

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
March 22, 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 6:04 p.m by President Robert Thomasson.

2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Robert Thomasson, Sheila Zuschek, and Karen Suchan.
Staff present: Director Susan Byrne, Branch Managers Laurie Van Court, Jennifer Yadav and Kathy Wilkinson

3. Introduction of Guests: None

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 Community Bank of Colorado checking account is \$476,826.57 as of March 21. The starting balance at the beginning of the month was \$151,544.73. The Paylocity checking account has a starting balance of \$87,827.18 with deposits a few weeks ago to do the current payroll today. Bank of the West closed the original money market account which had \$588,791.63. Since this account was closed, we now have \$710,051.70. We are currently getting 2.08% interest on this amount. The money market account at Community Bank of Colorado now has the \$588,791.63. We had a balance of \$93,667.63 before the \$588,791.63. All of these figures started at the beginning of the month. The Bank of Oklahoma has \$21,982.38 with interest of 0.02%. It costs \$2/month to keep open our line of credit which probably needs to stay in place. The books have been reconciled. Director Byrne and the bookkeeper are making sure the correct vacation accrual, sick and personal time amounts are accurate. The payroll money distributed to employees is accurate.

6. Approval of Minutes from February 22, 2023: A motion was made by Sheila Zuschek and seconded by Alan Krenek to approve the minutes of February 22, 2023. All in favor.

7. District Director and Branch Managers' Reports:

Director, Susan Byrne:

Paylocity

We completed our second payroll with Paylocity. Paylocity is working on the accuracy of vacation and sick/personal leave.

This was the last monthly payroll. Now we will start to pay biweekly. First payday on March 31 for March 16-25, a short two-week period.

Statistics

Brief overview of key statistics: circulation of physical items, new library card holders each month, budget vs actuals

2021 stats show how we're placed in the state on various benchmarks. We'll have the 2022 data later this year.

All Staff Meeting

Our all staff meeting is Thursday, April 27, the day after the April Board of Trustees meeting. The library will be closed that day, and all of the library employees from Simla, Kiowa, Elbert, and Elizabeth will be here.

Agenda items include training on our online library catalog, our electronic resources (World Book), privacy, intellectual freedom, requests for reconsideration, and a summer reading program briefing.

Kiowa & Elbert Report - Jen Yadav: Kamber and Amala are planning summer reading. The Friends of Kiowa Library are going to pay for fixing the back door. Doris will ask the previous worker who revamped the Kiowa Library to make a flat threshold for the new door that Home Depot is going to build with that contingency. A time has been set up to interview 3 candidates for the new 20 hour ASG position. Brenda Abbott is moving. Sandy at Elbert School library is doing an excellent job.

Elizabeth Report - Laurie Van Court: The Elizabeth Friends are coming together again and are more relaxed and committed now with fundraiser ideas. They bought a new flag for the meeting room. New patrons are acquiring library cards and the number of children are growing such that story time is now in the meeting room. Wonder Books, 114 of them from a grant, are very popular. Elizabeth has done a great job in organizing the Wonder Books.

Simla Report - Kathy Wilkinson: The ASGs are doing really well. Kamber has created a bi-weekly visit to the seniors in Simla which is very helpful for morale and connection. On Friday she visits the nursing home in Simla. The consistency of the outreach is quite helpful. Story time and patronage is going up.

8. 2022 Audit Status: Director Byrne finished the Management Discussion and Analysis report. Director Byrne is meeting with the auditor tomorrow to review the financial data and the summary she has written for us to review. Mary Ellen has reviewed her part of the document and Director Byrne will review her part of the document tomorrow morning. The auditor will be here next month for a review as well.
9. Discussion of Proposed Reconsideration Policy: There are three pages: the first page has text from our policy and at the bottom is the **proposed revision**. The second page is the old form and the third page is the **new form**. If a patron has a concern about a resource, the desk librarian will guide them to the Director or the Branch Manager for an initial conversation. There will be an understanding of the patron's concerns and if there is a need for further dialogue or understanding and there is no resolution, then they will be given the form, "Request for Reconsideration", which starts a formal process. To fill out the form, the patron must have a library card, be a resident of Elbert County or own land in Elbert County. Our goal is for the process to be calm, conversational and casual.

Motion 23-03-01

A motion was made by Sheila Zuschek and seconded by Alan Krenek to change the policy of "Request for Reconsideration" as presented by Director Byrne. All in favor.

10. Library Expansion/Community Needs Analysis: Director Byrne put a call out to various library Directors in the state to understand how we can initiate the community needs analysis. There is a range of possibilities in the plan to find consultants and experienced people for assessment of the potentials for our library expansion. The Director has identified some of the candidates that can be approached for the expansion analysis. A discussion was held about a how to proceed and the consensus is initiating a Board Committee to engage with the Director and the consultants needed to begin the needs analysis.
11. Discussion of Employee Handbook/Changes for Automated Payroll System: The Trustees received a copy of the changes required for an Employee Manual update. The automated payroll is included because the previous handbook refers to the payment of library employees salaries and this has been altered by the recent application of Paylocity for employee salary payment. A decision was made for Robert Thomasson and Sheila Zuschek to review the changes to the Employee Handbook presented by Director Byrne.
12. Annual Election of Board Officers and Committee Assignments:
Motion 23-03-02
A motion was made by Alan Krenek and seconded by Karen Suchan to

elect Robert Thomasson as President, All in favor.

Motion 23-03-03

A motion was made by Sheila Zuschek and seconded Robert Thomasson to elect Alan Krenek as Treasurer. All in favor.

The selection of Secretary is open to be filled by an Elbert County candidate.

The selection of Vice President is currently deferred.

13. Public Comment: None
14. Adjourn: A motion was made by Alan Krenek and seconded by Sheila Zuschek to adjourn at 7:36 p.m. All in favor.

Next regularly scheduled meeting will be held on Wednesday, April 26, 2023 at 6 p.m. at the Elizabeth Library.

Respectfully submitted by Karen Suchan, Secretary

Elbert County Library District
(dba Pines & Plains Libraries)
Board of Trustees
Change of “Request for Reconsideration” Policy
Resolution 23-03-01
March 22, 2023

WHEREAS it is the desire of the Pines & Plains Library Trustees to address concerns of the public with regard to the materials within the Libraries (a collection, book, DVD, magazine, a display, a library program, usage of the meeting room) and offer an official “Request for Reconsideration” policy for patrons as they share their concerns with the Director or Branch Manager.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees will implement the “Request for Reconsideration” Policy as revised by Director Byrne.

Approved this day, the 22nd of March, 2023 by the Pines & Plains Library Board of Trustees.

By: _____
Robert Thomasson, Board President

Karen Suchan, Board Secretary

Elbert County Library District
(dba Pines & Plains Libraries)
Board of Trustees
Annual Election of Officers
Resolution 23-03-02
March 22, 2023

WHEREAS it is the desire of the Pines & Plains Library Trustees to follow protocol and engage in an annual election of the Board of Trustees officers of the Pines & Plains Libraries/Elbert County Library District.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees have elected Robert Thomasson, President, with a motion by Alan Krenek and Karen Suchan. All in favor.

Approved this day the 22nd of March, 2023 by the Pines & Plains Library Board of Trustees.

By: _____
Robert Thomasson, Board President

Karen Suchan, Board Secretary

Elbert County Library District
(dba Pines & Plains Libraries)
Board of Trustees
Annual Election of Officers
Resolution 23-03-03
March 22, 2023

WHEREAS it is the desire of the Pines & Plains Library Trustees to follow protocol and engage in an annual election of the Board of Trustees officers of the Pines & Plains Libraries/Elbert County Library District.

NOW THEREFORE LET IT BE RESOLVED THAT Board of Trustees have elected Alan Krenek, Treasurer, with a motion by Sheila Zuschek and Robert Thomasson. All in favor.

Approved this day the 22nd of March, 2023 by the Pines & Plains Library Board of Trustees.

By: _____
Robert Thomasson, Board President

Karen Suchan, Board Secretary