

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
September 27, 2023

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

1. Call Meeting to Order: The meeting was called to order at 6:10 p.m. by RuthAnn Stricker.
2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, Sheila Zuschek, Karen Suchan, and RuthAnn Stricker.
Staff Present: Director Susan Byrne, Administrative Assistant Nat Nelson.
Guest: Anders Dahlgren of Library Planning Associates
3. Acceptance of the Agenda:
Motion to approve the agenda with the addition of discussing Library Holidays.
Sheila Zuschek motioned; Alan Krenek 2nd
All approve.
4. Consent Agenda:
 - a. August 23, 2023 Minutes: Minutes reviewed, no comments
 - b. Correspondence: None
 - c. August 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 \$891,268.89, checks and payments of 29 items at \$27,705.68 and credits and deposits of 11 items at \$37,956.20 making the ending balance \$901,519.41.
Community Bank of Colorado payroll account starting balance of \$179,265.72, checks and payments of 7 items at \$38,291.65 making the ending balance \$140,974.07.
Community Bank of Colorado Money Market account starting balance of \$705,129.01, interest deposit of \$680.98 making the ending balance \$705,809.99.
Bank of the West is now doing business as BMO. The BMO Money Market account starting balance of \$716,325.13, interest deposit of \$1,277.61 making the ending balance \$717,602.74.

- d. August Budget to Actual: Total expenditures from January through August are \$639,819.07 of the \$1,370,221.00 budget, which is 46.7%. January through August accounts for 67% of the year.

Motion to approve Consent Agenda.

Sheila Zuschek motioned; Alan Krennek 2nd

All approve.

5. Committee Reports:

- a. Community Needs Assessment Committee:
 - i. Robert Thomasson and Alan Krenk met to finalize the list of the key informants. The list has been passed on to Anders Dahlgren.
 - ii. Director Byrne and Anders Dahlgren spent the day visiting the libraries as well as Agate and the Northwest corner.

6. Director's Report:

- a. Staffing Update: Branch Manager candidate for Kiowa and Elbert has accepted another position. The position for Branch Manager was reposted and interviews have already taken place. Elizabeth lead, Janie Ino, had her last day September 15th. Candidates have been interviewed for Janie's replacement. Laurie Paiga Lopp, a substitute, has been chosen as the new Library Service Lead.
- b. Newsletter: Being sent out every two weeks with just two different topics. We have about 2,000 subscribers for the newsletter.
- c. Circulation Statistics: Circulation stats are up from 2022.
- d. Facilities: The back door installation in Kiowa has been delayed again. No date set yet.
- e. Sesquicentennial: Elbert County will celebrate its 150 year anniversary in 2024. A group has been meeting every other week to organize the celebration. Possibly to influence the summer reading program.
- f. Senate Bill 23-303 - Proposition HH: Public hearing is needed to opt out of the inflationary property tax limit. Property tax limit and budget public hearings will be at the same time. Notice of both meetings will be put in the local newspaper. Both hearings are scheduled during the October 25 Board meeting.
- g. Time Off: Family vacation October 17th through the 21st. In Kansas September 28th through October 1st.

7. Holiday Review: Pines & Plains recognizes ten paid holidays per calendar year. December 24th falls on a Sunday so that holiday needs to move to another day. The board recommended by consensus to observe this holiday as a floating holiday.

Each employee will work with their supervisor to select either the day after Thanksgiving or the day after Christmas.

8. Remedy August 23, 2023 Meeting: An HR issue was discussed at the end of the August 23, 2023 Board meeting. An executive session will be held to remedy this.

9. Executive Session - HR Issue:

Motion pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that this regular public meeting of the Board of the Pines & Plains Library adjourn and, upon affirmative vote of two-thirds of the members present, reconvene in executive session for the sole purpose of discussing an HR issue as authorized by citation §24-6-402(4)f.

RuthAnn Stricker motioned; Sheila Zuschek 2nd

All Approve.

Motion to adjourn executive session and, upon affirmative vote of two-thirds of the members present, reconvene in regular public meeting of the Board of the Pines & Plains Library at 7:21 pm, September 27th.

Sheila Zuschek motioned; RuthAnn Stricker 2nd

All Approve.

10. Proposed 2024 Budget: Proposed budget given to Board members in accordance with state law before October 15th. Proposed budget of property tax for 2024, if Proposition HH does not pass, is \$1.67 million. If Proposition HH does pass, the 2024 budget is \$1.596 million. The main difference between the two proposed budgets is the amount that is paid to the county treasurer. If HH passes, the proposed budget suggests that \$200,000 be put away in the capital improvement fund as the yearly contribution. If HH does not pass, the proposed budget suggests that \$300,000 be put away in the capital improvement fund as the yearly contribution.

11. Collection Development Policy Review: Elizabeth Branch Manager, Laurie Van Court, suggested that the Board review the Collection Development Policy to become familiar with it.

Motion to table this topic for another time.

RuthAnn motioned, Alan Krennek 2nd

All Approve.

12. CAL Conference Trustee Training, Friday, October 13, 2023: Robert Thomasson, Susan Byrne and potentially RuthAnn Stricker will attend the training.

13. Public Comment: None

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

15. Adjourn:

Motion to adjourn meeting at 7:40 p.m.

Karen Suchan motioned; Alan Krenek 2nd

All approve.

Next regularly scheduled meeting will be held on Wednesday, October 25, 2023 at 6 p.m. at the Elizabeth Branch Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant