

Elbert County Library District dba Pines & Plains Libraries
Board of Trustees Minutes
November 21, 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 6:00 p.m. by Robert Thomasson.

2. Roll Call and Verification of Quorum: Board Members present: Robert Thomasson, Alan Krenek, and RuthAnn Stricker.
Staff Present: Director Susan Byrne, Branch Managers Laurie Van Court, and Kim Miller, Administrative Assistant Nat Nelson, and guest Norman Simmons

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

4. Consent Agenda:
 - a. October 25, 2023 Minutes: Minutes reviewed, no comments
 - b. Correspondence: None
 - c. October 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 \$784,125.39, checks and payments of 41 items at \$46,346.70 and credits and deposits of 9 items at \$24,939.43 making the ending balance \$762,718.12.
Community Bank of Colorado payroll account starting balance of \$210,288.57, checks and payments of 6 items at \$38,258.96 making the ending balance \$172,029.61.
Community Bank of Colorado Money Market account starting balance of \$707,405.31, interest deposit of \$1,652.23 making the ending balance \$709,057.54.
The BMO Money Market account starting balance of \$718,842.36, interest deposit of \$1,283.21 making the ending balance \$720,125.57.

- d. October Budget to Actual: Total expenditures from January through October are \$806,096.97 of the \$1,417,228.00 budget, which is 56.88%. January through October accounts for 83% of the year.

Motion to approve Consent Agenda.

RuthAnn Stricker motioned; Alan Krenek 2nd

All approve.

5. Committee Reports:

- a. Community Needs Assessment Committee: Mr. Dahlgren has been conducting the community interviews and at this moment only has one left to do. The Community needs small group meetings to begin next week, starting on November 27th. The Board is planning to have a study session with Mr. Dahlgren on Wednesday, November 29, 2023 from 3:00 pm until 4:30 pm.

Motion 23-11-01:

Motion to hold a study session with Anders Dahlgren Wednesday, November 29, 2023.

RuthAnn Stricker motioned; Alan Krenek 2nd

All approve.

6. Director's Report:

- a. Staffing Update: Kim Miller started as the new Kiowa and Elbert Branch Manager.
Laurie Van Court will be retiring as the Branch Manager of Elizabeth. Her last day will be December 29, 2023.
Simla has two new subs, Jessica Davis and Nancy Weaver.
- b. Monthly Programming: November has been themed DInovember and celebrated paleontology in the storytimes and other events.
- c. Time Off: Director Byrne will be out the day after Thanksgiving. She will also be out December 15th through the 18th.
- d. Audit: Pines & Plains will utilize the same auditor, May Jackson Hendrick, from last year for the 2023 audit. The deposit for auditing services has already been paid.

- 7. Property Tax Update: Proposition HH did not pass, and the Governor later called a special session of the Colorado Legislature. The Legislature put together four bills to take to the Governor to be signed. One new law will directly affect Pines & Plains. The previously approved 2024 budget will now have to be redone, using new numbers from the county assessor. The approved budget will now have to be sent to the State no later than January 10th instead of December 31st. The mill levy now

has to be certified no later than January 10th instead of December 15th. The Board will need to meet at the end of December or early January to approve the new budget and certify the mill levy.

Motion 23-11-02:

Motion to hold a special meeting of the Board on January 4th at 6 pm to approve the 2024 budget and certify the mill levy.

Alan Krenek motioned; RuthAnn Stricker 2nd

All approve.

8. Board Self-Evaluation Forms to Robert Thomasson: Board members are to return completed forms to Robert Thomasson.
9. Recruiting New Board Members: Karen Suchan and Sheila Zuschek will be resigning their positions on the board at the end of their terms. Alan Krenek, RuthAnn Stricker, and Robert Thomasson will seek potential new board members.
10. Collection Development Policy Review: Branch Manager Laurie Van Court explained how items are selected by library staff.
11. Public Comment: None
12. Any Other Items/Business from Board Members:
 - a. Harvest Festival: Alan Krenek and Laurie Van Court attended the Harvest Festival representing Pines & Plains Libraries and handed out goodie bags to children.
 - b. Pumpkin Smash: The Activity Service Guides collected excess pumpkins around the county which were dropped from a front loader and available for the community to smash during the program.

13. Adjourn:

Motion to adjourn meeting at 6:53 p.m.

Alan Krenek motioned; RuthAnn Stricker 2nd

All approve.

Next special meeting will be held on Thursday, January 04, 2024 at 6 p.m.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 23-11-01: RuthAnn Stricker moved to hold a study session of the Board with Library Planning Associates Consultant Anders Dahlgren on Wednesday, November 29, 2023 from 3:00 pm until 4:30 pm. The motion was seconded by Alan Krenek.

Motion 23-11-02: Alan Krenek made a motion to hold a special meeting of the Board to approve the new budget and certify the mill levy on Thursday, January 4th, 2024 at 6 pm. The motion was seconded by RuthAnn Stricker.

By: _____
Robert Thomasson, Board President

By: _____
RuthAnn Stricker, Acting Board Secretary