

Elbert County Library District dba Pines & Plains Libraries  
Board of Trustees Minutes  
January 28, 2026

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 4:04 pm by RuthAnn Stricker.
  
2. Roll Call and Verification of Quorum: Board Members present: RuthAnn Stricker, Maral Heggemeier, Alessandra Navetta, Alan Krenek, and Lisa Hurst  
Staff: Director Susan Byrne and Administrative Assistant Nat Nelson
  
3. Acceptance of the Agenda:  
*Motion to accept the agenda.*  
Maral Heggemeier made the motion; Alan Krenek 2nd  
All in favor.
  
4. Consent Agenda:
  - a. November 25, 2025, Regular Meeting Minutes: Minutes reviewed, no comments
  - b. January 14, 2026, Study Session Meeting Minutes: Minutes reviewed, no comments
  - c. Correspondence: Thank you card from Mindy Moller to the Board.
  - d. November Bank Reconciliations: Alessandra Navetta provided the Board with a comprehensive review of the District funds status for November:  
The Community Banks of Colorado checking account has a balance of \$1,406,133.87.  
The Community Banks of Colorado payroll account has a balance of \$39,094.30.  
The ColoTrust account has a balance of \$765,245.99.  
The CSafe1 account has a balance of \$622,570.82.  
The CSafe3 account has a balance of \$754,271.44.  
The gross total of all accounts is \$3,587,316.42.
  - e. December Bank Reconciliations: Alessandra Navetta provided the Board with a comprehensive review of the District funds status for December:  
The Community Banks of Colorado checking account has a balance of \$1,326,980.47.  
The Community Banks of Colorado payroll account has a balance of \$17,358.64.  
The ColoTrust account has a balance of \$767,807.86.

The CSafe1 account has a balance of \$624,691.20.

The CSafe3 account has a balance of \$756,840.28.

The gross total of all accounts is \$3,493,678.45.

- f. November Budget to Actual: Total expenditures through November are \$1,194,702.14 of the \$1,551,894.00 budget, which is 76.98%. January through November accounts for 91.67% of the year.
- g. December Budget to Actual: Total expenditures through December are \$1,333,066.26 of the \$1,551,894.00 budget, which is 85.9%. January through December accounts for 100% of the year.

*Motion to approve Consent Agenda.*

Maral Heggemeier made the motion; Alan Krenek 2nd

All in favor.

5. Committee Reports:

- a. BOCC Meeting Update: Alessandra Navetta attended the Board of County Commissioners Meeting on December 10, 2025. The county has appointed an individual to see if the airplanes that are flown by pilot students, from the Centennial flying school, can be diverted away from the Town of Kiowa.
  - b. Foundation Meeting Update: The Foundation met on January 17. The total amount raised during Colorado Gives Day was \$3,995.00. The Foundation has decided to change the date and time of the meetings to the first Saturday of each month at 1 pm. New members are being added to the Foundation and work continues on future fundraising events.
6. Director's Report: Director Byrne provided a copy of her report to the Board. RuthAnn Stricker and Alessandra Navetta will accompany Director Byrne to the February Board of County Commissioners Meeting to give a presentation on the state of the Library District. The Board discussed a new quote to complete the Kiowa Restroom ADA Project. The Board also discussed the need for a new policy regarding the use of pennies.

**Motion 26-01-01:**

*Motion to accept the quote for the Kiowa Restroom ADA Project.*

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

**Motion 26-01-02:**

*Motion to create and add a Penny Policy to the policy manual.*

Maral Heggemeier made the motion; Lisa Hurst 2nd  
All approve.

7. Set Meeting Posting Location: The Board discussed the designated meeting posting location.

**Motion 26-01-03:**

*Motion to designate the Pines & Plains Libraries Website as the meeting posting location for 2026.*

Alan Krenek made the motion; Lisa Hurst 2nd  
All approve.

8. Transfer Funds from Main Bank Account to Payroll Bank Account: The Board discussed the need to transfer funds to the payroll account each month.

**Motion 26-01-04:**

*Motion to authorize library staff to transfer \$70,000 each month in 2026 from the Community Banks of Colorado main checking account to the Community Banks of Colorado payroll account.*

Maral Heggemeier made the motion; Lisa Hurst 2nd  
All approve.

9. Policy Manual Revisions: The Board approved the addition of several new policies to the policy manual as well as the suggested policy manual revisions from the previous study session.

**Motion 26-01-05:**

*Motion to create and add a Personal Identifying Information Disposal Policy to the policy manual.*

Maral Heggemeier made the motion; Alan Krenek 2nd  
All approve.

**Motion 26-01-06:**

*Motion to postpone the decision to add the After Hour Meeting Room Policy, to allow for revisions, to the policy manual.*

Maral Heggemeier made the motion; Alan Krenek 2nd  
All approve.

**Motion 26-01-07:**

*Motion to approve the policy manual with the revisions that were reviewed during the previous study session.*

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

10. Public Comment: None

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

12. Next meeting:

- a. Board Meeting, Wednesday, February 25, 2026, at 4 pm at the Elizabeth Library.

13. Adjourn:

*Motion to adjourn meeting at 5:14 pm*

Alan Krenek made the motion; Maral Heggemeier 2nd

All in favor.

Respectfully submitted by Nat Nelson, Administrative Assistant

**Motion 26-01-01:** Maral Heggemeier made a motion to accept the quote for the Kiowa Restroom ADA Project. The motion was seconded by Alan Krenek. All in favor.

**Motion 26-01-02:** Maral Heggemeier made a motion to create and add a Penny Policy to the policy manual. The motion was seconded by Lisa Hurst. All in favor.

**Motion 26-01-03:** Alan Krenek made a motion to designate the Pines & Plains Libraries Website as the meeting posting location for 2026. The motion was seconded by Lisa Hurst. All in favor.

**Motion 26-01-04:** Maral Heggemeier made a motion to authorize library staff to transfer \$70,000 each month in 2026 from the Community Banks of Colorado main checking account to the Community Banks of Colorado payroll account. The motion was seconded by Lisa Hurst. All in favor.

**Motion 26-01-05:** Maral Heggemeier made a motion to create and add a Personal Identifying Information Disposal Policy to the policy manual. The motion was seconded by Alan Krenek. All in favor.

**Motion 26-01-06:** Maral Heggemeier made a motion to postpone the decision to add the After Hour Meeting Room Policy, to allow for revisions, to the policy manual. The motion was seconded by Alan Krenek. All in favor.

**Motion 26-01-07:** Maral Heggemeier made a motion to approve the policy manual with the revisions that were reviewed during the previous study session. The motion was seconded by Alan Krenek. All in favor.

Elbert County Library District  
dba Pines & Plains Libraries  
Board of Trustees  
**Resolution to Accept Kiowa Restroom Quote**  
**Resolution 26-01-01**  
January 28, 2026

**WHEREAS**, it is the desire of the Pines & Plains Libraries Board of Trustees to accept the quote for the Kiowa Restroom ADA Project.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees has accepted the quote for the Kiowa Restroom ADA Project.

Approved this 28th day of January 2026 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
RuthAnn Stricker, Board President      Date

By: \_\_\_\_\_  
Lisa Hurst, Board Secretary              Date

Elbert County Library District  
dba Pines & Plains Libraries  
Board of Trustees  
**Resolution to Create and Add a Policy to the Policy Manual**  
**Resolution 26-01-02**  
January 28, 2026

**WHEREAS**, it is the desire of the Pines & Plains Libraries Board of Trustees to create and add a Penny Policy to the policy manual.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees has decided to create and add a Penny Policy to the policy manual.

Approved this 28th day of January 2026 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
RuthAnn Stricker, Board President      Date

By: \_\_\_\_\_  
Lisa Hurst, Board Secretary      Date

Elbert County Library District  
dba Pines & Plains Libraries  
Board of Trustees  
**Resolution to Designate Meeting Posting Location**  
**Resolution 26-01-03**  
January 28, 2026

**WHEREAS**, it is the desire of the Pines & Plains Libraries Board of Trustees to designate the Pines & Plains Libraries Website as the meeting posting location for 2026.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees has decided to designate the Pines & Plains Libraries Website as the official meeting posting location for the year 2026.

Approved this 28th day of January 2026 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
RuthAnn Stricker, Board President      Date

By: \_\_\_\_\_  
Lisa Hurst, Board Secretary      Date

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

**Resolution to Authorize the Transfer of Funds to the Payroll Account**

**Resolution 26-01-04**

January 28, 2026

**WHEREAS**, it is the desire of the Pines & Plains Libraries Board of Trustees to authorize library staff to transfer \$70,000 each month in 2026 from the Community Banks of Colorado main checking account to the Community Banks of Colorado payroll account.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees has authorized the transfer of funds to the payroll account.

Approved this 28th day of January 2026 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
RuthAnn Stricker, Board President      Date

By: \_\_\_\_\_  
Lisa Hurst, Board Secretary      Date

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

**Resolution to Approve the Disposal of Data Concerning Personal Identifying  
Information Policy  
Resolution 26-01-05  
January 28, 2026**

**WHEREAS**, Elbert County Library District, DBA Pines and Plains Libraries (the “**District**”) is a Colorado Library District formed pursuant to Section 24-90-101 *et seq*, C.R.S., and a political subdivision of the State of Colorado located in the County of Elbert, Colorado; and

**WHEREAS**, as a government entity and political subdivision of the State of Colorado, the District is subject to and required to comply with Colorado Revised Statutes, Section 24-73-101 (“**Personal Information Statute**”); and

**WHEREAS**, the Personal Information Statute requires the adoption of a written policy explaining the District’s disposal practices for documents containing personal identifying information of citizens of the State of Colorado; and

**NOW THEREFORE**, be it resolved by the Board of Trustees for the Elbert County Library District that the “Policy Regarding Disposal of Data Containing Personal Identifying Information” attached as **Exhibit A** to this resolution (“**PII Data Disposal Policy**”), is approved.

Approved this 28th day of January 2026 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
RuthAnn Stricker, Board President      Date

By: \_\_\_\_\_  
Lisa Hurst, Board Secretary      Date

Elbert County Library District  
dba Pines & Plains Libraries  
Board of Trustees  
**Resolution to Approve Revisions to the Policy Manual**  
**Resolution 26-01-07**  
January 28, 2026

**WHEREAS**, it is the desire of the Pines & Plains Libraries Board of Trustees to approve the policy manual with the revisions that were reviewed during the previous study session.

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

Approved this 28th day of January 2026 by the Pines & Plains Libraries Board of Trustees.

By: \_\_\_\_\_  
RuthAnn Stricker, Board President      Date

By: \_\_\_\_\_  
Lisa Hurst, Board Secretary              Date