

Elbert County Library District dba Pines & Plains Libraries  
Board of Trustees Minutes  
February 28, 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 6:05 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 (virtually), Elizabeth Branch Manager Sarah Coleman  
Guests: Maral Heggemeier and Alessandra Navetta
  
3. Acceptance of the Agenda:  
*Motion to approve the agenda.*  
Alan Krenek motion; Robert Thomasson 2nd  
All approve.
  
4. Consent Agenda:
  - a. January 24, 2024 Minutes: Minutes reviewed, no comments
  - b. Correspondence: None
  - c. January Bank Reconciliation: Alan Krenek provided the Board with a comprehensive review of the District funds status:  
Community Banks of Colorado checking account starting balance of \$520,519.99, checks and payments of 42 items at \$56,278.25 and credits and deposits of 8 items at \$17,368.31 making the ending balance \$481,610.05.  
Community Banks of Colorado payroll account starting balance of \$292,194.60, checks and payments of 10 items at \$51,262.82 making the ending balance \$240,931.78.  
Community Banks of Colorado Money Market account starting balance of \$712,320.04, interest deposit of \$1,663.71 making the ending balance \$713,983.75.  
The BMO Money Market account starting balance of \$722,657.28, interest deposit of \$1,286.49 making the ending balance \$723,943.77.  
Gross total of all accounts is \$2,160,469.35.
  - d. January Budget to Actual: Total expenditures through January are \$88,259.34 of the \$1,730,526.00 budget, which is 5.1%. January accounts for 8% of the year.

*Motion to approve Consent Agenda.*

Robert Thomasson motion; Alan Krenek 2nd

All approve.

5. Committee Reports:

a. Community Needs Assessment:

- i. The final report from Anders Dahlgren is in progress, Mr. Dahlgren will be in attendance for the March 27 Board Meeting.
- ii. Location for sale in Elbert is a former church with a house. The property's price is approximately \$800,000.00. Several board members will go out to take a look at the location.

b. Board Member Recruitment:

**Motion 24-02-01:**

*Motion to reappoint Alan Krenek for a three-year term, ending in January 2027.*

RuthAnn Stricker motion; Robert Thomasson 2nd

All approve

**Motion 24-02-02:**

*Motion to appoint Alessandra Navetta to the Library Board, replacing Sheila Zuschek, for a three-year term, ending in January 2027.*

RuthAnn Stricker motion; Alan Krenek 2nd

All approve

**Motion 24-02-03:**

*Motion to appoint Maral Heggemeier to the Library Board, replacing Karen Suchan, for the remainder of the current term, ending in January 2025.*

RuthAnn Stricker motion; Alan Krenek 2nd

All approve

6. Director's Report:

- a. Libraries in the News: Elbert County News featured Branch Manager Kim Miller about a month ago, and featured Branch Manager Sarah Coleman just this week.  
The Ranchland News featured a photo of Director Byrne and Managers Sarah Coleman and Kim Miller at the 150th Anniversary of Elbert County Celebration.
- b. Staffing Update: One employee is still out on family leave which will need to be extended. Pines & Plains will be hiring a temporary Activities Service Guide from March to May to fill this position.
- c. Statistics: Circulation is up 13% from 2022 to 2023 with the number of card holders up 7% during the same time period.

- d. Lawyers at the Library: Ric Morgan's funeral will be on March 9, at 10 AM at the Mercantile in Elbert.
  - e. Board of County Commissioners Annual Report: Alan Krenek and Director Byrne attended the County Commissioners Meeting on Wednesday, February 14 to present the Library Annual Report.
  - f. Monthly Programming:
    - i. The Simla craft event was immensely popular.
    - ii. A new knitting and crochet group has been formed at the Kiowa Library.
    - iii. JVL Bell came to the Elizabeth Library for an author talk. She spoke to 39 attendees about the Colorado gold rush era. This event was a part of the Elbert County Sesquicentennial
  - g. Audit: Director Byrne will be working to help finish the audit during March.
  - h. Technology: Working to transition the current email and electronic filing system to Microsoft 365 Business Premium.
  - i. Time Off: Director Byrne is currently in Kansas helping her father and will be back at work Monday, March 4. Director Byrne will be out of office from approximately May 10 through May 13 to celebrate a nephew's college graduation in Oregon.
7. Swale: The City requires that a swale be built on the north edge of the Elizabeth Library property. This would ensure that water runoff from the building project to the east of the Library property as well as from the road would flow into a grate that empties into the retention pond and then into Gold Creek. The Board will have a meeting with the City Development Director to explain the new layout drawing as well as to answer questions. Questions to be answered:
- a. Who is responsible for building the swale?
  - b. Do zoning laws allow for the property adjacent to build within 12 feet of the property line?
  - c. How will the water drainage from the adjacent property be directed north and eventually into the retention pond?
  - d. Which property is the retaining wall to the east of the Library on?
  - e. The pathway leading from the Library property to the shopping complex to the north has already been washed out by drainage from the property to the east. What can be done to restore this pathway and avoid further damage to it?
  - f. How will the retaining wall to the east be affected by building on the property east of it?

**Motion 24-02-04:**

*Motion to have a study session pending availability of the City of Elizabeth Community Development Director.*

Alan Krenek motion; RuthAnn Stricker 2nd

All approve

8. Audit Summary: The auditor will be in attendance for the Board Meeting in April. The Audit outcomes are categorized as material weaknesses, significant deficiencies, and management comments. The audit found the following:

Overpayments to salaried employees when payroll was switched from Quickbooks to Paylocity.

**Motion 24-02-05:**

*Motion to accept the 2023 overpayment of salaried employees when switching payroll from Quickbooks to Paylocity. Estimated total \$1,601.*

RuthAnn Stricker motion; Alan Krenek 2nd

All approve

Several salaried employees took unpaid time off causing their salaries to be lowered.

**Motion 24-02-06:**

*Motion to make whole two employees who were paid less than their salary due to unpaid time off. Estimated total \$1,318.*

RuthAnn Stricker motion; Alan Krenek 2nd

All approve

Director Byrne was mistakenly overpaid for hours worked during December 2023 by \$346.15. She has paid that amount back to Pines & Plains Libraries

An employee with a personal IRA had \$2,300.00 taken out of their pay for the year of 2023 that should have been placed into said IRA but was not. This employee will receive a check for \$2,300.00 and be walked through the process of depositing the check into their IRA. Paylocity has been updated to avoid this issue moving forward.

Two PERA payments were missed during 2023. Pines & Plains is working with PERA to make these deposits while avoiding any penalties.

Payroll Journal Entries will be put into Quickbooks bi-weekly instead of monthly. These will be reconciled immediately to catch any errors.

Employees will approve their time worked for the day in Paylocity. Any changes made to timesheets by supervisors will be notified to the employee.

9. Public Comment: None

10. Any Other Items/Business from Board Members: Robert Thomasson is thankful for the patience received while he is undergoing knee rehabilitation.

11. Adjourn:

*Motion to adjourn meeting at 7:54 p.m.*

Alan Krenek motion; RuthAnn Stricker 2nd

All approve.

Next scheduled meeting will be a regular meeting to be held Wednesday, March 27, 2024 at 6 p.m. at the Elizabeth Library Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant

**Motion 24-02-01:** RuthAnn Stricker moved to reappoint Alan Krenek to the Library Board for a three-year term, ending in January 2027. The motion was seconded by Robert Thomasson. All in favor.

**Motion 24-02-02:** RuthAnn Stricker moved to appoint Alessandra Navetta to the Library Board, replacing Sheila Zuschek, for a three-year term, ending in January 2027. The motion was seconded by Alan Krenek. All in favor.

**Motion 24-02-03:** RuthAnn Stricker moved to appoint Maral Heggemeier to the Library Board, replacing Karen Suchan, for the remainder of the current term, ending in January 2025. The motion was seconded by Alan Krenek. All in favor.

**Motion 24-02-04:** Alan Krenek moved to have a study session pending availability of the City of Elizabeth Development Director. The motion was seconded by RuthAnn Sticker. All in favor.

**Motion 24-02-05:** RuthAnn Sticker moved to accept the 2023 overpayment of salaried employees when switching payroll from Quickbooks to Paylocity. Estimated total \$1,601. The motion was seconded by Alan Krenek. All in favor.

**Motion 24-02-06:** RuthAnn Stricker moved to make whole two salaried employees who were paid less than their salary due to unpaid time off. Estimated total \$1,318. The motion was seconded by Alan Krenek. All in favor.

Elbert County Library District  
dba Pines & Plains Libraries  
Board of Trustees  
**Reappointment of Trustee Alan Krenek**  
**Resolution 24-02-01**  
February 28, 2024

**WHEREAS**, it is the desire of Pines & Plains Libraries Board of Trustees to reappoint Alan Krenek, to the Library Board for a three-year term, ending in January 2027.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the reappointment of Alan Krenek to the Library Board

Approved this 28th day of February, 2024 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  
**Appointment of Alessandra Navetta**  
**Resolution 24-02-02**  
February 28, 2024

**WHEREAS**, it is the desire of Pines & Plains Libraries Board of Trustees to appoint Alessandra Navetta to the Library Board, replacing Sheila Zuschek, for a three-year term, ending in January 2027.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the appointment of Alessandra Navetta to the Library Board

Approved this 28th day of February, 2024 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  
**Appointment of Maral Heggemeier**  
**Resolution 24-02-03**  
February 28, 2024

**WHEREAS**, it is the desire of Pines & Plains Libraries Board of Trustees to appoint Maral Heggemeier to the Library Board, replacing Karen Suchan, for the remainder of the current term, ending in January 2025.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the appointment of Maral Heggemeier to the Library Board

Approved this 28th day of February, 2024 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 Approve Salaried Employees Overpayment  
Resolution 24-02-05  
February 28, 2024**

**WHEREAS**, it is the desire of Pines & Plains Libraries Board of Trustees to accept the 2023 overpayment of salaried employees when switching payroll from Quickbooks to Paylocity. Estimated total \$1,601.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the proposal to accept the 2023 overpayment of salaried employees. Estimated total \$1,601.

Approved this 28th day of February, 2024 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 Repay Make Whole Salaried Employees**  
**Resolution 24-02-06**  
February 28, 2024

**WHEREAS**, it is the desire of Pines & Plains Libraries Board of Trustees to make whole two employees who were paid less than their salary due to unpaid time off. Estimated total \$1,318.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees approves the payment of previously unpaid time off to two salaried employees. Estimated total \$1,318.

Approved this 28th day of February, 2024 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
Robert Thomasson, Board President

By: \_\_\_\_\_  
RuthAnn Stricker, Acting Board Secretary