

Basalt Regional Library District Board of Trustees Meeting
Monday, April 17, 2023 5:15 PM
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))
Basalt Library Community Room and
Zoom Meeting, see [BRLD Website Calendar for Link](#)

All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.

Board of Trustees: Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer;
Margaret Simmons, Secretary; Enid Ritchy, Trustee; Jim Albert, Trustee

AGENDA

- 5:15 PM Call to order
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval Items
- Minutes of March 20, 2023 Board Meeting
 - March 2023 Accounts Payable
- 5:30 PM Library Trust Report, *Lynn Nichols*
- 5:45 PM Music Circle Presentation, *Charlotte McLain, Cathy Click, Katie Hone Wiltgen, Heather Kendrick, Lindsay Bobyak*
- 6:00 PM Review Draft Bylaws, *Bylaws Committee*
- 6:15 PM Set date for May 2023 Board Retreat and Brainstorm Agenda Items, *Elaine Nagey*
- 6:30 PM Updates on Stakeholder Conversations, *Board of Trustees and Executive Director*
- 6:50 PM Discussion about Open Records and Board Email Addresses, *Amy Shipley*
- 7:00 PM Director's Report, *Amy Shipley*
- 7:20 PM Committee Reports:
- Bylaws Committee
 - Facilities Committee: *Jim Albert, chair*
 - Finance Committee: *Eric Pelander, chair*
 - March 2023 Financials
 - Officer Nominating Committee, *Elaine Nagey, Eric Pelander*

Personnel Committee: *Enid Ritchy, chair*
Policy Committee: *Enid Ritchy, chair*
Ad Hoc Ballot Measure Committee,

ACTION ITEMS

- 7:35 PM Appointment of all new Officers, *Elaine Nagey, President*
- 7:50 PM Formation of all Standing Committees and appointment of Committee Heads, *Elaine Nagey, President*
- 8:05 PM Discussion and possible vote to eliminate Board of Trustees Meeting Policy
- 8:15 PM Discussion and possible vote to approve Public Comment Policy
- 8:25 PM Discussion and possible vote to eliminate Financial Management Policy
- 8:35 PM Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes

March 20, 2023

Board Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Circulation & Youth Services Manager; Evelyn Dominguez, Human Resources; Donna McFlynn, Patrons Services Associate; Amy Schuster, Patron Services Associate; Bob Durand, Patron Services Associate; Kate Howard, Patron Services Associate; Jess Hardin, Patron Services Associate; Gabby Vergara, Library Page

Community Members Present: None

Call to order

Enid called the meeting to order at 5:16 PM

Citizen Comments

None

Board Comments

- Enid commented about the new book club she saw online.
- Enid made a tribute to Becky who is transitioning off the Board.

Approval Items

- Minutes of February 20, 2023 Board Meeting
- February 2023 Accounts Payable

Margaret moved and Elaine seconded the motion to approve the February 20, 2023 Board Meeting minutes as written and the February 2023 Accounts Payable. The motion carried unanimously.

Meet the Circulation Staff

Laura gave a brief statement of circulation staff duties. Circulation staff introduced themselves and spoke about their experiences and why they like working at the Basalt Library.

Director's Report, *Amy Shipley*

Items not included in the written report.

- Lobby Day: Amy talked about her experience during Lobby Day at the state capital to advocate for an increase in state funding for the courier system.
- Graphic Novels display in the Library: Amy explained what graphic novels are. Kristen will present on this at a future board meeting
- Statistics graphs: Numbers were higher at the beginning of year. Amy will look into this. There is an annual trend where we start high in January and drop down in February and March with the number of programs. Attendance at programs has increased significantly, but the number of programs has dropped due to Youth Services being at 1/3 staffing for that department.

- Amy asked Board members to consider attending the State Library Association Conference in September. There will be a full day of training for Board of Trustees. She thinks it will be very valuable and encouraged at least one board member to attend. The Library will pay for registration and a hotel. Amy will email the Board with details.

Committee Reports:

Bylaws Committee, Carolyn Kane

- Amy and Jim will meet with Sharon Morris from the State Library tomorrow. There are four questions about Bylaws that they will be talking to her about to bring the Bylaws up-to date.

Facilities Committee: *Jim Albert, chair*

- Roof: Amy had a launch meeting with the contractor, WJE. They can't do anything until the snow is off the roof. Amy is asking them to digitize our drawings.
- EV Chargers: Amy submitted the final report for the EV charges. They are both working, but are currently not in compliance with handicap accessible requirements. Amy is working on this.
- Interior Painting: Looking at some interior painting this year.

Finance Committee: *Carolyn Kane, chair*

Items not included in the written report:

- Carolyn noted that some expense categories were overbudget at the end of February. Amy answered her questions.
- Carolyn's investigation into property valuations is included in the Finance Committee meeting minutes that are included in the March 20th Board Meeting packet. Eric presented some fiscal projections for 2024 through 2030. These models will be very helpful as we get further into the year and into planning for a possible ballot measure.
- A suggestion was made to start an Ad Hoc Ballot Measure Committee. This will be a Library Board committee to talk about Library Board strategy and questions. Carolyn volunteered to chair the committee. Margaret, Enid, Eric, and Amy volunteered to be on the Committee.

Officer Nominating Committee, *Elaine Nagey, Eric Pelander*

- Nominations were held under action items.

Personnel Committee: *Enid Ritchy, chair*

- Enid recapped the Personnel Committee check-in on Amy's 2022 evaluation.

Policy Committee: *Enid Ritchy, chair*

- There are three policies to vote on under action items.

Election of Officers

- There was one nominee for each officer position. Each nominee accepted their nomination and agreed to run for that position. For each position, Enid asked if there were any other nominees or if

anyone else wanted to run. There were no other nominees and no one else chose to run for any of the officer positions. Voting was by written, private ballot and the vote proceeded as follows:

- President: Elaine Nagey. Elaine was unanimously voted in as president.
- Vice-President: Carolyn Kane. Carolyn was unanimously voted in as Vice-President.
- Treasurer: Eric Pelander. Eric was unanimously voted in as Treasurer.
- Secretary: Margaret Simmons was unanimously voted in as Secretary.
- The new officer slate for 2023-2024 is Elaine Nagey President; Carolyn Kane, Vice-President; Eric Pelander, Treasurer, and Margaret Simmons, Secretary. Transfer of power will be at the April Board Meeting.

Discussion and possible vote on updated Meeting Spaces Policy

Carolyn moved and Jim seconded the motion to approve the updated Meeting Spaces Policy. The motion carried unanimously.

Discussion and possible vote on updated Study Rooms Policy

Carolyn moved and Enid seconded the motion to approve the updated Study Rooms Policy. The motion carried unanimously.

Discussion and possible vote on updated Volunteer Policy

Carolyn moved and Jim seconded the motion to approve the updated Volunteer Policy with corrections. The motion carried unanimously.

Final Notes

- Jim stated that Enid did a great job as President of the Board.
- All board members are invited to attend the board interviews on Wednesday, March 22nd at 5:15 in the Conference Room. There is one interview. Amy will email the questions to the Board members.

Adjourn Meeting

Carolyn moved and Elaine seconded the motion to adjourn the meeting. The motion carried unanimously. Enid adjourned the meeting at 7:13 PM.

Respectfully Submitted,

Margaret Simmons

Date



BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

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~~BYLAWS OF THE~~ BASALT REGIONAL LIBRARY DISTRICT

BYLAWS

~~Revised October, 2018~~

Article 1: Name

Name

The name of the library is The Basalt Regional Library District, herein after referred to as "BRLD". The governing body of the Basalt Regional Library District is the Board of Trustees, herein after referred to as "Board".

Article 2

Authority

The Basalt Regional Library District Board of Trustees is created by authority of the Colorado Revised Statutes, 24-90-101, et seq.

Article 3

Purpose

The purpose of the Board is to make library policy decisions, supervise the administration of library affairs in accordance with these policy decisions, and represent the constituents of the district in these decisions.

Article 4

Membership

Section 1. Number of Trustees.

In accordance with C.R.S. 24-90-108, the Board will be ~~not~~ no fewer than 5 nor more than 7 Trustees. The ~~Basalt Regional Library District~~ BRLD Board will consist of 7 members. Since the District's boundaries include portions of Eagle and Pitkin Counties and the entire Town of Basalt

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Policy approved ~~Revised: October, 2018~~

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(herein after referred to as the “Legislative Bodies”), there will be three Trustees representing each county and one Trustee representing the Town of Basalt. Trustees must be permanent residents of the area they represent and must be at least eighteen years of age on the date of the first regular board meeting following appointment.

Article 4, Section 2-

Appointment of Trustees.

Section 2: Appointment of Trustees.

According to C.R.S. § 24-90-108 (2)(c), in library districts such as the District that are established by more than one governmental unit, each of the Legislative Bodies shall appoint two of its members to a committee to recommend new trustees or delegate such authority to the Board of Trustees of the District. Accordingly, prior to the expiration of a Trustee’s term or upon the occurrence of a vacancy on the Board, ~~the Legislative Body in the part of the District with the vacancy will appoint one to two members to a joint committee with BRLD Trustees and Library Director to interview applicants. the Library Director shall contact each Legislative Body to request appointment of two of its members to a recommendation committee to meet at the library or obtain confirmation from the Legislative Body that it is delegating its recommendation authority to the Board. The interview may be conducted in person or via web conferencing technology. After the interview, the joint committee will present its recommendation to the Board of Trustees for a vote to recommend the candidate to the associated Legislative Body. Following the recommendation for the appointment of a candidate to the Board, that candidate’s related~~ The Legislative Body must ratify the candidate by a 2/3 majority vote. Failure of a Legislative Body to act within sixty days upon a recommendation shall be considered a ratification of such appointment.

Section 3. Vacancies/ and Recruitment.

Vacancies to fill partial terms will be addressed as they arise, in the same manner as new appointments for term expirations. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting. The Board will request the Library Director to advertise the open position and set a prescribed closing date for applications. A Trustee who is eligible to apply for a second term must also ~~submit an application~~ apply by the deadline. The Director will collect applications, confirm residency ~~qualifications~~, coordinate interview schedules, and ~~verify the process for appointments~~ schedule interviews with the ~~candidate, the Board of Trustees, and at least one representative from the respective~~ Legislative Bodies ~~Body~~. Applicants must be permanent residents of the District and the area to be represented and must be at least 18 years of age at the date of the first regular meeting

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~~following appointment.~~ All applications received by the closing day will be distributed to the BRLD Board and respective Legislative ~~Bodies~~Body.

Section 4. Terms of Office.

A full term of office for each Trustee is three years. Terms expire on March 1, or until the Legislative Bodies approve and ratify Trustee appointments or re-appointments for expiring seats. One Trustee from each county will be appointed in each of three consecutive years to stagger terms in a three-year cycle. ~~If a Trustee position is vacated before the end of a three-year term, the person selected to fill the vacancy will be appointed to complete the vacated term as soon as possible in the manner in which trustees are regularly chosen.~~

Trustees may serve on the Board for two full consecutive terms. However, if a Trustee completes a partial term of one year or less, that person will be eligible to apply for an additional two terms. If a Trustee completes a partial term of more than one year, that person will be eligible to apply for only one additional term. A Trustee may hold office for a maximum of seven consecutive years. After this time, he or she must wait a minimum of one year before reapplying for a Board position.

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

1. ~~1)~~ Board meeting attendance (see Section 6, below).
2. Committee participation.
3. ~~2) Reading and adhering to Familiarity with BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees. Current Bylaws will be provided to all newly appointed Trustees. Revised Bylaws will be given to all Trustees. Trustees are responsible for reading and adhering to Bylaws.~~
4. ~~3) Committee participation. Reading and adhering to BRLD Code of Ethics, Addendum 1 attached to these Bylaws.~~

Section 6. Removal of a Trustee.

A library Trustee may be removed only by a majority vote of their appointing Legislative Body, but only upon a showing of good cause as defined ~~in, but not limited to, the Bylaws adopted by the Board here:~~ "Good cause" is hereby defined to mean any of the following:

1. ~~(1)~~ A Trustee accumulates four (4) unexcused absences from the regular Board meetings held during a ~~twelve month~~ twelve-month period from March 1 to March 1. The Board may consider compelling reasons, such as illness or injury to the trustee or the trustee's immediate family, as the basis for considering the absence(s) excused and consequently

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Policy approved ~~Revised: October, 2018~~

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not counted as an unexcused absence for the purpose of removing a Trustee. A majority vote by the Board is required to ~~reverse-reclassify "Unexcused" the absences from "Unexcused" to as~~ "Excused."

2. ~~(2) A~~ Conflict of Interest as described in **Article 4, Section 7** of these Bylaws,
3. ~~(3) N~~eglect of an Officer's duties, defined in **Article 5, Section 2-58**, or
4. ~~(4) A~~ny other violation of BRLD's Code of Ethics, in Addendum #1, attached to these Bylaws.

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Section 7. Conflict of Interest.

A conflict of interest is defined as the "conflict between the private interest and the official responsibilities of a person in a position of trust." ~~The Library District~~BRLD strives ~~to assure that every effort is made~~ to promote public confidence in government by ~~assuring the people of~~ensuring the impartiality, integrity, and honesty of itself and the Board. As such, the Board of Trustees and its appointed committees will ensure that its actions do not present a conflict of interest. If a Trustee voices a conflict of interest, it will be noted in the Board meeting minutes. The Trustee will recuse ~~himself/herself~~himself/herself/theirself from both the discussion and vote, and will not otherwise participate in this item.

Section 8. Compensation.

A Trustee will not receive any compensation for services. If the Board approves, a Trustee may be reimbursed for traveling expenses and registration fees when traveling on library business.

~~Section 9. Solicitation on Premises.~~

~~No Trustee is permitted to engage in solicitation of any kind, or in any political activity on the library premises.~~

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Article 5

Officers and their Duties

Article 5: Officers and their Duties

~~Section 1. Officers.~~

Section 1. Officers.—

The officers of the Board of Trustees will be President, Vice President, Secretary and Treasurer, and Officers will be elected each year at the regular March meeting of the Board. Each officer will serve for a period of one year and cannot serve more than two consecutive years in the same office. In the event that an officer resigns his/her position during the year, the Board will make an appointment, by majority vote, to fulfill the remainder of the officer's term.

Section 2. Election of Officers.

Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form a Nominating Committee. The Nominating Committee will present nominees for officers at the March Board of Trustees meeting. New officer terms will take effect at the meeting following election of officers.

~~Duties of the President.~~

~~The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.~~

Section 3. Duties of the President.

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

Section 34. Duties of the Vice-President.

The Vice-President will fulfill the duties of President in the President's absence and will fulfill other duties assigned by the President or the Board.

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Section 45. Duties of the Secretary.

The Secretary will review and be responsible for the accuracy of the Board meeting minutes, post and distribute to the other Trustees written draft meeting minutes in a timely fashion prior to each Board meeting, create record keeping strategies to maintain the records that are required, maintain a master document of Trustee attendance at Board Meetings, and attest to official documents of the District as necessary. The Secretary, ~~with the assistance of the Director,~~ will keep an updated list of all Trustees, noting the governing district represented and the corresponding term expiration date. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting.

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Section 56. Duties of the Treasurer.

The Treasurer will chair the Finance Committee, develop and review financial policies and procedures to ensure responsible oversight of library funds, work with the Director and accountant(s) to ensure the accuracy of the Library's finances, and present monthly financial reports at each Board meeting. At the direction of the Board, the Treasurer will arrange for an annual audit of financial statements of the previous year. The Treasurer will oversee the annual budget process for the ensuing fiscal year and will conduct timely budget meetings with the Board and Library Director to ensure compliance with state regulations and deadlines.

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Article 6: Committees

Section 6. Election of Officers.

~~Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form a Nominating Committee. The committee will contact all Trustees to receive nominations, and contact nominees to obtain their acceptance. A slate of candidates for each office will be presented. Each office may have more than one nominee. Once elected, nominee names will be removed from eligibility for other offices. The President will call for additional nominations prior to the vote for each office. Each office will be filled in sequence, beginning with the office of President. Paper voting will be held confidential. Two people, who must not be board members, will act as tellers. New officer terms will take effect at the meeting following election of officers. Duties of the President.~~

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~~The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Director, conducts all Board Meetings following~~

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Policy reviewed: March 2023

Policy approved Revised: October, 2018

Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

Section 1: Standing Committees.

The Board of Trustees has several standing committees:

1. Facilities Committee
2. Finance Committee.
3. Personnel Committee
4. Policy Committee

Standing committees may be comprised of Trustees, staff, and community members. The Personnel Committee will be comprised of two Trustees, the Library Director, and a member of the staff, preferably the Human Resources Manager.

Standing committees (except Personnel Committee) may be comprised of both Trustees and citizens. The chairpersons of each standing committee will strive to appoint at least one citizen representative as regular committee members. No relative of any library employee may be appointed as a citizen representative due to potential conflict of interest arising from such appointment. Citizen representatives must live within the District.

Section 2: Ad Hoc Committees

The President may also appoint Ad Hoc committees as needed to accomplish short-term, specific goals of the Board.

Section 3: Duties of Committee Chairs.

1. Appoint committee members.
2. Appoint community representatives.
3. In coordination with the Library Director, create an agenda for each committee meeting.

Section 4: Community Representatives

The chairpersons of each standing committee will strive to appoint at least one community representative as regular committee members. No relative of any library employee may be appointed as a community representative due to potential conflict of interest arising from such appointment. Community representatives must live within the District.

Section 5: Duties of Community Representatives

Each Community Representative is responsible for the following:

1. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees.
2. Reading and adhering to BRLD Code of Ethics, Addendum 1 attached to these Bylaws.

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Article 6

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Article 7: Meetings

Section 2.1. Annual Meeting.

The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:

1. Provide a current, accurate map of the District boundaries.
2. Establish the location on the library premises where notice of meetings will be posted during the year.
3. Have the Board President appoint a two-person Nominating Committee to contact Board members and present a slate of candidates for the March officer election.
4. Receive end-of-year reports from Board committees.

Section 1.2. Regular Meetings.

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Regular monthly meetings will be held on the third Monday of each month beginning at 5:~~30~~15 pm in the Community Room of the Library and also via web conferencing technology. ~~If a quorum will not be present on the official meeting date, the Board will select an alternate date and notice will be posted as soon as possible.~~ Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty-four (24) hours in advance of the meeting at the official posting place for library notices. ~~All regular and special meetings of the Board will be electronically recorded.~~

~~Section 2. Annual Meeting.~~

~~The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:~~

- ~~1. Provide a current, accurate map of the District boundaries.~~
- ~~1. Establish the location on the library premises where notice of meetings will be posted during the year.~~
- ~~1. Have the Board President appoint a two-person Nominating Committee to contact Board members and present a slate of candidates for the March officer election.~~
- ~~1. Receive end-of-year reports from Board committees.~~

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Section 3. Special meetings.

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-Special Meetings may be called by either the Board President, the Library Director, or any two Trustees. Notice of special meetings will be posted at the designated posting place at least

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Policy reviewed: March 2023

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twenty-four (24) hours in advance of the meeting. ~~Public comment procedures apply as indicated in Article 6, Section 5(e).~~

~~Section 4. Executive sessions.~~

~~If an Executive Session is called in the course of a regular or special meeting, the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in Executive Session.~~

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Section 54. Board Meeting Protocol.

a) Agenda. The President of the Board, with the aid of the Library Director and with input from other Trustees, will compose and provide an agenda and board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Library Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.

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1. b) Quorum. A quorum for the transaction of business will consist of four (4) Trustees ~~present in person.~~ Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular meeting at which there is a quorum

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2. c) Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. ~~No vote may be taken in Executive Session.~~ Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.

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3. d) Teleconferencing /Videoconferencing. ~~Only in Special Meetings constituting an emergency circumstance will teleconferencing or videoconferencing be used to ensure a quorum.~~

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1. e) Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy. ~~The public comment procedure will be as follows:~~

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4. ~~Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in~~ If an Executive Session is called in the course of a regular or special meeting, is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in Executive Session.

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- ~~—*Individuals who wish to comment on items not on the agenda may speak before the Board by signing up prior to the call to order.~~
- ~~—*Individuals may speak about an agenda item at the time of request for public comment on the agenda item.~~
- 5. ~~*Time limitations on public comment may be set according to the circumstances of the meeting.~~

Section 65. Other meetings.

Other meetings may be scheduled to aid the work of the Board:

- ~~a) Committee Meetings. The Board President has the power to appoint standing committees and ad hoc committees. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.~~
- ~~— Standing committees (except Personnel Committee) may be comprised of both Trustees and citizens. The chairpersons of each standing committee will strive to appoint at least one citizen representative as regular committee members. No relative of any library employee may be appointed as a citizen representative due to potential conflict of interest arising from such appointment. Citizen representatives must live within the District.~~
- ~~— Each committee will enact such rules of procedure that it deems necessary, as long as those rules conform to these Bylaws. The determination of whether to allow public comment at a committee meeting rests with the chair of the meeting. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.~~
- ~~b) Work Sessions. Work sessions are called by: the Library Director, the President (in the case of Board work sessions) or the Chair of any standing library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. Pursuant to Article 6, Section 1, above, if more than two (2) members of the Board are anticipated to be in attendance, the work session will be noticed. The determination of whether to allow public comment at a work session rests with the chair of the session.~~
- 1. ~~Committee Meetings. The Board President has the power to appoint committees. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.~~
- 2. ~~Each committee will enact such rules of procedure that it deems necessary, as long as those rules conform to these Bylaws. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.~~

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3. Work Sessions. Work sessions are called by the Library Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.

Article 7

Duties Article 8: Duties of the Board of Directors Trustees

The Board of Trustees will have all powers and duties as set forth in Colorado Revised Statutes 24-90-109, including, but not limited to, the following:

Section 1. Employment of the Library Director.

The Board will interview applicants, employ and set the salary and duties of the Director. The Board will annually evaluate the Director and accept/terminate the Library Director's contract.

Section 2. Annual Budget.

The Board will adopt a budget and make appropriations for the ensuing fiscal year. This budget will be submitted to the governing legislative bodies, as required by law. The Board will certify to the Legislative Bodies the sums necessary to maintain and operate the library during the ensuing year.

Section 3. Annual Audit.

The Board will enter into an agreement with a Certified Public Accounting firm to conduct an annual audit of the financial statements of the District in a timely manner as mandated by state law.

Section 4. Financial Operations.

The Board is responsible for all other financial operations of the Library District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended by the Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the Library District.

Section 5. Gifts.

The Board will accept and acknowledge gifts that will benefit the users of the library. This duty may be delegated to the Library Director.

Policy reviewed: March 2023

Policy approved Revised: October, 2018

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Section 6. Land.

The Board may hold land by loan, gift, lease or purchase for library purposes, to be held in the name of the "Board of Trustees of the Basalt Regional Library District."

Section 7. Buildings.

The Board may receive by loan, gift, lease or purchase appropriate buildings for library purposes. In addition, they may erect or acquire such other buildings as may be needed.

Section 8. ~~Personal Property.~~

The Board may lease, rent, purchase, or otherwise acquire such items of ~~personal~~ property as are necessary to conduct Library operations.

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Section 9. Reports to the Legislative Bodies.

At the close of each calendar year, the Board will supply the Legislative Bodies with a report showing the condition of its ~~trust~~finances, money expended, the purposes of expenditures and other statistics the Board deems of public interest.

Section 10. Annual State Report.

The Board will respond to the State Library's public library survey at the end of the calendar year. The report will contain such other statistics and information as may be required by the State Library. This duty ~~may be~~is delegated to the Library Director.

Section 11. ~~Appeals to Requests for Reconsideration, Materials Selection Review Committee.~~

The Board of Trustees will act as an ~~an appeal review~~ committee and final arbiter to address ~~challenges to material in the collection, as outlined in the Materials Selection Policy. any community member's appeal of a staff decision on a request for reconsideration. The decision of the Board of Trustees will be final and binding on all parties.~~

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~~Article 8~~

~~Amendment~~Article 9: Amendment of Bylaws

A ~~typewritten copy of the~~ draft of ~~a~~ proposed changes ~~to in~~ the Bylaws will be presented for discussion at a regular meeting of the Board. At the following regular meeting it will be presented again for discussion and vote. A majority vote is required for passage.

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~~Article 9~~

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Parliamentary Article 10: Parliamentary Authority

Parliamentary Authority

The most recent edition of Robert's Rules of Order, newly revised will serve as parliamentary authority for the Board of Trustees or committee meetings in the event that these bylaws do not provide for procedure.

~~These Bylaws, including Addendum #1 (herein attached), were amended and adopted by a majority vote at a meeting of the Board of Trustees of Basalt Regional Library District on~~

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Policy reviewed: March 2023

Policy approved/Revised: October, 2018

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Date Karen Barch, Board President

Becky Musselman, Co-Vice President

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April, 2019 BRLD Trustees

Karen Barch	Maria Campos
Victoria Treece	Christi Blish
Becky Musselman	Enid Ritchy
Roger Garrett	Ann Scott – Director

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Basalt Regional Library District Bylaws

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Addendum #1 Article 11:- Trustee Code of Ethics

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The Board of Trustees of the Basalt Regional Library District will adhere to the following code of conductethics:

1. Trustees, in the capacity of trust placed upon them, will observe ethical standards with absolute truth, transparency, integrity, and honor.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the situation.
3. It is incumbent upon any Trustee to disqualify himself/herself/himself/herself/theirself immediately whenever the appearance or a conflict of interest arises.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.
5. A Trustee must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of the librarians/library staff in resisting censorship of Library materials by groups or individuals.
7. Trustees who accept Library Board responsibilities are expected to perform all of the functions of Library Trustees, as set forth in the Bylaws.
8. Trustees must conduct themselves in a professional manner with courtesy and respect to other Trustees, Patrons, and Library Staff.

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Policy reviewed: March 2023

Policy approved/Revised: October, 2018

These Bylaws were amended and adopted by a majority vote at a meeting of the Board of Trustees of Basalt Regional Library District on

Date Elaine Nagey, Board President

Date Carolyn Kane, Board Vice President

DRAFT

Policy reviewed: March 2023
Policy approved/Revised: October, 2018

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Administration and Personnel

The Human Resources Manager hit the ground running! In the first week, Evelyn learned to onboard and offboard employees. With the Youth Services Assistant, Teen librarian, and I.T. & Marketing Assistant positions open we have also been busy updating job descriptions and posting the positions on the Basalt Regional Library website. We are also currently working on updating various procedures and documents such as Payroll, Onboarding, and TIAA retirement contribution procedures, updating the employee onboarding binder, and creating a checklist of necessary revisions to the employee handbook for later work with the board Personnel Committee.

We had our first all staff training day, and it was a huge success. The managers each presented on a topic within their area of expertise, and we had a guest presenter via zoom who spoke about the importance of giving feedback. Having a full day for staff training is so valuable, and I am considering the potential positive impact of having a staff day twice per year instead of annually. I will be seeking staff feedback on the day so that we can improve the training for the next staff training day

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Benefit Eligible Staff (over 20 hours)	Count of Staff not eligible for Benefits (under 20 hours)
18	14.28	569	15	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Teen Librarian	40	1	Yes
IT & Marketing Associate	40	1	Yes
Youth Services Assistant	40	1	Yes
Patron Services Assistant	32	.75	Yes
Total*	152	3.75	N/A

*The Music Coordinator position is a posted job on the Basalt Regional Library District website. The position will become vacant once the current Music Coordinator retires. This position is currently scheduled at 16 hours/week. It will be posted as a 20 hours/week position.

Reports to State Agencies

The Public Library Annual Report of statistics will be completed in April, and the audit is complete and in draft form.

Board

I have been working on the transition of board officers, removing Carolyn and Enid as signers on our accounts, and adding Elaine and Eric. I have also trained Elaine and Eric on the bill.com procedures for the twice-monthly approval of payments of our invoices.

I will be out of town for the May board meeting, but will attend via Zoom.

Finances

The audit work is complete, and the draft audit is ready for review by the Finance Committee. Account transfers to ensure proper bank balances will be completed once the audit is complete.

Organizational Management

The management team and I are working on developing a program evaluation tool to measure attendee satisfaction and accomplishment of desired outcomes. We want to be thoughtful about the development of the tool, as well as with its implementation so that we are asking the questions we truly want answers to, and also so that we don't inflict survey fatigue on our patrons. We hope to have this tool implemented by mid-year.

Collection

At the beginning of March, the Library Collections Manager created a main display in the library focusing on classic graphic novels, and graphic novel adaptations of literature. This display was also the first trial of our draft Display policy, which appears to be working well. A wonderful variety of poetry and jazz books has been selected for the April display. An upcoming training session at a staff meeting will focus on distinguishing between damage to items in the library collection that can be repaired and that cannot be repaired.

Programs

We have some really amazing partnerships that have brought outstanding opportunities to our library for our community. We've been hosting an English as a Second Language classes in partnership with Valley Settlement which have been very popular. We are also partnering with English In Action on several programs including "open hours" which is a time for English language learners to come to the library to practice their English.

Outreach

The Spanish Language Outreach Coordinator has had huge success with outreach to the local schools. She has met with a key group of stakeholders at the schools to let them know about the services the library provides, and will build on this by meeting with teachers, parents, and students to share the same information. She has a meeting later this month with teachers at Basalt High School. She has also been working on a Casa por Casa program to do outreach to our neighbors at the Roaring Fork Mobile Home Park to inform them about our services.

Technology

The new library account password requirement is in effect, and has gone relatively smoothly. Staff are comfortable assisting patrons with changing their passwords, and resetting forgotten passwords. We also finished up a few other projects this month, including the Electric Vehicle chargers and getting the replacement kiosk installed.

On the marketing side of things, we put a lot of effort into advertising the partnership program For the Trees and our Legendary Party at the end of April. Going into April we will begin putting together materials for Summer Reading.

Facility

Our solar electrical system is an area of the facility that I have not fully learned about yet. We are in the process of contacting the contractor who installed the system to learn about it, and to have a check-in to make sure the system is running as it should. This information will be valuable as we progress with a

solution to our leaky roof if we need to take down the solar and decide whether to reinstall it, upgrade, or eliminate solar on the roof.

Community Relations

Evelyn attended a Mass Care Shelter training on 03/21 and will be contacting Courtney Strother, the Senior Disaster Program Manager for Red Cross, about the next steps we need to take to see if the Basalt Regional Library meets the requirements to become an evacuation center or mass care shelter in the case of an emergency.

Fundraising

The Library Trust has given the library \$3900.00 to cover books for library book clubs and other programs, as well as to cover a college prep series of programs we will have this fall and winter to help high school students apply for colleges and financial aid.

**Basalt Regional Library District
Balance Sheet
as of Mar 2023**

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	401,124			401,124		401,124
Colo Trust - Tabor Reserve #8003	52,929			52,929		52,929
Colo Trust - Operating Fund #8004	1,785,699			1,785,699		1,785,699
Colo Trust - Bond Repayment #8002		660,002		660,002		660,002
Colo Trust - Capital Rsv Fund #8005			762,569	762,569		762,569
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	-			-		-
Prepaid Expense	-			-		-
Property Tax Receivable	1,646,956			1,646,956		1,646,956
Pooled Cash (Interfund Transfers)	(270,845)	446,944	(176,009)	90	(90)	0
Capital Assets, net of depreciation	-	-	-	-	9,031,769	9,031,769
Total Assets	3,615,862	1,106,947	586,560	5,309,368	9,031,679	14,341,048
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	15,665	-	-	15,665	-	15,665
Other Current Liab						
Accrued Interest				-	15,805	15,805
Deferred Property Tax	1,646,956			1,646,956		1,646,956
Total Current Liabilities	1,662,620	-	-	1,662,620	15,805	1,678,425
Long Term Liabilities						
Bonds Payable, 2012		-		-	3,254,910	3,254,910
Accrued Compensated Absenses				-	49,273	49,273
Total Long Term Liabilites	-	-	-	-	3,304,183	3,304,183
Total Liabilities	1,662,620	-	-	1,662,620	3,319,988	4,982,608
Net Assets						
Net Investment in Capital Assets	-	-	-	-	5,776,769	5,776,769
Fund Balance						
Non Spendable	-	-	-	-	-	-
Restricted for:						
Tabor	47,615			47,615	-	47,615
Debt Service		660,002		660,002	-	660,002
Committed for Future Projects			586,560	586,560	(586,560)	-
Unassigned	1,905,626	446,944	-	2,352,571	521,482	2,874,053
Current Year Fund Balance	1,953,241	1,106,947	586,560	3,646,748	(65,078)	3,581,670
Total Liabilities and Fund Balance	3,615,862	1,106,947	586,560	5,309,368	9,031,679	14,341,048

**Basalt Regional Library District
General Fund
Mar 2023**

		2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
General Operating Beginning Fund Balance		1,728,500	1,761,053	1,830,430	69,377	1,830,430
Eagle County						
	Assessed Value	271,560,910	273,153,790			273,153,790
	% Increase	12%	0.59%			0.59%
	Operating Mill Levy Rate	3.363	3.360			3.360
Pitkin County						
	Assessed Value	192,808,360	193,543,290			193,543,290
	% Increase	4%	0.38%			0.38%
	Operating Mill Levy Rate	3.363	3.360			3.360
REVENUES						
4005	General Operating Mill Levy					
4010	Eagle County	702,200	712,931	249,047	34.93%	712,931
4020	Pitkin County	498,072	505,148	165,953	32.85%	505,148
4030	Mill Levy Supplement	348,618	350,023	119,253	34.07%	350,023
4040	Tax Abatement - Prior Year	-	-	-	0.00%	-
	Total General Operating Mill Levy	1,548,890	1,568,102	534,253	34.07%	1,568,102
4100	MVSO - General Operating					
4110	Eagle County	83,759	89,737	13,568	15.12%	89,737
4120	Pitkin County	39,343	42,475	6,340	14.93%	42,475
	Total MVSO - General Operating	123,102	132,212	19,908	15.06%	132,212
4200	Fines & Fees					
4205	Coffee Purchase	421	500	61	12.20%	500
4210	Copies	4,758	3,500	457	13.07%	3,500
4215	Earbuds	39	50	9	18.00%	50
4220	Faxing	422	-	5	Not Budgeted	5
4230	Fines	1,023	1,000	130	12.99%	1,000
4250	Meeting Room Rental	1,321	1,000	663	66.25%	1,000
4255	Reading Glasses	33	50	1	2.00%	50
4260	Replacement Books	1,143	1,500	35	2.33%	1,500
	Replacement Library Cards	2	-	-	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	-	0.00%	-
4290	Holy Cross Deposit Return/Member Equity	90	100	-	0.00%	100
4261	Miscellaneous	-	-	2,860	Not Budgeted	-
	Total Fines & Fees	9,252	7,700	4,221	54.81%	7,705
4300	Earnings on investments					
4310	Colostrust Int Op Acct	37,579	36,768	20,471	55.68%	36,768
4320	Mill Levy Interest	4,897	6,234	(269)	-4.31%	6,234
	Total Earnings on investments	42,475	43,002	20,203	46.98%	43,002
4400	Contributions *see detail					
4410	Contributions- Non-Restricted	7,947	5,000	638	12.75%	5,000
4412	Contributions- Restricted	1,294	1,000	-	0.00%	1,000
	Contributions- Music	2,000	-	-	0.00%	-
	Total Contributions	11,241	6,000	638	10.63%	6,000

**Basalt Regional Library District
General Fund
Mar 2023**

				2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
4500	Grants - Non-Restricted							
4505	Grants - General Operating Grants			1,266	-	-	0.00%	-
	Grants - Alpine Bank			2,500	-	-	0.00%	-
	Grants - Kahle Foundation			1,000	-	-	0.00%	-
	Colo Spec District - COVID-19			-	-	-	0.00%	-
	Total Grants - Non-Restricted			4,766	-	-	0.00%	-
4600	Grants - Restricted							
4602	Restricted - Library Foundation			1,250	5,000	811	16.23%	5,000
	Restricted - American Library Association			10,000	-	-	0.00%	-
4604	Restricted - Library Friends			2,423	5,000	4,430	88.60%	5,000
	Restricted - State of Colorado Grant			5,943	-	-	0.00%	-
	Restricted - Legends Event			-	-	-	0.00%	-
	Restricted - Association of Science			6,000	-	-	0.00%	-
	Restricted - Rotary Grant			1,000	-	-	0.00%	-
	Restricted - Cares Grant - Tmobile Data			-	-	-	0.00%	-
	Restricted - Cares Grant - TOB Art Camp			-	-	-	0.00%	-
	Restricted - LSTA Grant			-	-	-	0.00%	-
	Restricted - Humanities			-	-	-	0.00%	-
	Restricted - Outdoor Equity			5,000	-	-	0.00%	-
	Restricted - Charge Ahead			5,000	-	-	0.00%	-
	Restricted - ARP Grant			6,478	-	-	0.00%	-
	Restricted - GRT			5,225	-	-	0.00%	-
	Restricted- Aspen Thrift Shop			2,500	-	-	0.00%	-
4620.14	Restricted - Library Trust			-	5,000	-	0.00%	5,000
4620.15	Restricted - Other Misc			-	30,000	100	0.33%	30,000
	Total Restricted Fund Income - Foundation/Friends			50,819	45,000	5,341	11.87%	45,000
TOTAL REVENUES				1,790,546	1,802,016	584,563	32.44%	1,802,021
OPERATING:								
Administration								
Contract Services								
5010	Accounting			11,261	1,920	734	38.21%	1,920
5020	Audit - Annual			14,000	13,250	-	0.00%	13,250
5030	Courier			2,847	11,500	8,541	74.27%	11,500
5040	Legal			13,156	15,000	506	3.37%	15,000
	Total Contract Services			41,264	41,670	9,781	23.47%	41,670
Insurance								
5100	Insurance							
5110	Property & Liability Insur			300	23,650	36,029	152.34%	36,029
5120	Worker's compensation			176	2,376	1,484	62.46%	2,376
	Total Insurance			476	26,026	37,513	144.14%	38,405
Professional Dev. & Memberships								
5220	Professional Dev. & Memberships							
5230	Board			494	1,600	115	7.17%	1,600
5235	Employers Council			1,383	3,300	1,917	58.09%	3,300
5240	Library Association Dues			760	1,000	690	69.00%	1,000
5250	Spec District Ass'n Due			1,481	1,599	1,196	74.74%	1,599
5260	Staff			9,305	10,000	2,458	24.58%	10,000

**Basalt Regional Library District
General Fund
Mar 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
5275		Volunteer Appreciation	-	275	-	0.00%	275
5276		Staff Appreciation	-	275	53	19.36%	275
5270		Travel expenses	7,226	4,000	1,160	29.00%	4,000
		Total Professional Dev. & Memberships	20,649	22,049	7,589	34.42%	22,049
5280		Publicity					
5290		Advertising - General	223	6,000	469	7.81%	6,000
5283		Anniversary Celebration	10,116	-	(755)	0.00%	-
5285		Radio	13,329	16,000	10,655	66.59%	16,000
5293		Signage	319	1,000	214	21.44%	1,000
5295		Social Media Ads	559	1,500	186	12.38%	1,500
5297		Targeted Newspaper Ads	4,131	6,000	812	13.53%	6,000
5286		Spanish Language Interpretation/Translating	-	5,000	324	6.48%	5,000
5287		Job Ads	-	2,000	289	14.45%	2,000
		Total Publicity	28,677	37,500	12,193	32.52%	37,500
5300		Supplies					
5310		Office Supplies	11,348	8,640	3,109	35.98%	8,640
5320		Technical Cataloging & Service	5,295	8,500	3,175	37.35%	8,500
5330		Postage & Shipping	292	1,000	-	0.00%	1,000
		Total Supplies	16,934	18,140	6,284	34.64%	18,140
5350		Treasurer's fees					
5360		Eagle fees	27,334	29,188	9,614	32.94%	29,188
5370		Pitkin fees	31,015	29,918	10,209	34.12%	29,918
		Total Treasurer's fees	58,348	59,106	19,823	33.54%	59,106
		Total Administration	166,349	204,491	93,182	45.57%	216,870
		Facility Expenses					
5410		Janitorial	53,337	54,913	9,013	16.41%	54,913
5420		Janitorial Supplies	2,613	6,480	3,386	52.25%	6,480
5430		Landscaping	10,394	10,800	-	0.00%	10,800
5440		Maintenance *Detailed List Attached	52,249	30,000	6,618	22.06%	30,000
5450		Mat Cleaning	828	-	-	0.00%	-
5460		Snow Removal	5,705	4,620	-	0.00%	4,620
		Total Facility Expenses (Maintenance)	125,125	106,813	19,017	17.80%	106,813
5500		Utilities					
5510		Electric	7,938	15,290	1,972	12.89%	15,290
5515		Compost Collection System	791	864	140	16.20%	864
5520		Gas	10,966	10,506	6,245	59.45%	10,506
5575		Hot Spots	8,194	-	-	0.00%	-
5530		Internet Connectivity	1,239	14,904	1,846	12.38%	14,904
5540		Sanitation	3,278	3,359	857	25.51%	3,359
5550		Telephone	5,754	8,424	1,240	14.72%	8,424
5560		Trash	7,543	6,221	2,090	33.59%	6,221
5570		Water	4,647	4,763	-	0.00%	4,763
		Total Utilities	50,350	64,331	14,390	22.37%	64,331
		Total Facility Expenses	175,475	171,143	33,407	19.52%	171,143

Prepare for Internal Use Only

**Basalt Regional Library District
General Fund
Mar 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
		Library Programs					
5610		Adult Program	10,306	9,000	4,051	45.01%	9,000
5612		Adult Materials	1,559	-	-	0.00%	-
5615		Art	-	-	-	0.00%	-
5620		Children's	10,676	4,000	2,358	58.96%	4,000
5625		Children's Materials	2,126	-	84	Not Budgeted	84
5630		Community	-	-	-	0.00%	-
5634		Liquor License	500	375	-	0.00%	375
5633		Movie License		550		0.00%	550
5640		Music	15,973	15,000	3,768	25.12%	15,000
5650		Spanish Language	832	3,000	59	1.97%	3,000
5635		Volunteers	96	-	-	0.00%	-
5660		Teens	6,473	4,000	1,769	44.24%	4,000
5601		Summer Reading	-	-	-	0.00%	-
5601.01		Adult Summer Reading	-	1,000	-	0.00%	1,000
5601.02		Teen Summer Reading	-	2,000	-	0.00%	2,000
5601.03		Children's Summer Reading	-	5,000	434	8.68%	5,000
5601.04		Spanish Language Summer Reading	-	2,000	-	0.00%	2,000
5602		Community Events	1,413	10,000	54	0.54%	10,000
		Total Library Programs	49,953	55,925	12,577	22.49%	56,009
		Technology & Equipment					
		Copiers & Equipment					
5730		Lease	3,933	-	248	Not Budgeted	250
5740		Service Agreement / Copy Usage	5,276	5,000	496	9.93%	5,000
5750		Copier Supplies	511	-	-	0.00%	-
		Total Copiers & Equipment	9,720	5,000	745	14.89%	5,250
5760		Marmot ILS System	92,349	97,000	25,327	26.11%	97,000
5770		Miscellaneous Parts	3,153	2,000	79	3.93%	2,000
5780		Support & Service Agreements					
5782		Adobe	915	972	870	89.50%	972
5784		Appointment Booking	147	120	105	87.50%	120
5793		Canva	-	-	-	0.00%	-
5788		Domain / Network Solutions	228	250	76	30.39%	250
5795		Emma	662	1,500	662	44.10%	1,500
5802		Google Cloud G Suite	2,313	2,900	691	23.83%	2,900
5830		Livechat Website	192	240	-	0.00%	240
5835		Movie License	494	-	-	0.00%	-
5820		Planning Center / Tockify	249	264	84	31.82%	264
5824		Scheduling / When I Work	896	540	-	0.00%	540
5825		Webpage Builder	233	250	-	0.00%	250
5828		Zoom	162	150	-	0.00%	150
		Total Support & Service Agreements	6,490	7,186	2,488	34.62%	7,186
5840		500 Tech Labor & Repair	-	2,000	-	0.00%	2,000
		Total Technology	111,711	113,186	28,638	25.30%	113,436
		Collections					
5910		Audio					

**Basalt Regional Library District
General Fund
Mar 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
5920		Adult BCD	3,598	3,000	709	23.65%	3,000
5922		Spanish Audio Adult	255	750	-	0.00%	750
5924		Spanish Audio Youth	-	500	-	0.00%	500
5930		Youth Audio	284	2,200	-	0.00%	2,200
		Total Audio	4,137	6,450	709	11.00%	6,450
6000		Books & Magazines					
6010		Adult fiction books	10,899	12,000	2,633	21.94%	12,000
6020		Adult non-fiction books	9,606	12,000	2,492	20.77%	12,000
6025		Board Games	475	500	88	17.60%	500
6030		Juvenile Fiction	4,586	7,000	1,142	16.31%	7,000
6040		Juvenile Non-Fiction	3,943	3,000	590	19.66%	3,000
6045		Large Print	1,756	2,000	534	26.68%	2,000
6050		Print Subscriptions	6,994	4,500	580	12.89%	4,500
6055		Replacement Books - Purchased	2,434	1,500	82	5.44%	1,500
6060		Spanish Adult fiction	1,371	2,000	58	2.90%	2,000
6070		Spanish adult non-fiction	959	1,000	177	17.73%	1,000
6080		Spanish children's books	2,616	4,500	373	8.29%	4,500
6100		YA Fiction	5,373	1,600	849	53.07%	1,600
6110		YA Non-Fiction	1,499	5,400	158	2.92%	5,400
6120		Special Items	779	2,000	263	13.13%	2,000
		Total Books	53,290	59,000	10,018	16.98%	59,000
6200		Digital Resources					
6210		<u>Annual Subscriptions:</u>					
6220		Ancestry.com	-	-	-	0.00%	-
6230		Culturegrams	2,692	1,840	-	0.00%	1,840
6235		Creative Bug	-	-	-	0.00%	-
6240		Ency Britannica	-	-	493	Not Budgeted	493
6245		Gale Student Resources	-	1,475	-	0.00%	1,475
6250		Gale Public	536	2,205	1,502	68.13%	2,205
6253		Learning Express Library	-	2,800	-	0.00%	2,800
6270		Mango Languages	3,916	3,990	-	0.00%	3,990
6275		New York Times	100	100	-	0.00%	100
6280		Tumblebooks	52	665	577	86.78%	665
6285		Wallstreet Journal	488	465	-	0.00%	465
6295		Pebble Go	1,679	1,500	1,469	97.91%	1,500
6300		<u>Downloadable Titles:</u>					
6305		Kanopy	3,287	6,000	2,752	45.87%	6,000
6308		OCLC World Share	-	-	-	0.00%	-
6320		Overdrive	15,272	21,750	3,382	15.55%	21,750
6330		RB Digital	-	-	-	0.00%	-
		Total Digital Resources	28,021	42,790	10,175	23.78%	43,283
6400		Media					
6410		Adult Music	-	300	-	0.00%	300
6420		Juvenile Music	89	200	-	0.00%	200
6430		Adult Movies	5,445	6,000	1,508	25.13%	6,000
6440		Juvenile Movies	273	1,000	-	0.00%	1,000
6460		Video / Games	522	800	228	28.55%	800
		Total Media	6,330	8,300	1,736	20.92%	8,300

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**Basalt Regional Library District
General Fund
Mar 2023**

				2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
			Total Collections	91,778	116,540	22,639	19.43%	117,033
6800			Restricted Funds					
6802			Restricted Exp - Library Foundation	2,871		-	0.00%	-
6804			Restricted Exp - Library Friends	2,064		-	0.00%	-
6806			Restricted Exp - State of Colorado Grant	1,731		-	0.00%	-
6808			Restricted Exp - Humanities Grant	2,700		-	0.00%	-
6810			Restricted Exp - CO SHARP	800		-	0.00%	-
6812			Restricted Exp - Growing Readers Together	5,584		-	0.00%	-
6820.04			Restricted Exp - TOB Art Camp	-		-	0.00%	-
6803.00			Restricted Exp - ARP Grant	21,251	-	-	0.00%	-
6814.00			Restricted Exp - Outdoor Equity	2,975	-	-	0.00%	-
6820.10			Restricted Exp - Special Programs	-		-	0.00%	-
6801			Restricted Exp - Misc	-	40,000	-	0.00%	40,000
			Total Restricted Funds	39,976	40,000	-	0.00%	40,000
			Total Operating expenses	635,243	701,286	190,443	27.16%	714,492
6900			Payroll Expenses					
6910			Payroll	820,274	991,647	221,600	22.35%	991,647
6920			Payroll Service	6,178	8,100	1,818	22.45%	8,100
6930			Payroll Taxes	63,147	80,906	17,481	21.61%	80,906
6940			Retirement Plan	18,444	29,363	6,314	21.50%	29,363
6950			Health Insurance	55,253	138,168	23,926	17.32%	138,168
6960			Life Insurance	-	713	-	0.00%	713
6965			STD/LTD	-	9,285	-	0.00%	9,285
6970			FAMLI	-	8,000	-	0.00%	8,000
6957			Background Check	1,343	500	170	33.90%	500
6985			HR Assessment	1,735	-	-	0.00%	-
6955			Wellness / Health - CEBT Dividend Pmts	-	-	-	0.00%	-
			Total Payroll Expenses	966,373	1,266,682	271,308	21.42%	1,266,682
			TOTAL EXPENDITURES	1,601,616	1,967,968	461,751	23.46%	1,981,174
			Net General Fund Income/(Loss)	188,930	(165,952)	122,812		(179,153)
			Allocation to Capital Reserve Outlay	87,000	600,000	-	0.00%	600,000
			General Fund Balance	1,830,430	995,101	1,953,241	196.29%	1,051,277

**Basalt Regional Library District
Bond Repayment Fund
Mar 2023**

		2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
Bond Repayment Beginning Fund Balance		799,713	837,168	835,076	(2,092)	835,076
Eagle County						
Assessed Value		271,560,910	273,153,790			273,153,790
% Increase		12%	0.59%			
Bond Mill Levy Rate		3.363	1.992			1.992
Pitkin County						
Assessed Value		192,808,360	193,543,290			193,543,290
% Increase		4%	0.38%			
Bond Mill Levy Rate		3.363	1.992			1.992
REVENUES						
Interest Earned - Bond Repayment		16,189	16,000	6,512	40.70%	16,000
Mill Levy Debt Repayment						
Eagle County		541,176	544,122	189,896	34.90%	544,122
Pitkin County		384,762	385,538	126,658	32.85%	385,538
Total Mill Levy Debt Repayment		925,937	929,661	316,555	34.05%	929,661
TOTAL REVENUES		942,126	945,661	323,067	34.16%	945,661
EXPENDITURES						
Bond Interest		94,831	77,394	38,697	50.00%	77,394
Bond Repayment Principle Loan Payment		775,000	780,000	-	0.00%	780,000
Treasurer's Fees						
Eagle County		16,256	16,324	5,694	34.88%	16,324
Pitkin County		20,676	11,566	6,806	58.84%	11,566
Total Treasurer's Fees		36,932	27,890	12,500	44.82%	27,890
TOTAL EXPENDITURES		906,764	885,284	51,196	5.78%	885,284
Net Fund Income/(Loss)		35,363	60,377	271,870	450.29%	60,377
Bond Repayment Fund Balance		835,076	897,545	1,106,947	123.33%	895,453
**Bond Repayment Schedule:						
5/1/2023 - Series 2012 Interest			38,697		5/1/2024	29,922
11/1/2023 - Series 2012 Interest			38,697		11/1/2024	29,922
11/1/2023 - Series 2012 Principle			780,000		11/1/2024	800,000
Series 2012 Bond Matures 11/2026						

**Basalt Regional Library District
Capital Reserve Fund
Mar 2023**

				2022 Year End Actuals	2023 Budget	YTD Actuals 3/31/23	Actuals vs Budget YTD %	2023 Forecast
Capital Reserve Beginning Fund Balance				607,860	578,104	602,128	24,024	602,128
REVENUES								
	Allocation From General Fund			87,000	600,000	-	0.00%	600,000
	Interest Earned - Reserve Fund			11,917	8,744	8,818	100.84%	9,000
TOTAL REVENUES				98,917	608,744	8,818	1.45%	609,000
EXPENDITURES								
	Computers - Patron			260	12,000	279	2.32%	12,000
	Computers - Staff			181	12,000	1,896	15.80%	12,000
	Conference Room - A/V Replace			3,532	10,000	631	6.31%	10,000
	Fiber Cable			-	5,000	-	0.00%	5,000
	Handrail for Tent Area			-	-	6,000	Not Budgeted	6,000
	HVAC Compressors			9,211	-	-	0.00%	-
	Painting - Exterior			32,000	-	-	0.00%	-
	Painting - Interior			-	12,000	-	0.00%	12,000
	Pumps / Valves			-	-	-	0.00%	-
	Security Cameras			-	-	-	0.00%	-
	Televisions			-	-	-	0.00%	-
	Copiers - Staff and Public Purchase			12,943	13,000	-	0.00%	13,000
	Roof			-	600,000	-	0.00%	600,000
	Remove Solar from Roof			-	50,000	-	0.00%	50,000
	Consulting Engineer			-	50,000	-	0.00%	50,000
	EV Charging Station			25,163	-	4,792	Not Budgeted	4,792
	Lighting Control System Replacement			9,886	-	6,944	Not Budgeted	6,944
	Miscellaneous			11,473	10,000	3,843	38.43%	10,000
TOTAL EXPENDITURES				104,648	774,000	24,386	3.15%	791,736
Net Fund Income/(Loss)				(5,732)	(165,256)	(15,568)	9.42%	(182,736)
Capital Reserve Fund Balance				602,128	412,848	586,560	142.08%	419,392

**Basalt Regional Library District
Maintenance Detail
2023**

Date	Name	Category	Memo	Amount
01/05/23	Roto Rooter Plumbing	Plumbing / Heating	Sink Faucet	\$ 1,985.00
01/01/23	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2023 Monitoring	\$ 118.71
01/25/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Cordless Vacuum	\$ 325.55
01/31/23	Grizzly Electric	Electrical	Mic R&M	\$ 600.00
01/31/23	Grizzly Electric	Electrical	Lighting R&M	\$ 312.50
Sub-Total January				\$ 3,341.76
02/13/23	S&S Automatics and Door Services	Building/Interior Maintenance	Key FOB and Key Pad R&M	\$ 510.00
02/22/23	Storm King Roofing LLC	Miscellaneous	Snow Removal	\$ 750.00
02/24/23	The Glass Guru	Building/Interior Maintenance	Window R&M	\$ 115.00
02/28/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Carpets/Shelving	\$ 705.00
Sub-Total February				\$ 2,080.00
03/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 03/01 - 05/31/2023	\$ 223.95
03/01/23	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2023 Fire System Monitoring	\$ 118.71
03/03/23	Acme Alarm Company	Alarm / Monitoring	Fire Alarm Test and Inspection 2023	\$ 666.45
03/11/23	Rachels Sewing Repair Llc	Miscellaneous	Sewing repair-Canopy Tent	\$ 187.50
Sub-Total March				\$ 1,196.61
Grand Total				\$ 6,618.37

Alarm / Monitoring	\$ 1,127.82
Electrical	\$ 912.50
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 1,330.00
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ 1,985.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 1,263.05
	\$ 6,618.37

**BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
March 8 - April 11**

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	\$ 504.82
Gas	*Black Hills Energy	\$ 1,940.97
Multiple	*Divy	\$ 5,884.21
Electric	*Holy Cross Energy	\$ 864.78
Payroll Service	*Paychex Payroll Service	\$ 432.65
Service Contract	*Square Services	\$ 35.00
Payroll Liabilities	*TIAA	\$ 7,560.38
Maintenance	Acme Alarm Company	\$ 903.87
Janitorial	Alsco	\$ 106.83
Targeted Newspaper Ads	Aspen Daily News	\$ 202.01
Janitorial Supplies	Aspen Maintenance Supply	\$ 2,562.11
Adult BCD	Blackstone Publishing	\$ 709.44
Wellness/Health Insurance	CEBT Willis of Colorado	\$ 9,927.89
Telephone	Century Link	\$ 500.14
Adult	Courtney Keller	\$ 200.00
Capital Reserve Expense - Misc	Demco	\$ 2,343.59
Translation / Interpretation	Dulce Andrea Suarez	\$ 87.50
Background Check	Employers Council Services, Inc.	\$ 169.50
Internet Connectivity	Ena Services Llc	\$ 121.52
Compost Collection System	EverGreen ZeroWaste	\$ 70.00
Legal	Garfield & Hecht, P.C.	\$ 506.00
Maintenance	Grizzly Creek Enterprises, Inc.	\$ 10,105.00
Multiple	Ingram Library Services	\$ 2,723.87
Payroll	Julie Hart	\$ 236.50
Kanopy	Kanopy LLC	\$ 461.00
Capital Reserve Exp-Staff Comp	Marmot Library Network, Inc.	\$ 1,896.42
Adult Movies	Midwest Tape	\$ 885.57
Technical Cataloging & Service	OCLC, Inc.	\$ 98.93
Office Supplies	ODP Business Solutions	\$ 155.64
Adult	Old World Wine Co	\$ 378.00
Overdrive	Overdrive, Inc	\$ 1,406.99
Maintenance	Rachels Sewing Repair Llc	\$ 187.50
Maintenance	Storm King Roofing LLC	\$ 750.00
Children's	The Art Base	\$ 400.00
Maintenance	The Glass Guru	\$ 115.00
Targeted Newspaper Ads	The Sopris Sun	\$ 210.00
Lease	Wells Fargo Financial Leasing	\$ 146.77
Grand Total		\$ 55,790.40



Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

\$24,115.79 available / \$30,000.00 limit

Thank you for using Divvy!

We appreciate you.

Your statement balance as of 03/15/2023 is

\$5,884.21

You are set up on automatic payments.

**The automatic payment amount that will be pulled includes your current balance plus any activity before your payment due date.*

Summary

Previous balance	\$6,097.04
Payments	\$6,097.04
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$5,884.21
Statement balance	\$5,884.21



Payments

DATE	TYPE	AMOUNT
02/15/2023	Autodraft	\$6,097.04
	Total	\$6,097.04



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
02/15/2023	**** 7327	AMAZON.COM*HE4CE4TC2 AMZN	\$44.99	Kristen A Doyle
02/15/2023	**** 3174	SP POSPAPER.COM	\$142.95	Sandra F Dexter
02/16/2023	**** 4228	AMAZON.COM*HP0AE9LF0 AMZN	\$89.00	Laura Baumgarten
02/17/2023	**** 2706	CHICAGO BOOKS & JOURNALS	\$68.40	Jessica Hardin
02/17/2023	**** 2706	TIMBOS PIZZA	\$26.04	Jessica Hardin
02/17/2023	**** 3174	AMZN Mktp US*HP14C90W0	\$195.99	Sandra F Dexter
02/19/2023	**** 2706	AMZN Mktp US	-\$18.99	Jessica Hardin
02/19/2023	**** 2706	AMZN Mktp US	-\$14.99	Jessica Hardin
02/20/2023	**** 2706	AMZN Mktp US	-\$18.99	Jessica Hardin
02/21/2023	**** 4228	CITY-MARKET #0433	\$27.84	Laura Baumgarten
02/21/2023	**** 5188	CITY-MARKET #0433	\$39.38	Cathy A Click
02/21/2023	**** 5188	CITY-MARKET #0433	\$73.45	Cathy A Click
02/21/2023	**** 9802	AMZN Mktp US*HE7782D91	\$10.40	Kara Lindahl
02/21/2023	**** 2151	VISTAPRINT	\$146.39	Christy Baumgarten
02/21/2023	**** 9802	AMZN Mktp US*HP2R32NO2	\$5.59	Kara Lindahl
02/21/2023	**** 7327	AMERICAN AIR0012373211530	\$349.80	Kristen A Doyle
02/22/2023	**** 7327	INNOVATIVE USERS GROUP	\$550.00	Kristen A Doyle
02/22/2023	**** 9802	AMZN Mktp US*HP4YI11R1	\$5.59	Kara Lindahl
02/22/2023	**** 7327	ALLIANZ TRAVEL INS	\$26.25	Kristen A Doyle
02/23/2023	**** 3174	AMZN Mktp US*HP1V008Y1	\$244.99	Sandra F Dexter
02/24/2023	**** 9802	CITY-MARKET #0433	\$55.95	Kara Lindahl
02/24/2023	**** 5188	WHOLEFDS BLT #10298	\$29.84	Cathy A Click
02/24/2023	**** 4228	THE BRICK PONY PUB	\$107.10	Laura Baumgarten
02/25/2023	**** 9802	CITY-MARKET #0433	\$43.15	Kara Lindahl
02/25/2023	**** 2151	BOTANICAL PAPERWORKS	\$253.46 (\$2.51 foreign fee)	Christy Baumgarten
02/26/2023	**** 5188	JIMBO'S LIQUORS	\$255.10	Cathy A Click
02/26/2023	**** 7327	AMZN Mktp US*HD41F1BL0	\$22.00	Kristen A Doyle

DATE	CARD	MERCHANT	AMOUNT	NAME
02/28/2023	**** 7327	AMZN Mktp US*HD87A4US0	\$19.09	Kristen A Doyle
02/28/2023	**** 2151	SWIFT COMMUNICATIONS	\$76.75	Christy Baumgarten
02/28/2023	**** 2151	FACEBK UR5K7NXMH2	\$79.98	Christy Baumgarten
03/01/2023	**** 2151	BYRNE ELECTRICAL SPECIALI	\$48.12	Christy Baumgarten
03/01/2023	**** 7327	AMZN Mktp US*H59821JU0	\$62.95	Kristen A Doyle
03/02/2023	**** 2151	GOOGLE*GSUITE BASALTLI	\$230.40	Christy Baumgarten
03/02/2023	**** 7327	VALLEY LUMBER - BASALT	\$18.99	Kristen A Doyle
03/02/2023	**** 2151	TMOBILE POSTPAID WEB	\$616.34	Christy Baumgarten
03/02/2023	**** 7327	AMZN Mktp US*H504V0A00	\$110.53	Kristen A Doyle
03/02/2023	**** 2151	AMAZON.COM*HD1I66281 AMZN	\$21.98	Christy Baumgarten
03/02/2023	**** 7327	WWW.TANGO.US	\$20.00	Kristen A Doyle
03/02/2023	**** 2151	ADOBE *800-833-6687	\$359.88	Christy Baumgarten
03/03/2023	**** 9802	CITY-MARKET #0433	\$84.32	Kara Lindahl
03/03/2023	**** 7327	AMZN Mktp US*HD2Q89UF2	\$9.99	Kristen A Doyle
03/04/2023	**** 5188	CC CAFE	\$80.08	Cathy A Click
03/05/2023	**** 4228	AMZN Mktp US*H57FP5K10	\$35.99	Laura Baumgarten
03/05/2023	**** 4228	AMZN Mktp US*H522Y6472	\$9.98	Laura Baumgarten
03/05/2023	**** 4228	AMAZON.COM*H52AQ4TG1 AMZN	\$109.72	Laura Baumgarten
03/06/2023	**** 3174	DREAMTIME WATER DIST	\$18.00	Sandra F Dexter
03/06/2023	**** 3174	AMZN Mktp US	-\$195.99	Sandra F Dexter
03/06/2023	**** 4228	AMZN Mktp US*H57O41GA1	\$395.14	Laura Baumgarten
03/06/2023	**** 9304	AMERICAN AIR0012376630267	\$628.41	Amy Shipley
03/07/2023	**** 7327	AMZN Mktp US	-\$19.09	Kristen A Doyle
03/10/2023	**** 5188	AMZN Mktp US*HG2FH5HQ0	\$128.60	Cathy A Click
03/10/2023	**** 7327	AMZN Mktp US*HG2O67QX0	\$19.99	Kristen A Doyle
03/13/2023	**** 7327	AMZN Mktp US*HG3I933E2	\$8.99	Kristen A Doyle
03/13/2023	**** 4338	CITY-MARKET #0433	\$82.76	Charlotte M McLain
03/14/2023	**** 4338	CITY-MARKET #0433	\$10.58	Charlotte M McLain
03/14/2023	**** 5188	WHOLEFDS BLT #10298	\$16.45	Cathy A Click
03/14/2023	**** 4338	WHOLEFDS BLT #10298	\$34.60	Charlotte M McLain
Total			\$5,884.21	

BASALT REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES MEETING POLICY

BOARD POLICY:

It is the policy of the Basalt Regional Library Board of Trustees to maintain consistency with regard to meetings of the Board and its committee work sessions, recognizing that members of the community may wish to attend meetings.

ADMINISTRATIVE POLICY:

Basalt Regional Library District strives to ensure members of the community have adequate notice of Board and committee meetings in an attempt to provide access to meetings for the largest number of citizens as possible. In order to maintain consistency in the meeting formats and meeting changes, the following procedures have been implemented.

PROCEDURE:

Regular Meetings

Regular meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library. By Colorado Statute, the public will be given at least twenty-four hours' notice of any meeting and its agenda. The Board reserves the right to cancel regular board meetings for any reason at any time. The public will be given as much notice as possible of any changes or cancellations.

The public is invited to all meetings of the Board of Trustees and shall have an opportunity to speak before the Board. The public comment procedure shall be as follows:

- Individuals who wish to comment on items not on the agenda may speak before the Board by signing up prior to the call to order.
- Individuals may speak about an agenda item at the time of request for public comment on the agenda item by signing up prior to the call to order.
- Time limitations may be set according to the circumstances of the meeting.

Special Meetings

Special meetings may be called by the Director, the Board President, or any two members of the Library Board, provided notice is given to all trustees and the public at least twenty-four hours in advance of the special meeting. Public comment procedures are the same for special meetings as for regular meetings.

Executive Sessions

Executive Sessions of the Board may be called by any member of the Board during a Regular or Special meeting. Upon a majority vote of the members present, the Board of Trustees may enter Executive Session only for the reasons listed below:

- Deliberating after any judicial or quasi-judicial trial or hearing;
- Considering dismissal, demotion, or disciplining of the Director provided the Director is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting in which final action may be taken. The notice will contain a statement that the hearing or meeting be held in open session;
- Considering employment, promotion, compensation or performance evaluation of any Library employee;
- Considering the employment application of any individual with a criminal record or considering strategy for crime detection or prevention;
- Considering financial, medical, or personal histories, or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons which, if discussed in public would be likely to have substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is likely to become involved;
- Consideration of requests for confidential written advice from the ethics board under state law, or from any local government ethics board.
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session;

Work Sessions

Work sessions may be called by the Director, the Board President, or the Chair of any standing committee. Work Sessions shall be noticed if more than two Board members will be in attendance. The public is invited to attend work

sessions of the Board or board committees; however, public comments generally will not be allowed during work sessions. Final determination to allow public comments will be announced at the beginning of the meeting by the presiding officer of the Board or the Chair of the committee.

General Information for all Regular Meetings, Special Meetings, and Executive Sessions

- A quorum at any meeting shall consist of four or more members. If a quorum will not be present for a meeting, the meeting may be cancelled or postponed prior to the meeting.
- An agenda for the Board meeting shall be prepared by the President of the Board in cooperation with the Director. Members of the public may request items be placed on the agenda, providing they are received in a timely manner. The Board President shall post the agenda pursuant to Colorado Revised Statute 24-6-402 (2) (c), as directed by the Board of Trustees in the minutes of the first meeting of the year.
- All Regular, Special and Executive meetings will be digitally recorded according to standard practices.
- Roberts Rules of Order shall govern in the parliamentary procedure of the Library Board.
- All Trustees, including the President, are entitled to vote. A majority vote is required for passage. The Director is an ex-officio member of the Board of Trustees without a vote.
- Minutes of the Board meetings and the Director's Report are public documents and are available for public review in the Library. The Board Secretary is responsible for maintaining the Minutes of the Board and the Director's Report.
- All Library Board meetings, including Executive Sessions are held in accordance with Colorado Open Meeting laws.
- Any rule, resolution or bylaw may be suspended temporarily at any meeting where a quorum is present and there is a majority vote to do so.

Revised and Adopted: August 20, 2018



BASALT REGIONAL LIBRARY DISTRICT
PUBLIC COMMENT POLICY

It is the policy of the Board of Trustees of the Basalt Regional Library District (BRLD) to conduct its meetings in accordance with the Colorado Sunshine Law as set out in Section 24-6-402 of Colorado Revised Statutes in order to provide a fair opportunity to every person who desires to address the Board of Trustees. Accordingly, other than those portions that are held in Executive Session, Board meetings are open to the public, and anyone may attend in order to observe the proceedings.

In support of the open meeting character of Board sessions:

1. The minutes will accurately identify individuals who make comments, and any person wishing to address the Board must provide his or her name, address, and telephone number on the attendance sheet for the meeting.
2. Individuals will be called to comment in the order in which they have signed in, except in the case of special circumstances as determined by the President of the Board.
3. Each speaker may take up to three minutes to make his or her comments. This time constraint may be modified by the Board President to be fewer than three minutes if there are a number of persons wishing to speak. Speakers will be advised when they have one minute remaining.
4. All speakers will be asked to begin by stating their name and street address.
5. The total amount of time for public comment is capped at thirty (30) minutes.
6. The Board of Trustees acts as a body. Given the nature of the Board:
 - a) Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole.
 - b) Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any trustee, the President of the Board shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the President deems appropriate.
 - c) Speakers are asked to understand that specific questions cannot be answered in dialogue format by the Board of Trustees. Acting as a Board, and only as a Board, the trustees will consider comments and questions and may direct staff members to provide information. The Board may discuss matters raised by members of the public and, if the Board decides that some action or response is warranted, will do so as the Board.

BASALT REGIONAL LIBRARY DISTRICT FINANCIAL MANAGEMENT POLICY

BOARD POLICY:

The Basalt Regional Library District is committed to responsible financial management. The entire organization including the Board of Trustees, administrators, and staff will work together to make certain that all financial matters of the organization shall be addressed with integrity and in the best interest of the Basalt Regional Library District and the public served.

ADMINISTRATIVE POLICY:

The Director of the Basalt Regional Library District has the responsibility for administering these policies and ensuring compliance with State Library Law and procedures that have been approved by the Board of Directors. Changes, amendments or exceptions to these policies may be approved by the Board of Trustees at any time.

PROCEDURE:

The Director, the Bookkeeper, and every Administrator with financial related responsibility is expected to be familiar with and operate within the parameters of the Financial Management Manual. The Financial Management Manual (addendum) specifies financial responsibilities of the Board and accountability of Director, Bookkeeper, Finance Committee, Board of Trustees and staff and may be revised and updated as needed. Financial responsibilities of the Board of Trustees are listed in the BRLD Bylaws.

A Bookkeeping Procedure document is in place for internal use and can be readily referred to by the Director, the Bookkeeper and any Board Trustee. This document may be revised and updated as needed.

The Finance Committee will meet regularly and the Treasurer will present financial statements to the Board as specified in the Accounting Procedure Manual. All financial statements will be available to the public. The Finance Committee, with the Director and the Bookkeeper, will produce a budget for presentation to the Board of Directors each year in conformance with the State of Colorado Financial Management Manual.

The Board of Directors will engage a Certified Public Accounting firm each year to produce an annual audit in conformance with Generally Accepted Accounting Principles and the Government Accounting Standards Board. The audit will be reviewed and accepted by the Board.

Revised and Adopted: August 20, 2018