

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
April 26, 2023

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled meeting online.

1. Call Meeting to Order: The meeting was called to order at 6:02 pm by President Robert Thomasson.
2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Robert Thomasson, Sheila Zuscsek, RuthAnn Stricker, and Karen Suchan. Staff present: Director Susan Byrne, Branch Managers Laurie Van Court, Jennifer Yadav and Kathy Wilkinson
3. Introduction of Guests: Lori Hendrick, CPA; Mary Ellen Denomy
4. Acceptance of the Agenda: A motion was made by Alan Krenek and seconded by Karen Suchan to accept the agenda. All in favor.
5. Treasurer's Report: Alan Krenek reports that the Bank of the West money market account is currently \$711,318.12 including interest of \$1,266.42. The Community Bank of Colorado money market balance is \$682,579.97. Community Bank of Colorado checking account balance is \$439,438.13. The Community Bank of Colorado payroll account has checks and payments of \$98,189.47 with deposits and credits of \$63,000.00 with a cleared balance of \$93,354.13.
6. Approval of Minutes from March 22, 2023: A motion was made by Alan Krenek and seconded by Sheila Zuscsek to approve the minutes of March 22, 2023. All in favor.
7. Annual Audit, Lori Hendrick of May, Jackson and Hendrick, LLC: Lori Hendrick thoroughly explained the audit procedures for the Trustees and the protocols used in this mandated process. She acknowledged the help of Director Byrne and Mary Ellen Denomy in supporting and finalizing the audit outcome. Ms. Hendrick addressed the entire scope of the audit progression for the Trustees.
8. Director's Report and Staff Day Lunch Invitation April 27 noon Elizabeth Library: Director Byrne prepared an Annual Report which was sent to the State Library to reflect the activity, funding, spending, and development of the Pines & Plains Library District. She shared with the Board some of the aspects and statistics of the Report that was submitted. The District is now fully staffed with 3 Activity Services Guides. An Administrative Assistant position has been posted for a 20 hour work week. Three applicants have applied. Paylocity is still a work in

progress with the vacation and sick leave still not tracking completely. Director Byrne will work with Paylocity to bring the system into compliance. The Trustees were invited to join the Thursday, April 27, staff day luncheon at noon.

9. Library Expansion/Community Needs Analysis Committee Report: Trustees Krenek and Thomasson met to review the requests for proposals regarding the expansion and needs analysis of the Library District. Proposals have been sent to 7 consultants nationwide as well as "LibraryConsultants.org". The deadline to receive responses from the consultants is May 23 at 5 p.m. Director Byrne has received one inquiry so far. It will be the Trustees responsibility to make some solid decisions in choosing the right organization for our Needs Analysis going forward.
10. Employee Handbook Committee Report: Trustee Zuschek has put substantial effort on this topic. Trustee Zuschek and Director Byrne will meet soon to share ongoing ideas about revising the Employee Handbook.
11. Formation of Finance Committee: In discussing this topic, it was questioned as to whether this committee needs to be developed. With regard to the Bank of Oklahoma issue, it could fall into this category. Whether to go ahead with the formation of this committee will be discussed at a future Board meeting.
12. Bank of Oklahoma Signatories and/or Bank Closure: A discussion was held to determine if the Library District ought to close out the account held at the Bank of Oklahoma. After a discussion noting the pros and cons of this action, it was determined that the Trustees make a motion to close the Bank of Oklahoma account and transfer the \$21,000 to the Community Bank of Colorado money market account.

Motion 23-04-01

A motion was made by Alan Krenek and seconded by Sheila Zuschek to close the Bank of Oklahoma account and transfer the \$21,000 to the Community Bank of Colorado Money Market account with an initial check payable to the Pines & Plains Library District.

13. Election of Vice President:
Motion 23-04-02: A motion was made by Robert Thomasson and seconded by Alan Krenek to elect RuthAnn Stricker as Vice President of the Pines & Plains Library District Board. All in favor.
14. Public Comment: None.
15. Any Other Items/Business from Board Members: Alan Krenek remarked that he was going to acknowledge the person who donated a tree to the Elizabeth Library with a sign. It will be secured with concrete.

16. Adjourn: A motion was made by Sheila Zuschek and seconded by Alan Krenek to adjourn at 7:41 pm. All in favor

Next regularly scheduled meeting will be held on Wednesday, May 24, 2023 at 6 pm at the Kiowa Library.

Respectfully submitted by Karen Suchan, Secretary

Elbert County Library District
(dba Pines & Plains Libraries)
Board of Trustees
**Close Bank of Oklahoma Account with Transfer to
Community Bank of Colorado Money Market
Resolution 23-04-01
April 26, 2023**

WHEREAS it is the desire of the Pines & Plains Library Trustees to address the need to close the Bank of Oklahoma account.

NOW THEREFORE LET IT BE RESOLVED THAT the Board of Trustees will implement the removal of money from the Bank of Oklahoma and transfer said funds to the Community Bank of Colorado Money Market fund.

Approved this day, the 26th of April 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 23-04-02
April 26, 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 RuthAnn Stricker as Vice-President, with a motion by Alan Krenek and Robert Thomasson. All in favor.

Approved this day the 26nd of April, 2023 by the Pines & Plains Library Board of Trustees.

By: _____
Robert Thomasson, Board President

Karen Suchan, Secretary