

Elbert County Library District (dba Pines & Plains Libraries)
Board of Trustees Minutes
October 25, 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 6:01 p.m. by Robert Thomasson.

2. Roll Call and Verification of Quorum: Board Members present: Robert Thomasson, Alan Krenek, Sheila Zuschek, and RuthAnn Stricker.
Staff Present: Director Susan Byrne, Branch Manager Laurie Van Court, Administrative Assistant Nat Nelson.

3. Acceptance of the Agenda:
Motion to approve the agenda.
Alan Krenek motioned; Sheila Zuschek 2nd
All approve.

4. Consent Agenda:
 - a. September 27, 2023 Minutes: Minutes reviewed, no comments
 - b. Correspondence: None
 - c. September 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 \$901,519.41, checks and payments of 23 items at \$141,959.39 and credits and deposits of 4 items at \$24,565.37 making the ending balance \$784,125.39.
Community Bank of Colorado payroll account starting balance of \$140,974.07, checks and payments of 9 items at \$56,685.50 and credits and deposits of 1 item at \$126,000.00 making the ending balance \$210,288.57.
Community Bank of Colorado Money Market account starting balance of \$705,809.99, interest deposit of \$1,595.32 making the ending balance \$707,405.31.
The BMO Money Market account starting balance of \$717,602.74, interest deposit of \$1,239.62 making the ending balance \$718,842.36.

- d. September Budget to Actual: Total expenditures from January through September are \$731,193.13 of the \$1,370,221.00 budget, which is 53.36%. January through September accounts for 75% of the year.

Motion to approve Consent Agenda.

Sheila Zuschek motioned; RuthAnn Stricker 2nd

All approve.

5. Committee Reports:

- a. Community Needs Assessment Committee: The Board received a report from Anders Dahlgren about his visit to the libraries of the Pines & Plains Library District during the September Board of Trustees meeting. Robert Thomasson has been corresponding with Mr. Dahlgren throughout the month. The Board study session on November 1st has been canceled.

6. Director's Report:

- a. Staffing Update: Laurie Paiga Lopp started as the new Library Service Tech Lead on October 2nd. Several subs have been taken off of the payroll. Two new subs are starting in Simla. The new Branch Manager for Kiowa and Elbert will be starting November 6th.
- b. Circulation Statistics: Circulation stats are up from 2022.
- c. Facilities: The Elbert Library was closed on October 12th as the employee who runs it was sick and no substitute was available. Staff at Elizabeth are being spoken to about making sure that the door from the meeting room to the back office area is kept locked. The Friends of the Library had the new back door at Kiowa installed on October 11th, with the screen door to be installed soon. The company that purchased the house next to the Kiowa Library has removed two trees from their backyard. The boiler at Kiowa had a problem that left the library without heat from October 13th through October 19th when the boiler was fixed. The Simla Library has been without internet for a few days, a work order has been placed with the ISP company. Simla closed 25 minutes early on October 10th due to an Xcel Energy meeting.
- d. Time Off: Director Byrne will be out a few days during Thanksgiving.

7. Proposed 2024 Budget Public Hearing:

Motion 23-10-01:

Motion to adopt the proposed 2024 budget without Proposition HH.

Sheila Zuschek motioned; Robert Thomasson 2nd

All approve.

Motion 23-10-02:

Motion to adopt the proposed 2024 budget with Proposition HH.

Sheila Zuschek motioned; Alan Krenek 2nd

All approve.

8. Proposed Intent to Exceed Property Tax Limit Public Hearing:

Motion 23-10-03:

Motion pursuant to CRS 29-1-306, this section takes effect only if the ballot issue is referred to and approved by the registered electors in accordance with CRS

24-77-202: The Elbert County Library District Board of Trustees resolves to retain and spend any revenue from previously authorized mill levy of 2.516 to exceed the property tax limit.

RuthAnn motioned; Sheila Zuschek 2nd

All approve.

9. Board Self-Evaluation: Board members were given a Board of Trustees Self Assessment handout to fill out and return to Board President Robert Thomasson.

10. Recruiting New Board Members (Alan Krenek Jan. 2024, Sheila Zuschek Jan. 2024): Sheila Zuschek plans to not return for another term on the Board. Alan Krenek plans to return for another term on the Board. Robert Thomasson and RuthAnn Stricker will form a committee for the purpose of recruiting new board members. A notice will be posted on the Pines & Plains website to announce that the Board is recruiting new members.

11. Review 2024 Board Meeting & Holiday Schedule: 2024 Board Meetings have been planned and follow the convention of previous years. Staff meeting day is planned for May 2, 2024. All ten holidays are planned for 2024.

Motion to approve Meeting and Holiday Schedule.

Alan Krenek motioned; Robert Thomasson 2nd

All approve

12. Collection Development Policy Review:

Motion to table the collection development policy review.

Robert Thomasson motioned; Sheila Zuschek 2nd

All approve.

13. Public Comment: None

14. Any Other Items/Business from Board Members:

- a. Elbert Library: After the Community Needs Assessment the Board will consider in what direction to take the library.
- b. Library Service Tech Budget Line:

Motion 23-10-04:

Motion to move \$30,000 from surplus to the Library Service Tech budget line.

RuthAnn Stricker motioned; Sheila Zuschek 2nd

All approve.

15. Adjourn:

Motion to adjourn meeting at 6:59 p.m.

Robert Thomasson motioned; RuthAnn Stricker 2nd

All approve.

Next regularly scheduled meeting will be held on Tuesday, November 21, 2023 at 6 p.m. at the Elizabeth Library Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 23-10-01: Sheila Zuschek motioned to adopt the proposed 2024 budget without Proposition HH. The motion was seconded by Robert Thomasson.

Motion 23-10-02: Sheila Zuschek motioned to adopt the proposed 2024 budget with Proposition HH. The motion was seconded by RuthAnn Stricker.

Motion 23-10-03: RuthAnn motioned pursuant to CRS 29-1-306, this section takes effect only if the ballot issue is referred to and approved by the registered electors in accordance with CRS 24-77-202: The Elbert County Library District Board of Trustees resolves to retain and spend any revenue from previously authorized mill levy of 2.516 to exceed the property tax limit. The motion was seconded by Sheila Zuschek.

Motion 23-10-04: RuthAnn motioned to move \$30,000 from surplus to the Library Service Tech budget line. The motion was seconded by Sheila Zuschek.

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

**Acceptance of Proposal to Adopt the Proposed 2024 Budget without Proposition
HH**

Resolution 23-10-01

October 25, 2023

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to adopt the proposed 2024 budget without Proposition HH.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees adopts the proposed 2024 budget without Proposition HH.

Approved this 25th day of October, 2023 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
RuthAnn Stricker, Acting Board Secretary

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

**Acceptance of Proposal to Adopt the Proposed 2024 Budget with Proposition HH
Resolution 23-10-02
October 25, 2023**

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to adopt the proposed 2024 budget with Proposition HH.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees adopts the proposed 2024 budget with Proposition HH.

Approved this 25th day of October, 2023 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
RuthAnn Stricker, Acting Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Acceptance of Proposal to Exceed the Property Tax Limit
Resolution 23-10-03
October 25, 2023

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to resolve a motion pursuant to CRS 29-1-306, this section takes effect only if the ballot issue is referred to and approved by the registered electors in accordance with CRS 24-77-202.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees retain and spend any revenue from previously authorized mill levy of 2.516 to exceed the property tax limit.

Approved this 25th day of October, 2023 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
RuthAnn Stricker, Acting 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 23-10-04

October 25, 2023

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to transfer funds from surplus to the Library Service Tech Line Item.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees approves the transfer \$30,000 from surplus to the Library Service Technician Line Item.

Approved this 25th day of October, 2023 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
RuthAnn Stricker, Acting Board Secretary