

NORTHERN PLAINS PUBLIC LIBRARY

BOARD MEETING AGENDA

FOR THE MEETING OF:

December 14, 2023

CALL MEETING TO ORDER

GUEST(S):

Linn Miller

Minutes - October 12, 2023

CORRESPONDENCE

TREASURERS REPORT:

Bills not rec'd: Xcel, Waste Mgmt
Atmos, AT & T

DIRECTORS REPORT:

OLD BUSINESS:

- Standards of Procedure
- IGA Update
- Sound solutions
- Open board position

NEW BUSINESS:

- 2023 Bonuses/Gift cards
- Creating assistant director title

NORTHERN PLAINS PUBLIC LIBRARY

BOARD MEETING

DATED:

November 9, 2023

BOARD & ASSOCIATE MEMBERS:

OFFICE

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

MEMBER

ROB PIOTROWSKI
SCOTT RILEY
KAY BACKSTRUM
BILL JANSSEN
JASON KAUFFMAN
JENNIFER WEICHEL
DESTINI BREWER
ANALICIA ANASTASIA
ROXI ALLEN

X
X
X
X
X
X
X
X
X

DIRECTOR
ACCOUNTANT
TOWN BOARD REP

President Rob called the meeting to order at 7:03 pm.

GUEST(S): Kathryn Schroeder

MINUTES: October 12, 2023. Bill moved, Jason seconded to approve minutes as presented. Motion carried unanimously.

CORRESPONDENCE: Letters of intent for board position opening January 1, 2024. See new business.

DISCUSSION: Bills not received: Xcel, Waste Mgmt, AT & T, Atmos

MOVED TO PAY BILLS: Bill **SECONDED:** Kay

BILLS APPROVED: YES

CLOSING CHECKLIST: JASON

DIRECTORS REPORT: Copy attached to permanent minutes
Kay - Library needs more how to manuals. AnaLicia will order some.

OLD BUSINESS

Standards of Procedure - Discussion of the draft. Board will review before finalizing.
IGA Update - HPLD is waiting to hear back from their attorney.

NEW BUSINESS - NEW BUSINESS WAS CONDUCTED AT BEGINNING OF MEETING

Sound installation quote - Quote received \$23,108. Destini & AnaLicia will explore other options.

Board member position - Tabled until next meeting.

Patron issues - AnaLicia reported that she had expelled a patron for inappropriate behavior, The patron didn't accept invitation to the board meeting to appeal.

Board member etiquette - Rob stated that any problems/issues with the library or staff are to be discussed at the board meetings only.

No further business. Meeting adjourned at 8:45 pm.

Approved this 14th day of December, 2023

Rob Piotrowski, President

Northern Plains Public Library

Bills Due

For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID	Line Description	Account Description	Debit Amount	Credit Amount
12/13/23	61750 10200	Programs Expense AMAZON CAPITAL SERVICES	Programs Expense Regular Checking Account	1,568.32	1,568.32
12/13/23	60500 10200	Continuing Education ANALICIA ANASTASIA	Continuing Education Regular Checking Account	49.56	49.56
12/4/23	62300 10200	Utilities Expenses ATMOS ENERGY	Utilities Expenses Regular Checking Account	226.35	226.35
12/13/23	61750 10200	Programs Expense BE WELL CLINIC	Programs Expense Regular Checking Account	400.00	400.00
12/13/23	60200 10200	Books CARDMEMBER SERVICES	Books Regular Checking Account	858.50	858.50
12/13/23	60800 10200	Dues/Subscriptions HIGH PLAINS LIBRARY DISTRICT	Dues/Subscriptions Regular Checking Account	148.17	148.17
12/13/23	60600 61000 10200	Custodial Expense Grounds Maintenance LAVINIA MILLER	Custodial Expense Grounds Maintenance Regular Checking Account	650.00 375.00	1,025.00
12/13/23	60800 10200	Dues/Subscriptions MIDWEST COMPANIES	Dues/Subscriptions Regular Checking Account	219.95	219.95
12/13/23	10800 10200	Programs Account - New NORTHERN PLAINS PUBLIC LIBRARY	Programs Account - New Regular Checking Account	1,034.68	1,034.68
12/13/23	60150 61700 10200	Bookkeeping Expenses Postage Expense OKEY DOKEY CORP	Bookkeeping Expenses Postage Expense Regular Checking Account	1,000.00 9.30	1,009.30
12/13/23	62300 10200	Utilities Expenses TOWN OF AULT	Utilities Expenses Regular Checking Account	52.74	52.74
12/11/23	23400 10200	Federal Payroll Taxes Payable UNITED STATES TREASURY	Federal Payroll Taxes Payable Regular Checking Account	3,552.65	3,552.65
				<u>10,145.22</u>	<u>10,145.22</u>

Northern Plains Public Library

Cash Flow

November 30, 2023

<u>Income</u>	<u>Budget</u>	<u>Amount Received</u>	<u>Amount To Receive</u>
Programs Donations	300.00	1,000.00	(700.00)
Contributions/Memorials	300.00	100.00	200.00
Copier User Fee/Faxes/Printing	650.00	297.00	353.00
Damaged/Lost Books	300.00	77.93	222.07
Earnings on Investments	10,200.00	45,813.44	(35,613.44)
Library Fines-Late Fees	0.00	162.01	(162.01)
Other Revenues & Reimbursement	500.00	624.25	(124.25)
Other Rev & Reimb - Xcel	1,250.00	1,095.85	154.15
Weld Library Dist. Tax Revenue	1,041,284.00	1,034,488.21	6,795.79
Total Income	(1,054,784.00)	(1,083,658.69)	28,874.69
<u>Expenses</u>		<u>Amount Spent</u>	<u>Amount To Spend</u>
Audit Service	15,000.00	11,500.00	3,500.00
Bookkeeping Expenses	12,000.00	11,000.00	1,000.00
Bank/Fin. Charge/Interest	200.00	10.00	190.00
Books	41,000.00	50,675.66	(9,675.66)
Furniture & Fixtures	4,000.00	0.00	4,000.00
Technology & Computers	5,000.00	4,003.95	996.05
Continuing Education	7,000.00	4,876.48	2,123.52
Custodial Expense	8,000.00	8,379.08	(379.08)
Dues/Subscriptions	2,300.00	2,822.46	(522.46)
Fica Expense	19,723.00	15,297.01	4,425.99
Grounds Maintenance	5,000.00	8,445.94	(3,445.94)
Insurance & Bonds	5,200.00	5,095.00	105.00
Library Supplies	12,000.00	7,305.21	4,694.79
Mileage Reimbursement	1,100.00	1,037.93	62.07
Miscellaneous Expenses	4,000.00	2,401.18	1,598.82
Office Supplies	1,700.00	2,525.94	(825.94)
Postage Expense	250.00	114.91	135.09
Programs Expense	30,000.00	20,316.79	9,683.21
Repairs & Maintenance Exp.	3,000.00	3,372.60	(372.60)
Salaries	257,821.00	199,958.76	57,862.24
Telephone/Website Expense	5,000.00	889.89	4,110.11
Unemployment Insurance-State	773.00	189.17	583.83
Utilities Expenses	12,000.00	9,132.93	2,867.07
Workers Compensation	1,600.00	957.00	643.00
Monies Available for Colotrust	601,117.00	0.00	601,117.00
Total Expenses	1,054,784.00	370,307.89	684,476.11

**BY-LAWS
OF THE BOARD OF TRUSTEES OF THE NORTHERN PLAINS PUBLIC LIBRARY
OF AULT, COLORADO**

(Revised 3/81, 1/96, 11/02, 8/03, 10/05, 6/20 and 6/21)

ARTICLE I NAME

This organization shall be called "The Board of Trustees of the Northern Plains Public Library", hereafter referred to as The Board

ARTICLE II MEMBERSHIP

Section 1. The Board shall consist of no less than five (5) members and no more than seven (7) members.

Section 2. The Board shall be a representative board of the service area of the Library, which is the Highland RE-9 School District. Ideally, one or more members will be from Ault, one or more members will be from Pierce, one or more members will be from Nunn and one or more members will be from the rural area contained in the service area.

Section 3. Terms shall be for three (3) years with two (2) members being replaced or appointed each year. Terms shall expire on December 31st.

Section 4. Those to replace outgoing members shall be nominated for membership at the November board meeting. Their names shall be submitted to the Mayor with the consent of the Ault Town Trustees for approval and shall assume office on January 1st.

Section 5. The unexpired term of a member on the Library Board shall be filled by Board nomination and approval of the Mayor of Ault with the consent of the Ault Town Trustees at the earliest regular Board meeting after such vacancy occurs. The term will expire on the date that the "leaving" Board member's term would have expired.

Section 6. A library trustee may be removed only by a majority vote of the appointing legislative body or bodies, but only upon a showing of good cause as defined in, but not limited to, the by-laws adopted by the Board.

Section 7. Should a board member resign, they shall not be eligible to reapply to the board for a period of three (3) years from the date of their resignation.

Section 8. A Board member will be, upon written request, be able to take a leave of absence for a period of not more than twelve (12) consecutive months.

Section 9. Perspective Board Members will not be considered for a Board appointment if it

would result in a conflict of interest disclosure, which will include:

- Has an ownership interest or investment interest in any third party that the library deals with or is considering dealing with;
- Serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that the library deals with or is considering dealing with;
- Receives or may receive compensation or other benefits in connection with a transaction into which the library enters;
- Receives or may receive personal gifts or loans from third parties dealing with the library;
- Serves on the board of directors of another nonprofit organization that is competing, or may compete with the library for a grant or a contract;
- Has a close personal or business relationship with a participant in a transaction being considered by the library;
- Would like to pursue a transaction being considered by the library for their personal benefit.

Current Board Members who disclose a conflict of interest will be asked to recuse themselves from participating in discussions and approval of issues involving the Conflict. The Board Member may be asked to resign from the Board if the recusals result in interruptions or delays of the regular operation of the Board or Library.

ARTICLE III OFFICERS

Section 1. The officers shall be President, Vice-President, Secretary and Treasurer elected from the appointed Library Trustees at the January meeting of the Board.

Section 2. Officers shall serve a term of one (1) year from the annual meeting at which they are elected or appointed.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform the duties associated with the office.

Section 4. The Vice-President shall perform the duties and functions of the President in the event of the President's absence or disability or of a vacancy in that office.

Section 5. The Secretary shall assure that a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and shall perform such duties as are generally associated with that office.

Section 6. The Treasurer shall be the disbursing officer of the Board, sign all checks and shall perform such other duties as generally devolve upon the office.

Section 7. All officers/Board members shall have authority to sign checks.

ARTICLE IV. MEETINGS

Section 1. The regular meeting shall be held once each month, except when deemed unnecessary. The date and hour shall be set by the Board.

Section 2. The annual meeting shall be for the purpose of the election of officers and held at the time of the regular meeting in January of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances permit:

- (a) Disposition of minutes of previous regular and/or special meetings
- (b) Communications
- (c) Treasurer's financial report
- (d) Action on bills
- (e) Progress and service report by the Librarian
- (f) Committee reports
- (g) Unfinished business
- (h) New business
- (i) Adjournment

Section 4. Special meetings may be called by the President for the transaction of business as stated in the call for the meeting. Emergency decisions may be decided by telephone but must be recorded in the minutes.

Section 5. A quorum for the transaction of business at any meeting shall consist of at least fifty percent (50%) of the Board present in person or via telephone, email or any other communications available.

ARTICLE V LIBRARIAN AND STAFF

Section 1. The Board shall appoint a qualified Librarian who shall be the executive and administrative officer of the library on behalf of the Board and under its direction. The Librarian shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff for the care and maintenance of the property of the library, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

Section 2. The Librarian shall present a monthly report on the progress of the library to the Library Board at the regular monthly Board meeting. The Library Board shall submit such report to the Ault Town Trustees.

ARTICLE VI COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time.

Section 2. All committees shall make a progress report to the Library Board as requested.

ARTICLE VII BUDGET

Section 1. The Board shall prepare the annual budget for the Library. The budget shall be presented to the Ault Town Trustees for acceptance by October 15.

ARTICLE VIII GENERAL

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and move or second any proposal before the Board.

Section 2. The By-Laws may be amended by a majority vote of the members present at any regular meeting of the Board after the proposed change has been presented at a previous meeting.

ADDENDUM(S):

A. Ethics Policy

ADDENDUM A
Ethics Policy

Each Board member will be required to sign a copy of the attached Ethics Policy, which may be Amended separately or as part of the By-Laws of the Northern Plains Public Library Board of Trustees.

Northern Plains Public Library

Northern Plains Public Library Board of Trustees Ethics Policy 2021

The Northern Plains Public Library (NPPL) is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the NPPL with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

Trustees do not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sexual orientation or gender identity, or belief system.

Trustees do not use or attempt to use their position with the NPPL to obtain unwarranted privileges or advantages for themselves or others.

Trustees recuse themselves immediately whenever a conflict of interest arises or exists.

Trustees protect and uphold library patrons' right to privacy in their use of the library's resources, while being aware of and in compliance with the applicable laws governing freedom of information.

Trustees, in fulfilling their responsibilities to uphold the values of the public library, are not swayed by partisan interests, public pressure, or fear of criticism.

Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the NPPL, acknowledging the formal position of the Board, even if they personally disagree.

Trustees must conduct themselves, at all times, in a professional and respectful manner in dealings with the Library staff, other trustees and members of the community.

Compliance:

If any board member appears to be in conflict with the Guiding Principles above, he or she will be asked to meet with an appointed executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings.

Signature: _____ Date: _____

Printed Name: _____

Address: _____ Phone: _____