

Elbert County Library District dba Pines & Plains Libraries
Board of Trustees Minutes
August 23, 2023

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

1. Call Meeting to Order: The meeting was called to order at 6:04 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, Elizabeth Branch Manager Laurie Van Court, 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. Consent Agenda:
 - a. July 26, 2023 Minutes: Minutes reviewed, no comments
 - b. August 10, 2023 Study Session Minutes: Minutes reviewed, no comments
 - c. Correspondence: None
 - d. July Bank Reconciliation: Alan Krenek provided the Board with a comprehensive review of the District funds status:
Community Bank of Colorado checking account starting balance of \$673,970.24, checks and payments of 39 items at \$109,164.73 and credits and deposits of 5 items at \$326,463.38 making the ending balance \$891,268.89.
Community Bank of Colorado payroll account starting balance of \$160,616.83, checks and payments of 9 items at \$44,351.11 and credits and deposits of 1 item at \$63,000.00 making the ending balance \$179,265.72.
Bank of the West Money Market account starting balance of \$715,049.79, interest deposit of \$1,275.34 making the ending balance \$716,325.13.
Community Bank of Colorado Money Market account starting balance of \$683,005.50, credits and deposits of 2 items, including the closed balance from the BOK account and the interest deposit, of \$22,123.51 making the ending balance \$705,129.01. The interest of this account has been raised to 2.75% as of 8/21/23.

- e. July Budget to Actual: Total expenditures from January through July are \$581,002.24 of the \$1,370,221.00 budget, which is 42.4%. January through July accounts for 58.3% of the year.

Motion to approve Consent Agenda.

Sheila Zuschek motioned; Alan Krenek 2nd

All approve.

5. Committee Reports:

- a. Community Needs Assessment Committee: Consultant will conduct focus groups during the month of October with members of the community. He will also meet with “Key Informants” in government, schools, faith groups, and the media. The Consultant is currently reviewing district data to benchmark P&PL with other similar library districts. Study Session planned for November 1, 2023 at 6:00 p.m. at the Elizabeth Library to hear from the consultant regarding initial focus group results.

The Community Needs Assessment Committee will meet on Thursday, August 31 at 10:00 AM to discuss the Key Informant Interviews.

Motion to approve Study Session.

Alan Krenek motioned; RuthAnn Stricker 2nd

All approve.

- b. Employee Handbook Committee: The Employee Handbook has been finalized and now includes a table of contents.

Motion 23-08-01:

Motion to adopt the Employee Handbook.

Sheila Zuschek motioned; Alan Krenek 2nd

All approve.

- c. Director’s Annual Review: Committee of Robert Thomasson and RuthAnn Stricker completed the director’s review.

6. Director’s Report:

- a. Staffing Update: Becca Fitzgerald had her last day as a Library Service Technician at Simla on August 12, 2023 but will continue to work as a substitute. A new Library Service Technician started at Simla on July 31, 2023 named Orn Hisle. Sofia De La Mora will be starting as the Branch Manager at Kiowa August 28, 2023. Janie Ino, Library Service Lead at Elizabeth, announced her retirement with her last day of September 15, 2023. The position has been posted by Laurie Van Court.
- b. Pines & Plains in the News: Featured in the Ranchland News Newspaper from August 17th edition. Mary Powell of the Elizabeth School Board wrote a piece about a program called Meet Me at the Library that was

sponsored by publishing company Brave Books. Laurie Van Court was in attendance during the event. 10 adults and 6 kids from the community participated in stories and songs. P&PL will be featured in the next issue of the Elbert County Newspaper. Laurie Van Court was interviewed about the Little Free Libraries program, sponsored by the Library Foundation, with 4 around the town of Elizabeth.

- c. Summer Reading Program: The leadership team will be taking the ASGs out to brunch on August 30, 2023 to celebrate the success of the program. There were 2,552 log entries and 68,994 minutes, which is 1,150 hours, read.
 - d. Newsletter: The first newsletter was sent out on August 7, 2023. Planning to send out newsletters every few weeks, highlighting just one or two programs or resources.
 - e. Statistics: Circulation for July was 9,224. New Cardholders at 87.
 - f. Facilities: The new back door at Kiowa is still being worked on by the Friends.
 - g. Director Time Off: Director Byrne will be out of office August 24 and 25, 2023. Will also be gone a week in October.
7. Library Foundation & Elbert Friends Financial Report: Elbert Friends have \$1,343.65 and are planning a book sale in Elbert at the Mercantile. The Foundation has a total of \$58,192.35 saved in their account.
8. Budget Amendment Request: Request to transfer \$10,000.00 from surplus to the Branch Manager Line item for the Kiowa Branch Manager Salary.

Motion 23-08-02:

Motion to approve the Transfer of funds from Surplus to the Branch Manager Line Item.

Alan Krenek motioned; Sheila Zuschek 2nd
All approve.

9. Proposition HH: Proposition HH will be on the ballot in November. The Colorado Supreme Court will not make a ruling on Proposition HH unless it is passed by the voters.
10. CAL Conference Trustee Training, Friday, October 13, 2023: Robert Thomasson and RuthAnn Stricker will attend the training.
11. Public Comment: None

12. Any Other Items/Business from Board Members: None

13. Adjourn:

Motion to adjourn meeting at 7:20 p.m.

RuthAnn Stricker motioned; Sheila Zuschek 2nd

All approve.

Next regularly scheduled meeting will be held on Wednesday, September 27, 2023 at 6 p.m. at the Elbert Library.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 23-08-01: Sheila Zuschek motioned to adopt the Employee Handbook as presented. The motion was seconded by Alan Krenek. All in favor.

Motion 23-08-02: Alan Krenek motioned to approve the Transfer of funds to the Branch Manager Line Item. The motion was seconded by Sheila Zuschek. All in favor.

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Acceptance of Proposal to Adopt the Employee Handbook
Resolution 23-08-01
August 23, 2023

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to adopt the employee handbook as presented.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees adopts the employee handbook.

Approved this 23th day of August, 2023 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
Karen Suchan, Board Secretary

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

**Acceptance of Proposal to Transfer Funds in the Budget to New Line Item
Resolution 23-08-02**

August 23, 2023

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to transfer funds from surplus to the Branch Manager Line Item for the salary of the new Kiowa Branch Manager.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees approves the transfer funds from surplus to the Branch Manager Line Item.

Approved this 23th day of August, 2023 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
Karen Suchan, Board Secretary