Elbert County Library District dba Pines & Plains Libraries

Board of Trustees Minutes

June 28, 2023

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

1. Call Meeting to Order: The meeting was called to order at 6:00 p.m. by RuthAnn Stricker.
2. Roll Call and Verification of Quorum: Board Members present: Robert Thomasson (via GoToMeeting), Alan Krenek, Sheila Zuschek, Karen Suchan, and RuthAnn Stricker.

Staff Present: Director Susan Byrne, Branch Managers Jen Yadav and Kathy Wilkinson, Administrative Assistant Nat Nelson.

1. Acceptance of the Agenda:

*Motion to approve the agenda as presented.*

Alan Krenek motioned; RuthAnn Stricker 2nd

All approve

1. Treasurer’s Report: Alan Krenek shared with the Board that he and Susan Byrne closed the Bank of Oklahoma account that had a balance of $21,975.48. A check for that amount should be in the mail for delivery to the Elizabeth Branch and once received it will be deposited in the Community Bank of Colorado Money Market account.

Alan Krenek provided the Board with a comprehensive review of the District funds status: Bank of the West Money Market account starting balance of $712,546.85, interest deposit of $1,270.87 making the ending balance $713,817.72. Community Bank of Colorado Money Market account starting balance of $682,720.22, interest deposit of $144.96 making the ending balance $682,865.18. Community Bank of Colorado checking account starting balance of $471,328.05, checks and payments of 50 items at $113,463.86 and credits and deposits of 5 items at $236,802.51 making the ending balance $581,202.97.

Use of the Safe deposit box at Community Bank of Colorado is free.

1. Approval of May 24, 2023 Minutes:

*Motion to approve May Minutes*

RuthAnn Stricker motion; Karen Suchan 2nd

All approve

1. Committee Reports:
   1. Community Needs Assessment Committee: Alan Krenek, Susan Byrne and Robert Thomasson reviewed 13 proposals of consultants for the Community Needs Assessment. The decision was made to move forward with the proposal from Anders Dahlgren of Library Planning Associates. The cost of the assessment is $34,955.00. This entity is highly recommended with a personal recommendation from Susan Byrne. The assessment would be for each of the branch locations in the county.

**Motion 23-06-01**:

*Motion to accept needs proposal*

Alan Krenek motion; Robert Thomasson 2nd

All approve

* 1. Employee Handbook Committee: Sheila Zuschek and Susan Byrne met to go over the details of the Employee Handbook. Changes and adjustments were sent to the Employers Council for review. Once reviewed, the finalized copy will be presented to the Board.
  2. Property Tax Meeting with Board of County Commissioners: Susan Byrne and Robert Thomasson attended the meeting. The county joined in a lawsuit saying that Proposition HH is a multi-issue proposition. The District Court ruled that the issue can continue and the lawsuit has progressed to the State Supreme Court for a decision. Susan Byrne will prepare two or three budgets for the Board to approve based on whether HH passes or fails.
  3. SDA Board Member Workshop: Alan Krenek attended the workshop. Highlights from the workshop:
     1. $1,000 bond for each of the Board members and $5,000 bond for the Treasurer.
     2. Emails sent between board members should include “for your information” and “not for discussion” as email conversations are public records and would be a violation of the open meetings policy.
     3. Yearly budgets must be posted. P&PL posts the yearly budget in the newspaper and on the website.
     4. Time must be given for the public to comment during meetings. The Board currently already has a procedure covering this issue.
     5. Employee records must be kept for 5 years.
     6. Bids that are greater than $100,000 must be made public.
     7. Contracts that are greater than $500,000 must be awarded to Colorado companies.
     8. Final payments must be made public. P&PL must hold the final payment for 90 days before issuing said payment.
     9. A lien may not be placed on public property by contractors or other entities. Confrontations must be settled publically through mediation.

As a note, Library Law may supersede these new laws.

1. Director’s Report:
   1. Staffing Update: Laurie Van Court was not in attendance as she was attending a Town of Elizabeth meeting about a senior center that is proposed to be built in a neighboring lot of the Elizabeth Branch location. Nat Nelson has been hired as an Administrative Assistant, Becca Fitzgerald has been hired as a Library Service Technician at Simla. Abby Collopy is now a substitute. Laurie Van Court and Jenn Yadav have been interviewing substitutes for both the Elizabeth and Kiowa branches. Jenn Yadav has turned in her resignation to Susan Byrne with her last day being July 12, 2023. The open position to fill as Kiowa Branch Manager was posted June 28, 2023.
   2. Summer Reading Program: Total sign ups for 2022 was 203. Sign ups so far in 2023 are at 580. Expecting to see the program numbers increase since the kick-off events earlier in month. More outreach is being done by the ASG’s at the schools in the county.
   3. Property Tax: Residential property tax is increasing about 35%. Currently received 59% of the budget, $730,000.
   4. The approved annual audit has been sent to the State.
   5. Budget: End of May, $401,890.61 out of the $1.37 million has been spent, around 29.33%. January through May is 41.66% of the year.
   6. State Grant: Databases have been purchased that can be accessed with the use of a library card. Databases include: language learning, genealogy, car repair, small engine repair, legal services, consumer reports and Spanish language books for children.
   7. Facilities: A new contractor has been hired to maintain the grounds of Kiowa and Elizabeth Branch locations. Elizabeth Branch is still experiencing leaks in the roof and a contractor is being brought in to assess. The walkway between the Elizabeth Branch and the North adjacent retail plaza has been washed out as the neighboring property to the East does not have adequate drainage for water. It was proposed to speak with the owner of the neighboring property or possibly talk to the Elizabeth Building Department. The Friends are replacing the back door at the Kiowa Branch as well as adding a screen door.
   8. Director Time Off: Susan Byrne will be out of office Thursday, June 29, 2023 as well as an unspecified weekend in July.
   9. Budget Draft for next year will be started in July.
   10. Director self evaluation will be completed and presented to the Board in July.
   11. Board evaluation of the Director will be completed and presented to the Director in August. The Board can work on this evaluation with the entire Board or just a committee.
2. Policy Manual Revisions:
   1. Document Retention Program: Join the state archive group for special districts for document retention. As an example, recordings of meetings only need to be kept for six months. Currently there are three years worth of recordings on the website. Nat Nelson has been going through physical documents at the Elizabeth Branch to get them ready for disposal.

**Motion 23-06-02**:

*Motion to approve Document Retention Policy*

Sheila Zuschek motion; Alan Krenek 2nd

All approve

* 1. Meeting Room Policy: Susan Byrne has updated the policy as the State Library has sent out a notice with recommendations based on Senate Bill 2188, The Child Sexual Abuse Accountability Act.

**Motion 23-06-03**:

*Motion to approve new Meeting Room Policy*

Sheila Zuschek motion; Alan Krenek 2nd

All approve

* 1. Colorado Open Records Act (CORA): Currently no policy is in place for open records requests. Susan Byrne has prepared a policy to put in place. Amount charged per hour: First hour is free, Second hour is $33.58 billed at fifteen minute increments. Emailed records are not charged.

**Motion 23-06-04**:

*Motion to approve new Colorado Open Records Act (CORA) Policy*

Sheila Zuschek motion; RuthAnn Stricker 2nd

All approve

* 1. Minimum Requirements for Quotes: Current requirement from purchasing with amounts more than $2,500 needs three quotes. Susan Byrne proposes to up the amount requiring three quotes to more than $25,000. The limit for purchases arising from emergencies has also been upped from $10,000 to $25,000.

**Motion 23-06-05**:

*Motion to approve Minimum Requirements for Quotes Policy*

Alan Krenek motion; Karen Suchan 2nd

All approve

1. Public Comment: None
2. Any Other Items/Business from Board Members: None
3. Adjourn:

*Motion to adjourn meeting at 7:31 p.m.*

Motion by acclamation

All approve

Next regularly scheduled meeting will be held on Wednesday, July 26, 2023 at 6 p.m. at the Elizabeth Branch Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant

**Motion 23-06-01**: Alan Krenek motioned to accept the proposal for a community assessment from Anders Dahlgren of Library Planning Associates at a cost of $34,955.00. The motion was seconded by Robert Thomasson. All in favor.

**Motion 23-06-02**: Sheila Zuschek motioned to join the state archive and utilize its suggested schedules for document retention. The motion was seconded by Alan Krenek. All in favor.

**Motion 23-06-03**: Sheila Zuschek motioned to adopt the changes to the meeting room policy proposed by Susan Byrne. The motion was seconded by Alan Krenek. All in favor.

**Motion 23-06-04**: Sheila Zuschek motioned to adopt the changes to the open record act policy proposed by Susan Byrne. The motion was seconded by RuthAnn Stricker. All in favor.

**Motion 23-06-05**: Alan Krenek motioned to adopt the changes to the minimum requirement for quotes policy proposed by Susan Byrne. The motion was seconded by Karen Suchan. All in favor.

Elbert County Library District

dba Pines & Plains Libraries

Board of Trustees

**Acceptance of Proposal from Library Planning Associates**

**Resolution 23-06-01**

June 28, 2023

**WHEREAS,** it is the desire of Pines & Plains Libraries Board of Trustees to accept the proposal from Library Planning Associates for a community assessment at a cost of $34,955.00.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the acceptance of the proposal from Library Planning Associates.

Approved this 28th day of June, 2023 by the Pines & Plains Libraries Board of Trustees.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RuthAnn Stricker, Board Vice-President

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Suchan, Board Secretary

Elbert County Library District

dba Pines & Plains Libraries

Board of Trustees

**A Resolution Adopting the Colorado Retention Manual**

**For the Elbert County Library District**

**Resolution 23-06-02**

June 28, 2023

**WHEREAS,** the Elbert County Library District recognizes a need for a comprehensive records retention schedule for the district’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

**WHEREAS,** the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use, follow; and

**NOW, THEREFORE, BE IT RESOLVED By the Board of Trustees of the Elbert County Library District**, that it hereby adopts the 2023 Colorado Special District Record Retention Schedule and all subsequent revisions, and authorizes the District Secretary to Submit the request to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.

**Passed and Adopted by the Board of Trustees of the Elbert County Library District this 28th day of June, 2023**.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RuthAnn Stricker, Board Vice-President

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Suchan, Board Secretary

Elbert County Library District

dba Pines & Plains Libraries

Board of Trustees

**Acceptance of Proposal to Adopt Changes to Meeting Room Policy**

**Resolution 23-06-03**

June 28, 2023

**WHEREAS,** it is the desire of Pines & Plains Libraries Board of Trustees to adopt the changes to the meeting room policy proposed by Director Susan Byrne.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the updated meeting room policy.

Approved this 28th day of June, 2023 by the Pines & Plains Libraries Board of Trustees.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RuthAnn Stricker, Board Vice-President

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Suchan, Board Secretary

Elbert County Library District

dba Pines & Plains Libraries

Board of Trustees

**Acceptance of Proposal to Adopt Changes to Open Record Act Policy**

**Resolution 23-06-04**

June 28, 2023

**WHEREAS,** it is the desire of Pines & Plains Libraries Board of Trustees to adopt the changes to the open record act policy proposed by Director Susan Byrne.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the updated open record act policy.

Approved this 28th day of June, 2023 by the Pines & Plains Libraries Board of Trustees.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RuthAnn Stricker, Board Vice-President

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Suchan, Board Secretary

Elbert County Library District

dba Pines & Plains Libraries

Board of Trustees

**Acceptance of Proposal to Adopt Changes to Minimum Requirement for Quotes Policy**

**Resolution 23-06-05**

June 28, 2023

**WHEREAS,** it is the desire of Pines & Plains Libraries Board of Trustees to adopt the changes to the minimum requirement for quotes policy proposed by Director Susan Byrne.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the updated minimum requirement for quotes policy.

Approved this 28th day of June, 2023 by the Pines & Plains Libraries Board of Trustees.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RuthAnn Stricker, Board Vice-President

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Suchan, Board Secretary