman made a motion to transfer \$126k from the Bank of the West checking account to Community Banks of Colorado checking account to support payroll and benefit expenses for 2023. The motion was seconded by Robert Thomasson. All in favor.

11. Discussion/Approval of New Account Setup for Automated Payroll Accounting and Transfer of Funds:

Motion 23-01-02: President Lampman made a motion to transfer the amounts as defined in the attached **2023 Monthly Payroll Transfers** document. These transfers will occur on a monthly basis from the Community Banks of Colorado checking account to the Community Banks of Colorado payroll account effective January 25, 2023. This transfer is for the purpose of covering payroll and benefits expenses for 2023 in support of Pines and Plains Libraries automated payroll processing with Paylocity. The motion was seconded by Robert Thomasson. All in favor.

12. Discussion/Approval of Funds from Admin Salary Account to ASG Salary Account:

Motion 23-01-03: President Lampman made a motion to transfer \$12,500 from the budget line item of Administrative Assistant to the Activity Services Guide line item, effective January 25, 2023. This transfer is to support the hire of additional Activity Service Guides to support the Elizabeth, Kiowa and Elbert library branches. The motion was seconded by Karen Suchan. All in favor.

13. Discussion Regarding Expansion of Library Services to the NW Corner of the County: Director Byrnes had a conversation with Rick Pettitt, former Commissioner, about library access to the larger areas outside of town closer to Parker. Several ideas were discussed by the Board of Trustees as consideration on how to expand the Pines & Plains Libraries District, in consideration of being queried about developing libraries closer to that area of the county.

A "Needs Assessment" would be essential in understanding the bigger picture of the entire county and would provide a clearer vision of where the efforts would best be served while honoring the county taxpayers.

14. Discussion of Nepotism Policy for Employees and Trustees: In the Employee Handbook there is a section addressing nepotism phrased as "Romantic and Family Relationships at Work" related to hiring of family members. In order to avoid a conflict of interests or favoritism it was discussed this should also apply to the Board of Trustees. This topic could be set forth in the Trustee bylaws. This topic will be addressed more thoroughly as we commit to being transparent with our ethics for the library district.

15. Discussion Regarding Trustee Virtual Conference and Training: With regard to library standards, a pertinent standard is that Trustees attend a training session once a year. There is a CLiC virtual training on February 23-24, 2023. The CAL conference is on October 12-14, 2023 in Loveland. Director Byrne also mentioned inviting a person from the state library to come to the Elizabeth library to provide Trustee training.
16. Discussion Regarding Adding New Board Trustee to Replace Trustee Patty Lampman; term ending January 2023 and March Board of Trustee Officer Elections: President Lampman spoke of the accomplishments the Board was able to meet, including every regulatory requirement during a very trying time. The whole staff stepped up and performed excellently. Patty Lampman will end her Presidency at the end of January. Ruth Ann Stricker spoke to her commitment to libraries and her desire to reach out to the elderly for support and access to rewarding activities. She was selected and has agreed to join the Board of Trustees. The Board will make a motion to approve her acceptance to the Board of Trustees. Her nomination and acceptance will be submitted to the Board of County Commissioners for Elbert County for ratification at the February BOCC meeting. Patty Lampman will remain on the Board until Ruth Ann has been officially ratified and will then retire from the Board of Trustees. March elections were not discussed.

Motion 23-01-04: A motion was made by Sheila Zuschek to appoint Ruth Ann Stricker to the Pines & Plains Libraries Board of Trustees to be ratified by the Elbert County Commissioners. Karen Suchan seconded the motion. All in favor.

17. Public Comment: Mary Ellen Denomy thanked the Board for allowing her to “do the numbers” for our Library District financials. The Board, in turn, thanked her greatly for her acumen and friendly help.
18. Any other Items/Business from Board Members: None
19. Adjourn: A motion was made by Alan Krenek and seconded by Patty Lampman to adjourn at 7:55 p.m. All in favor.

Next regularly scheduled meeting will be held on Wednesday, February 22, 2023 at 6 p.m. at the Elizabeth Library.

Respectfully submitted by Karen Suchan, Secretary

4 Attachments:

Resolution 23-01-01: Bank Transfer from Bank of the West to Community Banks of Colorado for Payroll and Benefits Expenses for 2023

Resolution 23-01-02: Bank Transfer between Community Banks of Colorado Checking and Payroll Accounts

Resolution 23-01-03: Funds Transfer from Administrative Assistant Budget Line Item to Activity Services Guide Budget Line Item

Resolution 23-01-04: Appointment of Ruth Ann Stricker to the Pines & Plains Libraries Board of Trustees

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

**Bank Transfer from Bank of the West to Community Banks of Colorado for
Payroll and Benefits Expenses for 2023**

Resolution - 23-01-01

January 25, 2023

WHEREAS it is the desire of the Pines & Plains Libraries Board of Trustees to transfer funds in the amount of \$126K from the Bank of the West checking account to Community Banks of Colorado checking account. The purpose of the bank transfer is to support payroll and benefits expenses for 2023.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the Bank Transfer of \$126K from Bank of the West checking account to the Community Banks of Colorado checking account for the purpose of paying payroll and benefits expenses for 2023.

Approved this 25th day of January, 2023 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

**Bank Transfer between Community Banks of Colorado Checking and Payroll
Accounts**

Resolution - 23-01-02

January 25, 2023

WHEREAS it is the desire of the Pines & Plains Libraries Board of Trustees to transfer the amounts defined in the attached 2023 Monthly Payroll Transfers document from the Community Banks of Colorado checking account to the Community Banks of Colorado payroll account for the purpose of covering payroll and benefits expenses for 2023 in support of Pines and Plains Libraries automated payroll processing with Paylocity.

NOW THEREFORE BE IT RESOLVED THAT the Pines and Plains Libraries Board of Trustees approves the transfer of funds in the amounts defined in the 2023 Monthly Payroll Transfers document to cover the 2023 monthly payroll and benefits expenses, effective January 25, 2023.

Approved this 25th day of January, 2023 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
**Funds Transfer from Administrative Assistant Budget Line Item to Activity
Services Guide Budget Line Item**
Resolution - 23-01-03
January 25, 2023

WHEREAS it is the desire of the Pines & Plains Libraries Board of Trustees to ensure funds are available in the Activity Service Guide line item of the 2023 budget to support the hire of additional Activity Services Guides to support the Elizabeth, Kiowa and Elbert library branches.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees approves the transfer of \$12,500 from the budget line item of Administrative Assistance to the Activity Services Guide line item, effective January 25, 2023.

Approved this 25th day of January, 2023 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
**Appointment of Ruth Ann Stricker to the Pines & Plains
Library Board of Trustees**
Resolution - 23-01-04
January 25, 2023

WHEREAS it is the desire of the Pines & Plains Library Board of Trustees to fill the open seat of retiring President Patty Lampman by appointing Ruth Ann Stricker to the Pines & Plains Libraries Board of Trustees after ratification by the Elbert County Board of Commissioners.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees appoint Ruth Ann Stricker, pending ratification by the Elbert County Board of Commissioners, to the Pines & Plains Libraries Board of Trustees.

Approved this 25th day of January, 2023 by the Pines & Plains Library Board of Trustees.

By: _____
Patty Lampman, Board President

By: _____
Karen Suchan, Board Secretary