

Elbert County Library District dba Pines & Plains Libraries
Board of Trustees Minutes
July 23, 2025

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 pm by Maral Heggemeier.
2. Roll Call and Verification of Quorum: Board Members present: RuthAnn Stricker (via Microsoft Teams), Maral Heggemeier, Alessandra Navetta, Alan Krenek, and Lisa Hurst
Staff: Director Susan Byrne, and Administrative Assistant Nat Nelson
Guest: Anders Dahlgren of Library Planning Associates Inc. (via Microsoft Teams)
3. Acceptance of the Agenda:
Motion to accept the agenda.
Alan Krenek made the motion; Alessandra Navetta 2nd
All in favor.
4. Program Plan with Anders Dahlgren: Anders Dahlgren of Library Planning Associates Inc. provided the board with an overview of the Elizabeth Library program plan and its development.
5. Consent Agenda:
 - a. June 25, 2025, Regular Meeting Minutes: Minutes reviewed, no comments
 - b. Correspondence: None
 - c. June Bank Reconciliation: Alessandra Navetta provided the Board with a comprehensive review of the District funds status for June:
The Community Banks of Colorado checking account has a balance of \$0.00.
This account is now closed.
The new Community Banks of Colorado checking account has a balance of \$1,378,687.91.
The Community Banks of Colorado payroll account has a balance of \$40,569.70.
The ColoTrust account has a balance of \$751,643.49.
The CSafe1 account has a balance of \$611,384.20.
The CSafe2 account has a balance of \$740,718.48.
The gross total of all accounts is \$3,523,003.78.

- d. June Budget to Actual: Total expenditures through June are \$644,526.87 of the \$1,551,894.00 budget, which is 41.53%. January through June accounts for 50% of the year.

Motion to approve Consent Agenda.

Lisa Hurst made the motion; Alan Krenek 2nd

All in favor.

6. Committee Reports:

- a. BOCC Meeting Update: Alessandra Navetta attended the BOCC meeting on July 9. None of the library trustees attended the July 23rd meeting. Maral Heggemeier will attend the BOCC meetings in August.
- b. Foundation Meeting Update: During the July meeting, work in committees continued to further the Foundation's goals.

7. Director's Report: Director Byrne provided a copy of her report to the Board.

8. Request for Reconsideration & Library Response: Director Byrne brought to the Board a request for reconsideration submitted by a patron of the Elizabeth Library. She presented the form completed by the patron and the District's response per the Library District's Policy Manual.

9. Staffing Line Item Budget Update: Director Byrne asked the Board to move funds from one budget line to another in the 2025 budget.

Motion 25-07-01:

Motion to move \$5,000 from the Computer-Tech Support 46670 line to the Branch Manager Salary 16015 line in the 2025 Budget.

Alan Krenek made the motion; Alessandra Navetta 2nd

All in favor.

10. Policy Updates:

- a. CORA Request Charge: Change the per hour cost of open records request, after the first free hour, from \$33.58 to \$41.37.
- b. SB25-276 Protect Civil Rights Immigration Status: A civil rights policy has been added to the policy manual that stipulates what patron information the library collects and how that library responds to law enforcement requests for information or access.
- c. Social Media Policy: A social media policy has been added to the policy manual.

Motion 25-07-02:

Motion to approve updates to the policy manual.

Alan Krenek made the motion; Lisa Hurst 2nd

All in favor.

11. Public Comment: None

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

13. Next meeting:

- a. Board Meeting, Wednesday, August 27, 2025, at 6 pm at the Elizabeth Library.

14. Adjourn:

Motion to adjourn meeting at 7:09 pm

Lisa Hurst made the motion; Alan Krenek 2nd

All in favor.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 25-07-01: Alan Krenek made a motion to move \$5,000 from the Computer-Tech Support 46670 line to the Branch Manager Salary 16015 line in the 2025 Budget. The motion was seconded by Alessandra Navetta. All in favor.

Motion 25-07-02: Alan Krenek made a motion to approve updates to the policy manual. The motion was seconded by Lisa Hurst. All in favor.

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Move Funds in the 2025 Budget
Resolution 25-07-01
July 23, 2025

WHEREAS, it is the desire of the Pines & Plains Libraries Board of Trustees to move \$5,000 from the Computer-Tech Support 46670 line to the Branch Manager Salary 16015 line in the 2025 Budget.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees has moved funds to the 16015 line in the 2025 Budget.

Approved this 23rd day of July 2025 by the Pines & Plains Libraries Board of Trustees.

By:_____

RuthAnn Stricker, Board President

By:_____

Lisa Hurst, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Approve Policy Manual Updates
Resolution 25-07-02
July 23, 2025

WHEREAS, it is the desire of the Pines & Plains Libraries Board of Trustees to approve updates to the policy manual.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees has approved updates to the policy manual.

Approved this 23rd day of July 2025 by the Pines & Plains Libraries Board of Trustees.

By:_____

RuthAnn Stricker, Board President

By:_____

Lisa Hurst, Board Secretary