

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
February 22, 2023

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled meeting via online format due to weather concerns.

1. Call Meeting to Order: The meeting was called to order at 6:02 p.m. by Vice President Robert Thomasson.

2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Robert Thomasson, Sheila Zuschek, Karen Suchan and RuthAnn Stricker.

Staff present: Director Susan Byrne, Branch Managers Laurie Van Court and Jennifer Yadav.

3. Introduction of Guests: Wendy Walp and Patty Lampman.

4. Acceptance of the Agenda: A motion was made by Sheila Zuschek and seconded by Alan Krenek to accept the agenda. All in favor.

5. Treasurer's Report: Alan Krenek reports that the current balance with Bank of the West Money Market account is \$588,787.11, interest is \$6.04. The only transaction from that account was a transfer of \$126,000 to the Community Bank of Colorado to cover bills until the next property taxes arrive.

The Bank of Oklahoma checking account balance is \$21,984.05 which includes a deduction for the \$2 service charge and interest earned of \$0.37.

The payroll account in Community Bank of Colorado is \$66,000 and payroll and taxes are being deducted today so the balance is not known yet.

Community Bank of Colorado Money Market account is \$803,593.45 with interest earned of \$170.59.

The Community Bank of Colorado checking account, a non-interest bearing account with no service charges, has a balance of \$196,813.

A thorough discussion was had regarding a multiple money movement plan to increase the option for higher interest rates with accounts currently held by the library district considering the bank's rules regarding public utility entities. The following motion was put forth:

Motion 23-02-01: Treasurer Alan Krenek made a motion to transfer funds from the bank accounts according to the following schedule to obtain the best possible interest rates for the library district's funds. The motion was seconded by Sheila Zuschek. All board members voted in favor and the motion passed.

Step 1: Transfer \$10,000 from the Community Banks of Colorado Money Market Account to open a new money market account at the Bank of the West.

Step 2: Transfer \$700,000 from the Community Banks of Colorado Money Market Account to the new Bank of the West Money Market Account.

Step 3: Transfer any remaining money in the first Bank of the West Money Market Account to the Community Banks of Colorado Money Market Account, effectively closing this original Bank of the West Money Market Account.

6. Approval of Minutes from January 25, 2023: A motion was made by Alan Krenek and seconded by Robert Thomasson to approve the minutes of January 25, 2023. All in favor.

7. District Director and Branch Managers' Reports:

Director, Susan Byrne:

The library director presented the library district's annual report to the Elbert County Board of County Commissioners on February 8, 2023. Robert Thomasson, Library Board Vice President, attended the meeting with the library director. Each of the County Commissioners asked good questions of the library director.

The library director's next steps for the library district's expansion are to identify consultants/ organizations who do professional needs analyses for library services. The director will then issue a Request for Proposal to those organizations which have been identified.

The director requested four days off to visit her parents in Kansas: Monday, February 27 through Thursday, March 2, returning to work on Friday, March 3. She will be working from Kansas during this time, attending meetings virtually.

Because of her stomach flu, the director wasn't able to collate statistics for the meeting.

Simla Library Report - Kathy Wilkinson: We have STEM topics, like Lava lamps, for programming and the kids enjoy them. The new ASG is doing a great job and is working with the coordinators at our senior luncheon and Good Samaritan nursing home to bring books to our seniors through a traveling library.// The ASG is also exploring restarting a traveling library for Big Sandy school.// Monthly movie night is well attended.// Del and Abby are cataloging books and they are purchasing the right books because new shelves

have to be filled with the older books because the new books are going off the shelves.// The Simla crew is embracing our new time clock system Paylocity.// They are taking measures to tackle food insecurity in the area. If there are children in the library who haven't eaten they can provide sandwiches and a small snack for them.

Kiowa & Elbert Report - Jen Yadav: We are working with our new Activities Services Guide, Amala, to become familiar with the duties. Monday story time is really growing with a recent 30 person count. She is looking into getting a "thousand books before kindergarten" started again. She is getting familiar with the summer reading platform. We are getting our new Library Service Tech, Mindy, who will work in Kiowa and Elizabeth. Kiowa is now open Saturdays, with 16 people coming in that first Saturday.

Elizabeth Report - Laurie Van Court: Circulation continues to climb with more people coming in and many children signing up for library cards. Amala is ½ of the Activities Service Guide at Elizabeth so we need the other 20 hours to be covered. We will find the right person eventually. The meeting room is well attended including a homeschool group. We need to do some weeding so there is room for new books. Paylocity is a work in progress for the team here. It will be sorted out eventually.

8. 2022 Audit Status: The onsite meetings with the Auditor went well and follow up questions have been answered. The efforts by all the branch managers, Patty Lampman, and Mary Ellen Demony were very helpful in locating pertinent documents. Procedures have been changed so this is a positive move.
9. Status Update Retention Pond Signage: Alan Krenek reports that he has the signs for the retention pond fencing and hopes to install the signs by next week. The original sign estimate was for \$500 but the charge was \$122. He will need some help to put on the tamper proof screws in place in the following week.
10. Status on Automated Payroll Activities: Paylocity processed payroll for the first time yesterday and the payments were a success. There are many parts that go into this process and we will be starting a new HR Component the second week of March. We'll have one more month of monthly payroll to be sure the last few employees can get signed on and learn to enter their hours. March 22nd will be the next payroll and after that date payroll will be every two weeks. President Thomasson acknowledged everyone's efforts involved in developing this new payroll system.
11. Discussion Elbert Rental Option: A thorough discussion was held regarding the the rental space available in the town of Elbert near the Elbert school whose library is part of the Pines & Plains library district. Two sections of the space are up for rental which could be used as a library space. Some renovation would need to be done. The Board agreed to have a needs analysis performed to be clear as to what are the priorities for the effort and expenditures that would be required for such a project.

12. Discussion of Proposed Reconsideration Policy: The proposed revision would be to add displays, library programs, or use of the meeting room. Requests for reconsideration would be accepted from residents or property owners within Elbert County who hold library cards. Vice President Thomasson will discuss the policy with the director and bring it back to the board.
13. Roberts Rules Review Vice President Thomasson will send all the Trustees a copy of the Roberts Rules of Order for a better understanding of the specifics of this Board Meeting tool.
14. Public Comment: Patty Lampman suggested that a retired person might be interested in the Activities Service Guide position. She thanked everyone involved in the success of Paylocity being implemented. Lori Hendrick, the auditor, was very impressed with the internal controls the district has implemented. Patty said goodbye to the Board and acknowledged how valuable it was working together to get past the Board's difficulties and see the P&PL district thrive.
15. Any other Items/Business from Board Members: Laurie Van Court attended an open house for a senior center in Elizabeth. Two of the three building site plans were located on library land. Vice President Thomasson, Treasurer Krenek and Director Byrne will talk with the town manager about these proposed designs.
16. Adjourn: A motion was made by Alan Krenek and seconded by RuthAnn Stricker to adjourn at 7:55 p.m. All in favor

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

Respectfully submitted by Karen Suchan, Secretary

1 attachment:

Resolution 23-02-01: Bank Transfers to Open a New Money Market Account at Bank of the West.

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

**Bank Transfers to Open a New Money Market Account at Bank of the West
Resolution 23-02-01**

February 22, 2023

WHEREAS it is the desire of the Pines & Plains Board of Trustees to obtain the best interest rates possible for the Library District's Funds, the Board will transfer funds among its bank accounts to open a new Money Market Account at the Bank of the West.

NOW THEREFORE BE IT RESOLVED THAT the Pines & Plains Libraries Board of Trustees approves the transfer of funds according to the following schedule, effective February 22, 2023.

Step 1: Transfer \$10,000 from the Community Banks of Colorado Money Market Account to open a new money market account at the Bank of the West.

Step 2: Transfer \$700,000 from the Community Banks of Colorado Money Market Account to the new Bank of the West Money Market Account.

Step 3: Transfer any remaining money in the first Bank of the West Money Market Account to the Community Banks of Colorado Money Market Account, effectively closing this original Bank of the West Money Market Account.

Approved this 22nd day of February, 2023 by the Pines & Plains Libraries Board of Trustees

By: _____
Robert Thomasson, Acting Board President

By: _____
Karen Suchan, Board Secretary