

Basalt Regional Library District Board of Trustees Meeting Minutes April 18, 2022

Call to order

Enid called the meeting of the Basalt Regional Library District to order at 5:17 PM.

Board Members Present

Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee

Also Present

Amy Shipley, Executive Director; Berenice Forrest, Assistant Director; Sandra Dexter, Executive Administrative Assistant; Nina Itin, Library Trust; Roger Garrett, Citizen

Citizen Comments

None

Board Comments

Enid read a thank you note from a staff member to the Board of Trustees.

Approval of Minutes of March 21, 2022 Board Meeting

Jim Albert moved and Becky Musselman seconded the motion to approve the minutes of the March 21, 2022 Board meeting as is. The motion carried unanimously with 5 ayes.

Library Trust Update, *Nina Itin*

Bylaws and a Memorandum of Understanding have been established. The Trust established lines of communication with Amy acting as go between for the Trust and the Board and Cathy as Development Coordinator to work under the direction of Amy. The Library Trust has opened a bank account, finalized a logo, and has purchased a non-profit board member general liability insurance policy. The Trust received two grants the first part of the year; \$5,000 from a Family Foundation and another from an individual for \$1,000. These will go toward the Dolly Parton Imagination Library as requests come in and administrative expenses incurred by the Trust.

Update on Board Vacancies, *Amy Shipley*

The Library Board members will select an applicant for the Eagle County Board seat later during this meeting. There are currently no applicants for the Pitkin County seat.

Director's Report, *Amy Shipley*

- Bookkeeper update. Kim's last day is Friday May 6th. She will pay invoices through April 30th and will help with preparation of the April finances for the May Board Meeting. Amy has signed a contract with a bookkeeper. They had their first introductory meeting during which Kim went over

her bookkeeping process. Amy is working with marmot to get a computer set up for the bookkeeper dedicated to QuickBooks. Once the computer is installed a VPN will be set up for remote access for Valerie and Ken with view access only for the bank accounts.

- Update on roof warranty. The roof warranty ends in 2024. The warranty may be voided because Dow wasn't notified when leaks first started. Ace Roofing warranted the installation until 2014. An assessment was made by an outside firm in 2015 and they said the material was installed upside down so tack strips put holes in the roof. Amy is working to get documentation to the Library attorney to see if we have any recourse.
- Audit RFP (Request for Proposal) deadline is April 22nd. Amy has received one submission.
- Strategic Planning. Amy met with John Chastkra. She will go over the current Strategic Plan to see if it's still valid and will ask questions of staff. Amy will schedule another meeting with John in about 3 months to see what success might look like.
- When going on the ballot there can be only one type of issue.
- So far, we haven't had any requests to remove books from the library.

Committee Reports:

- **Bylaws Committee**
 - The Bylaws Committee doesn't have a chair. Carolyn Kane volunteered to be the chair. The Committee hasn't met.
- **Facilities Committee**
 - The Facilities Committee doesn't have a chair. Jim Albert volunteered to be chairperson.
 - Amy Shipley reported that the Facilities Committee met right after the last board meeting. They looked at painting bids. A second bid was received from someone who thought they had submitted a bid. References are being checked and then a decision will be made on which quote to accept. Tile has been ordered for the public bathrooms and will be installed once it arrives. Due to lack of maintenance over the last couple of years we will likely go over budget on maintenance.
- **Finance Committee:** *Carolyn Kane, chair*
 - March 2022 Financials
 - Carolyn used the Finance Committee report that is included in the Board packet as her report.
- **Personnel Committee:** *Enid Ritchy, chair*
 - Enid noted that the current members are herself, Amy Shipley, Berenice Forrest, and Kim Clinco. Once hired, the new HR manager will be a member. Amy realized that staff have not had background checks. There is an action item for this to be voted on later in the meeting.
- **Policy Committee:** *Becky Musselman, chair*
 - The Policy Committee has met once since the last Board Meeting. Elaine Nagey is working on a style guide so all policies work on the same template. The Committee recommends eliminating the Food & Beverage policy. This will be voted on later in the meeting under action items. A caveat on food and beverages may be included in the patron behavior policy to address food at computers. The Committee is currently working

on a donations policy. Library staff need to have ability to say no thank you for donated materials. The financial aspect would be explaining types of donations such as those received from the Foundation, Friends and Library Trust. The next meeting is scheduled for Thursday, April 28th.

Discussion and possible vote on Board trustees for Eagle County

Eagle County turned over interviewing to the Library Board of Trustees. Pitkin chose to interview candidates for Pitkin County seats. It is written in the Bylaws either/or for who can interview. There were no candidates for the Pitkin County seat and three candidates for the Eagle County seat. Margaret Simmons, Amy Shipley, and Enid Ritchy interviewed the candidates. Enid reviewed the responses from the candidates and summarized their strengths and weaknesses. After discussion, Becky nominated Elaine Nagey for the Eagle County seat and Jim seconded the nomination. The nomination passed unanimously with five ayes. The next step requires Eagle County to ratify Elaine's nomination at their next meeting.

Discussion and possible vote on eliminating the Food & Beverage Policy

After a brief discussion, Margaret moved and Becky seconded the motion to eliminate the Food & Beverage Policy. The motion passed Unanimously.

Discussion and possible vote on Background Check Policy

After Amy explained who will do each part of reference checks, employment verification and background checks, Jim moved and Margaret seconded the motion to pass the Background Check Policy. The motion carried unanimously.

Adjourn Meeting

Becky moved and Margaret seconded the motion to adjourn the meeting. The motion passed unanimously. Enid adjourned the meeting at 6:32 PM.

Enid Ritchy 5/16/22

