

MEETING MINUTES

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

MONDAY APRIL 15, 2019 AT 5:15 PM
COMMUNITY ROOM
14 MIDLAND AVE
BASALT, CO 81621

A meeting of the Board of Trustees of the Basalt Regional Library District was called and held on April 15, 2019 at 5:17 pm with the following persons present and acting to conduct business.

MEMBER ATTENDANCE: Karen Barch –President
Becky Musselman – Vice-President
Roger Garrett – Treasurer
Christi Blish - Trustee
Enid Ritchy – Trustee
Vicki Treece – Trustee
Maria Campos – Trustee

ALSO PRESENT WERE: Ann Scott - Director
Kim Clinco – Accountant

CITIZENS COMMENTS

None.

BOARD COMMENTS

None.

MINUTES

The minutes from the March 18, 2019 meeting were presented for approval. Christi moved to approve the minutes as presented, seconded by Enid. The minutes were unanimously approved.

INDUCTION OF NEW MEMBERS

Maria Campos and Victoria Treece were introduced as the new Trustees and were welcomed to the Board.

COMMITTEE REPORTS

Bylaws Committee:

Karen presented two resolutions for discussion and possible vote.

Resolution 2019-03, Resolution of the Basalt Regional Library District Amending Article 5, Section 1 of the Bylaws. The Resolution was discussed at the March meeting and addresses changing the month of the election for Board of Trustee officers to April.

*Section 1. **Officers.** According to C.R.S. § 24-90-108 (2)(c), in library districts such as the Districts that are established by more than one governmental unit, 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 April 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.*

After discussion, Resolution 2019-03 was postponed for further review and research.

Resolution 2019-04, a Resolution of the Basalt Regional Library District Amending Article 5, Section 6 of the Bylaws was presented for discussion and possible vote. The Resolution addresses how the election of officers will be executed.

*Section 6. **Election of Officers.** 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 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. Elections will take place at the April meeting. 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 of 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 the election of officers.*

In discussion, the Board agreed to eliminate the “April” sentence. Christi moved to approve Resolution 2019-04 with removal of the sentence “Elections will take place at the April Meeting”. Enid seconded the motion and was unanimously passed.

Nominating Committee: *Enid Ritchy, Chair*

Enid reported there is a full slate of candidates for officer positions. The candidates are as follows.

President – Karen Barch
Vice-President – Beck Musselman
Secretary – Enid Ritchy
Treasurer – Vicki Treece

The duties for each officer position was read, as stated in the Bylaws. There being no additional nominations, the paper ballots were completed and submitted for consideration. Ann and Kim tallied the votes. The following are the Board of Trustee officers for 2019-2020:

President – Karen Barch
Vice-President – Beck Musselman
Secretary – Enid Ritchy
Treasurer – Vicki Treece

The committee members were updated as noted below.

Bylaws Committee:

Vicki Treece, Chair
Ryan Anslyn
Ann Scott

Facilities Committee:

Roger Garrett, Chair
Ryan Anslyn
Ann Scott

Finance Committee:

Vicki Treece, Chair
Karen Barch
Roger Garrett
Kim Clinco
Ann Scott

Personnel Committee:

Karen Barch, Chair
Maria Campos
Kim Clinco
Ann Scott

Policy Committee:

Becky Musselman Chair
Enid Ritchy
Lee Rittvo
Ann Scott
Berenice Forest

Strategic Planning Committee:

Christi Blish, Chair
Karen Barch
Becky Musselman
Enid Ritchy
Maria Campos
Carolyn Kane
Ann Scott

Policy Committee: *Becky Musselman, Chair*

Nothing to report.

Personnel & Human Relations Committee: *Karen Barch, Chair*

Nothing to report.

Strategic Planning Committee: *Christi Blish, Chair*

Christi reported the final focus group was held after the regular meeting of the Board of Trustees on March 18th. The session was a huge success with attendees including Library Board members, members of the Friends and the Foundation, and other community members. The Committee presented an overview of the results and findings from all of the focus groups held. After the presentation, Peter Fuchs conducted a focus group to obtain input from the participating members. Christi thanked everyone for participating.

Christi also noted Dan Porterfield of the Aspen Institute will be speaking at the Library on April 19th from 10:00-11:00 am. His discussion is titled Creating Community. Everyone is encouraged to attend.

Facilities Committee: *Roger Garrett, Chair*

Roger reported he will review the contract and payment options of the security camera proposal and work with Ann to finalized.

The Committee will continue to work on the electric car charging stations. The State application process for reimbursement of the installation cost will be reviewed for submittal after May 1st, as reported by Dick in the March meeting.

Ann is still working with A4 Architects regarding the roof leak issue. After further evaluation is complete, the Committee will review potential solutions.

Finance Committee: *Roger Garrett, Treasurer*

March Financials: Roger reported the total cash as of the end of March was \$2,865,735. Of the amount, \$445,011 is allocated to the Capital Reserve Fund; \$870,222 is the balance of the Bond Repayment Fund and the General Operating Fund totals \$1,550,503. An increase in mill levy was received in March, \$415,829. The MVSO revenue continues to be strong as \$7,848 was received in March; for a total of \$28,965 for the first quarter or 36.21% of the annual budget. Total overall revenue for the month was \$429,838.

The Finance Committee had requested the interest earned from the Colo Trust accounts and the interest received for late tax payments be reported as separate line items on the profit and loss report. The interest earned from the Colo Trust accounts is \$9,828 for the first quarter; and (\$871) for Mill Levy interest. The negative amount is due to the abatements deducted from the February Mill Levy payments.

March Operating expenses (not including payroll) total \$40,939 for the month, 25.58% of the annual budget has been spent for the first quarter. Including payroll expenditures, the total Operating expenses were \$105,252 for March and a total of \$343,865 for January-March; 23.82% of the annual budget.

Roger reported \$281,408 was received in Bond mill levy for March. Interest earned for the month was \$920 for the Bond Fund. The first bond interest payment will be paid May 1st for a total of \$69,766.

\$1,092 was the interest incurred for the Capital Reserve Fund in March, and there were no Capital Reserve expenditures for the month.

DIRECTOR'S REPORT

The statistic reports were briefly reviewed. Sandy continues to work with Ann to update the content and format for valuable reporting.

Ann noted the programming continues to be well received by the patrons, with positive feedback. Some of the programs scheduled include parenting workshops, game night, escape room, citizenship classes, gardening, war stories, local economy discussion, and Spanish language programming. The summer reading program will begin next month.

The Library will be working with the Basalt Chamber to offer an outdoor movie series this summer. The Chamber has passed on the equipment for use and the staff has been working hard to create a drive-in like experience. The movies will be displayed on the outside of the Library building. The first movie of the series is scheduled for June.

Ann reported the operating mechanism for the front door that was damaged by a patron, has been repaired. The identity of the patron was obtained from viewing the security camera footage. Ann met with the patron to discuss the incident and the damage incurred. The patron expressed his apologies for the damage and donated \$1,500 toward the repair cost.

After a lengthy search and interview process, the position of Tech Services Director has been filled. The new employee will start employment on June 3rd.

ADJOURNMENT

There being no further business to come before the Board, Christi moved to adjourn and second was given by Becky. The meeting was adjourned at 6:42 pm.

Respectfully submitted,

Enid Ritchy
Enid Ritchy, Secretary

7/15/19
Date