

Elbert County Library District dba Pines & Plains Libraries
Board of Trustees Minutes
January 24, 2024

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 6:17 p.m. by RuthAnn Stricker.

2. Roll Call and Verification of Quorum: Board Members present: Alan Krenek, RuthAnn Stricker, and Robert Thomasson (virtually).
Staff: Director Susan Byrne, Administrative Assistant Nat Nelson
Member of the Public: Kristen Crookshanks

3. Acceptance of the Agenda:
Motion to approve the agenda.
Alan Krenek moved; Robert Thomasson 2nd
All approve.

4. Consent Agenda:
 - a. November 21, 2023 Minutes: Minutes reviewed, no comments
 - b. November 29, 2023 Study Session Minutes: Minutes reviewed, no comments
 - c. January 4, 2024 Minutes: Minutes reviewed, no comments
 - d. Correspondence: Holiday card from the Town of Elizabeth
 - e. November Bank Reconciliation: Alan Krenek provided the Board with a comprehensive review of the District funds status through the end of November:

Community Bank of Colorado checking account starting balance of \$762,718.12, checks and payments of 31 items at \$164,046.28 and credits and deposits of 6 items at \$19,632.63 making the ending balance \$618,304.47.

Community Bank of Colorado payroll account starting balance of \$172,029.61, checks and payments of 5 items at \$39,481.21 and credits and deposits of 2 items at \$126,000.00 making the ending balance \$258,548.40.

Community Bank of Colorado Money Market account starting balance of \$709,057.54, interest deposit of \$1,602.67 making the ending balance \$710,660.21.

The BMO Money Market account starting balance of \$720,125.57, interest deposit of \$1,243.99 making the ending balance \$721,369.56.

Gross total of all accounts is \$2,308,882.64.

- f. December Bank Reconciliation: Alan Krenek provided the Board with a comprehensive review of the District funds status through the end of December:

Community Bank of Colorado checking account starting balance of \$618,304.47, checks and payments of 33 items at \$122,711.09 and credits and deposits of 3 items at \$24,926.61 making the ending balance \$520,519.99.

Community Bank of Colorado payroll account starting balance of \$258,548.40, checks and payments of 5 items at \$42,353.80 and credits and deposits of 1 item at \$76,000.00 making the ending balance \$292,194.60.

Community Bank of Colorado Money Market account starting balance of \$710,660.21, interest deposit of \$1,659.83 making the ending balance \$712,320.04.

The BMO Money Market account starting balance of \$721,369.56, interest deposit of \$1,287.72 making the ending balance \$722,657.28.

Gross total of all accounts is \$2,247,691.91.

- g. November Budget to Actual: Total expenditures from January through November are \$882,784.79 of the \$1,417,228.00 budget, which is 62.29%. January through November accounts for 92% of the year.
- h. December Budget to Actual: Total expenditures from January through December are \$1,000,784.46 of the \$1,416,778.00 budget, which is 70.64%. January through December accounts for the entirety of the year.

Motion to approve Consent Agenda.

RuthAnn Stricker moved; Robert Thomasson 2nd

All approve.

5. Committee Reports:

- a. Community Needs Assessment: Director Byrne has been in touch with Mr. Dahlgren about the timeframe of his final report. A draft of this final report will be given to Director Byrne at the end of January. The final draft of the report will be distributed to the Board at the beginning of March. Mr. Dahlgren will be attending the March Board Meeting to discuss the report with the Board.
- b. Board Member Recruitment: The Board will vote at the February meeting to recommend new Board members to the Board of County Commissioners.

6. Director's Report:

- a. Annual Report: Director Byrne is scheduled to give the library district annual report to the Board of County Commissioners on February 14.
- b. Staffing Update: Sarah Coleman started January 4 as the new Branch Manager of Elizabeth.
One employee is on FMLI leave administered by the State of Colorado. Staff at all libraries would like the Board to know that they are grateful for the raise in wages.
- c. Facilities: The back door at Kiowa is complete including the screen door. The door was donated by the Kiowa Library Friends.
The library district's handyman is donating new carpet squares and labor to install them in the back office area of the Elizabeth Library.
- d. Technology: The library district is currently working to switch email to the Microsoft Exchange Server through having Office 365 Business Premium licenses. These licenses will allow employees to use Microsoft Office as well as Sharepoint for the sharing of files.
- e. Audit: Lori Hendrick will be on site in the next week to get a start on the audit.
- f. Monthly Programming: DiNovember was received well and met with enthusiasm.
Simla offered an art project program during December that was a huge hit. They will be repeating the program during February.
- g. Summer Reading Program: This year's program will focus on the Elbert County Sesquicentennial. This will include at least two local author talks.
- h. Time Off: Director Byrne will be out of office February 26 through March 1.

7. Monthly Transfer of Funds to Payroll Account:

Motion 24-01-04:

Motion to transfer the amounts as defined in the attached 2024 Monthly Payroll Transfers document from Community Banks of Colorado Checking account to the payroll account.

RuthAnn Stricker moved; Alan Krenek 2nd

All approve.

8. Public Comment: Kristen Crookshanks attended the Board Meeting to speak on the Elizabeth School Board's efforts to ban the Scholastic Book Fair. Ms. Crookshanks asked how the library handles material challenges. Director Byrne pointed her to the district's policy on material challenges.

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

10. Adjourn:

Motion to adjourn meeting at 7:03 p.m.

Alan Krenek moved; RuthAnn Stricker 2nd

All approve.

Next regularly scheduled meeting will be held on Wednesday, February 28, 2024 at 6 p.m. at the Elizabeth Library Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 24-01-04: RuthAnn Stricker moved to transfer the amounts as defined in the attached 2024 Monthly Payroll Transfers document from Community Banks of Colorado Checking account to the payroll account. The motion was seconded by Alan Krenek. All in favor.

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

**Bank Transfer between Community Banks of Colorado Checking and Payroll
Accounts**

Resolution 24-01-04

January 24, 2024

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to transfer the amounts defined in the attached 2024 Monthly Payroll Transfer document from the Community Banks of Colorado checking account to the Community Banks of Colorado payroll account for the purpose of covering payroll and benefits expenses for 2024 in support of Pines & Plains Libraries automated payroll processing with Paylocity.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees approves the transfer of funds in the amounts defined in the 2024 Monthly Payroll Transfers document to cover the 2024 monthly payroll and benefits expenses, effective January 24, 2024.

Approved this 24th day of January, 2024 by the Pines & Plains Libraries Board of Trustees.

By: _____
Robert Thomasson, Board President

By: _____
RuthAnn Stricker, Acting Board Secretary