

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

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

1. Call Meeting to Order: The meeting was called to order at 6:02 p.m. by Robert Thomasson.
2. Roll Call and Verification of Quorum: Board Members present: Robert Thomasson, Alan Krenek, Sheila Zuschek, Karen Suchan, and RuthAnn Stricker.
Staff Present: Director Susan Byrne, Administrative Assistant Nat Nelson.
3. Acceptance of the Agenda:
Motion to approve the agenda as presented.
Alan Krenek motioned; RuthAnn Stricker 2nd
All approve.
4. Treasurer's Report: Alan Krenek provided the Board with a comprehensive review of the District funds status: Community Bank of Colorado checking account starting balance of \$594,666.70, checks and payments of 38 items at \$103,008.69 and credits and deposits of 8 items at \$182,312.43 making the ending balance \$649,612.66. Community Bank of Colorado payroll account starting balance of \$139,786.54, checks and payments of 8 items at \$42,559.01 and credits and deposits of 3 items at \$63,389.30 making the ending balance \$160,616.83. This amount does not reflect recent payroll deductions. Bank of the West Money Market account starting balance of \$713,817.72, interest deposit of \$1,232.07 making the ending balance \$715,049.79. Community Bank of Colorado Money Market account starting balance of \$682,865.18, interest deposit of \$140.32 making the ending balance \$683,005.50.
5. Approval of June 28, 2023 Minutes:
Motion to approve June Minutes.
Sheila Zuschek motioned; Alan Krenek 2nd
All approve.
6. Committee Reports:
Community Needs Assessment Committee: The consultant doing the assessment will be starting in earnest in September. The Board needs to look into who the consultant

should interview about community needs as well as setting up focus groups. Interviewees could be government officials, teachers, senior citizen representation and staff that organize programs for the community. Currently Director Byrne is gathering information which includes a current organization chart and floor plans for the different libraries.

Employee Handbook Committee: The handbook has come back from the Employer's Council with recommended changes. Director Byrne will finalize information in Paylocity once the handbook is approved. Important changes include redefining when employees first receive vacation time as well as sick time for subs. The Board is taking time to review all of the proposed changes and plan a working session to discuss them. The proposed time will be at 6:00 p.m. Thursday, August 10, 2023.

7. Director's Report:

- a. Staffing Update: Two new subs have been hired to work at Elizabeth and Kiowa: Carol Berg and Megann Edwards. Kiowa/Elbert Branch Manager Jen Yadav had her last day on July 12, 2023. Director Byrne has been working to fill the Branch Manager position. She has conducted phone interviews as well as several in-person interviews with the other branch managers and the ASG from Kiowa. A new library service technician as well as subs are needed at the Simla Branch. Bev Maguire has been re-hired as an Elbert sub to cover Sandy Burke's vacation.
- b. Summer Reading Program: Storytime with the Sheriff at Kiowa was successful. The foam party at Elbert Days drew a lot of people. The pony event and the fire truck event at Elizabeth had a lot of attendees. The Summer Reading Program ended on July 31. Celebration with the Branch Managers and Activity Services Guides on August 30.
- c. Prospector Implementation: Currently a hold may be placed on materials in any library that utilizes AspenCat. With Prospector a hold may be placed on materials from all over Colorado including CU, CSU, Denver Public Library and others and then be brought to Pines & Plains for patrons. Prospector will act as an interlibrary loan system.
- d. Statistics: Circulation for June was 9,736 which is up from May at 8,718. Program attendance for June was 653 which is up from May at 352.
- e. Budget: 35.7 % of the budget has been spent as of the end of June, which is half way through the year putting the district below budget.
- f. Facilities: Ground maintenance at Elizabeth and Kiowa has improved because of the new contractor. The new back door at Kiowa was not installed as the door frame was made out of aluminum and could not be fitted properly. A new door is being ordered that will have a wooden door frame that can be cut down to size.

- g. Director Time Off: Director Byrne will be out of office August 12-16 and August 24.
 - h. Miscellaneous: August 25 New property tax estimate will become available prompting work on the budget for 2024. Director Byrne will be training a new Branch Manager.
8. Director Self Evaluation & Performance Review: Director Byrne supplied the Board with her self evaluation as well as her accomplishments so far. Robert Thomasson and RuthAnn Stricker will work in a committee to complete the Board's evaluation of Director Byrne.
9. Proposition HH: Seventeen counties have joined a lawsuit against the State to stop HH from being on the ballot. It is currently being heard by the State Supreme Court.
10. CAL Conference Trustee Training, Friday, October 13, 2023: The training will be held at the convention center in Loveland. Director Byrne will register all Board members who would like to attend.
11. House at 329 Comanche Street, Kiowa: The house next to the Kiowa Library is for sale. If purchased, the house could provide meeting rooms, additional parking, and offices for the library. The current price listing for the house is \$550,000.
12. Public Comment: None
13. Any Other Items/Business from Board Members: RuthAnn Stricker attended a meeting with the Elizabeth School Superintendent and he suggested that Pines & Plains could have a joint library with the school district in the northwest of the county.
14. Adjourn:
Motion to adjourn meeting at 7:40 p.m.
Alan Krenek motioned; RuthAnn Stricker 2nd
All approve.

Next regularly scheduled meeting will be held on Wednesday, August 23, 2023 at 6 p.m. at the Elizabeth Library Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant