

Elbert County Library District dba Pines & Plains Libraries
Board of Trustees Minutes
March 27, 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 6:06 pm by RuthAnn Stricker.

2. Roll Call and Verification of Quorum: Board Members present: RuthAnn Stricker, Alan Krenek, Maral Heggemeier, Alessandra Navetta, and Robert Thomasson (virtually).
Staff: Director Susan Byrne, Elizabeth Branch Manager Sarah Coleman, Kiowa Branch Manager Kim Miller, and Administrative Assistant Nat Nelson
Guests: Anders Dahlgren of Library Planning Associates Inc. and Elbert resident Al Moller

3. Acceptance of the Agenda:
Motion to approve the agenda.
Alan Krenek motion; Alessandra Navetta 2nd
All approve.

4. Consent Agenda:
 - a. February 28, 2024 Minutes: Minutes reviewed, no comments
 - b. Correspondence: Public Hearing for Elizabeth Street Plaza Planning Commission will be held on April 2, 2024 at 6:30 pm and the Town of Elizabeth Board of Trustees meeting on April 23, 2024. Director Byrne and Trustee Navetta are planning to attend.
The Board received a thank you card for the floral arrangement that was sent to Ric Morgan's funeral.
 - c. February 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 \$481,610.05, checks and payments of 42 items at \$172,769.91 and credits and deposits of 6 items at \$18,721.38 making the ending balance \$327,561.52.
Community Banks of Colorado payroll account starting balance of \$240,931.78, checks and payments of 9 items at \$73,063.81 and credits and deposits of 2 items at \$126,000.00 making the ending balance \$293,867.97.

Community Banks of Colorado Money Market account starting balance of \$713,983.75, interest deposit of \$1,119.87 making the ending balance \$715,103.62.

The BMO Money Market account starting balance of \$723,943.77, interest deposit of \$1,205.56 making the ending balance \$725,149.33.

Gross total of all accounts is \$2,061,682.44.

- d. February Budget to Actual: Total expenditures through February are \$218,571.47 of the \$1,730,526.00 budget, which is 12.63%. February accounts for 16.7% of the year.

Motion to approve Consent Agenda.

Alan Krenek motion; Maral Heggemeier 2nd

All approve.

- 5. Committee Reports: None

- 6. Annual Meeting - Election of Officers:

Motion 24-03-01:

Motion to nominate and elect Board Officers according to the following slate:

RuthAnn Stricker as President

Maral Heggemeier as Vice President

Alan Krenek as Treasurer

Alessandra Navetta as Secretary

Maral Heggemeier motion; Alan Krenek 2nd

All approve

- 7. Director's Report: The Director's Report was emailed out prior to the meeting and it was made available to the Board in their meeting packets.

- 8. Elizabeth Library Swale: The proposed swale will exist in the forty foot easement to the north of the Elizabeth Library. The developer of the Elizabeth Street Plaza will be building the swale. The library district may want to put up a chain link fence around the easement to discourage foot traffic through the swale once it is built and in use.

Motion 24-03-02:

Motion to accept the swale plan as proposed by the developer of Elizabeth Street Plaza so long as appropriate lining, be it vegetation or riprap, is put in place to accommodate the flow of water drainage to prevent erosion.

Alan Krenek motion; Maral Heggemeier 2nd

All approve

9. Community Needs Assessment Final Report Anders Dahlgren, Library Planning Associates, Inc.: The completed draft report was delivered to the members of the Board about a week ago.

Key points and takeaways:

- a. Mr. Dahlgren compiled a number of analyses and data to track service developments and service trends overtime. Spikes in the data are most likely due to staffing changes but also has been impacted by the pandemic.
- b. The inventory of the four library locations has remained well balanced over the past three to four years. This total inventory is split up with about forty percent at the Elizabeth Library and twenty percent at the three remaining libraries. The total collection is sitting at 64,500 items. Compared to libraries nationwide serving a similar size population, Pines & Plains lags behind. However, compared to libraries that are in the region, Pines & Plains comes out ahead.
- c. Library trends show that volumes held per capita peaked in 2003, audiobooks peaked about six to seven years ago, and videos have just peaked in the past year. Pines & Plains has a large video collection as internet service and connectivity in rural areas is an issue.
- d. Mr. Dahlgren conducted several Key Informant Interviews and small group interviews that were not widely attended. However, each had very consistent themes: appreciation for the quality of customer service, the ease at which patrons can “grab and go”, the interlibrary loan system, and the value of the library as place - for community building and as a location where patrons are encouraged to linger. As the small group interview in the Northwest Corner was not attended by anyone from the community, there is not an immediate need to develop a branch in that area. Those in the Northwest Corner identify more with Aurora and Parker and do not feel as if they are a part of Elbert County.
- e. Recommendations for the future:
A collection goal is set at 98,000 items, with 59,300 items at the Elizabeth Library and twenty percent at each of the other branches.
Thirty-six technology stations district wide with eighteen at the Elizabeth Library and six at each of the other branches.
This leads to an understanding of the space each branch would need. The Elizabeth Library would need 25,000 square feet and each of the other branches would need 7,600 square feet.

*See attached handout for size recommendations for three branches versus four branches.

10. Former Sacred Heart Church Property, Elbert:

Motion 24-03-03:

Motion to hold a study session of the Board to discuss the former Sacred Heart Church Property in Elbert on April 3 at 2 pm.

Maral Heggemeier motion; Alan Krenek 2nd

All approve

11. Public Comment: Member of the public Al Moller asked Mr. Dahlgren about what hard recommendations he has made to the Board. Mr. Dahlgren explained that the recommendations that are made in his report are about the system wide resource and service inventory that he thinks the library district should pursue, as well as how the inventory should be made available. This in turn allows for recommendations about the necessary size requirements for the various libraries in order to house said inventory.

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

13. Adjourn:

Motion to adjourn meeting at 8:35 p.m.

Alan Krenek motion; Maral Heggemeier 2nd

All approve.

Next scheduled meeting will be a regular meeting to be held Wednesday, April 24, 2024 at 6 p.m. at the Elizabeth Library Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 24-03-01: Maral Heggemeier made a motion to nominate the following slate of officers for the Library Board of Trustees: RuthAnn Stricker as President, Maral Heggemeier as Vice President, Alan Krenek as Treasurer, and Alessandra Navetta as Secretary. The motion was seconded by Alan Krenek. All in favor.

Motion 24-03-02: Alan Krenek made a motion to accept the swale plan as proposed by the developer of Elizabeth Street Plaza so long as appropriate lining, be it vegetation or riprap, is put in place to accommodate the flow of water drainage to prevent erosion. The motion was seconded by Maral Heggemeier. All in favor.

Motion 24-03-03: Maral Heggemeier made a motion to hold a study session of the Board on April 3 at 2 pm to discuss acquiring the former Sacred Heart Church Property in Elbert. The motion was seconded by Alan Krenek. All in favor.

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Nominate and Elect Board Officers
Resolution 24-03-01
March 27, 2024

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to nominate and elect Board Officers according to the following slate: RuthAnn Stricker as President, Maral Heggemeier as Vice President, Alan Krenek as Treasurer, and Alessandra Navetta as Secretary.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees approves the election of Board Officers.

Approved this 27th day of March, 2024 by the Pines & Plains Libraries Board of Trustees.

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Approve the Proposed Swale Plan
Resolution 24-03-02
March 27, 2024

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to accept the swale plan as proposed by the developer of Elizabeth Street Plaza so long as appropriate lining, be it vegetation or riprap, is put in place to accommodate the flow of water drainage to prevent erosion.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees approves the proposed Swale Plan.

Approved this 27th day of March, 2024 by the Pines & Plains Libraries Board of Trustees.

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Hold a Board Study Session
Resolution 24-03-03
March 27, 2024

WHEREAS, it is the desire of Pines & Plains Libraries Board of Trustees to hold a study session of the Board on April 3 at 2 pm to discuss acquisition of the former Sacred Heart Church Property in Elbert.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees approves the proposal to hold a study session of the Board.

Approved this 27th day of March, 2024 by the Pines & Plains Libraries Board of Trustees.

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary