

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

Special Meeting

Emergency Circumstance to Allow Teleconferencing

Monday, April 20, 2020 at 4:00

A meeting of the Board of Trustees of Basalt Regional Library District was called to order and held on April 20, 2020 at 4:05 with the following people present and acting to conduct business.

Member Attendance: Becky Musselman - President
Karen Barch - Vice President
Enid Ritchy - Secretary
Ryan Anslyn - Trustee
Christi Blish - Trustee
Roger Garrett - Trustee

Also Present Were:

Sue Kiley, Library Director
Sandra Dexter, Administrative Assistant
Kim Clinco, Bookkeeper
Jim Alpert, Citizen
Cathy Click, Development Coordinator

Citizen Comments:

None

Board Comments:

Becky brought to the attention of the Board that this is National Library Week. Along with nationwide fundraising the Basalt Library put out a one week eblast asking for donations, \$10 to celebrate 10 years in our new building. Becky hopes to seek help from the Foundation and Friends of the Library. All proceeds go directly to Basalt Library. The funding will not include administrative cost. The Library is set up to accept credit cards and PayPal. Checks can also be mailed to the Library.

Minutes:

The minutes from March 16, 2020 were presented for approval. Karen motioned to approve the minutes and Christi seconded the motion. The minutes were approved unanimously.

Director's Report: Sue Kiley

- Sue reminded us that the library was closed to the public on March 15th. At this time all of the staff is working from home. They are able to hold staff meetings, group and individual meetings online. Staff continues to be trained for a virtual library at this time. The library is able to forward calls to homes now, and emails are accepted seven days a week. Staff members are assigned to answer calls and emails. Questions that come in through phone calls and emails are regarding

book returns and late charges, which have been suspended. E-book questions are also fielded by the staff.

- All programs are cancelled through May. Staff, therefore, will reschedule classes for later in the year providing we are able to open programs to the public.
- Storytime will continue three times per week. Caroline will soon be on maternity leave. Her replacement will record the storytime through the summer. There will not be a full time “temporary replacement” for Caroline’s leave due to the library closure to the public. The replacement has agreed to record the story times and attend to a few other programs in lieu of the full time temporary position that was offered to her.
- Evelyn will take on arts and crafts projects.
- The Summer Reading Program will happen but will be adapted to fit the pandemic guidelines. How the books and prizes will be checked out and distributed will be determined by Covid-19 governmental orders.
- Mindful Mondays will be on line
- Library staff is still deciding if and how the summer writing camp will be on line.
- An Illustrator’s Program by the Aspen Art Museum is scheduled for July. The Library is waiting to see if that will happen.
- Kristen will shift teen programming online.
- Steven is trying to adapt the Chess Program online.
- Online Book Clubs will be launched.
- Maura is planning a Travel Book Club with Glenwood and Pitkin Counties.
- “Creative Bug” has just been purchased and launched online. It was purchased with a state grant. The Library is planning to set up craft lessons through this app in the summer.
- Unlimited access to the New York Times through the Marmot Consortium for which Basalt Library is a member is being set up.
- Maura is buying more titles on e-books.
- Charlotte cancelled all live music programs in June. She’s looking at virtual programming due to the strong possibility that we will not be able to have large groups.
- Jon and the janitorial crew are deep cleaning upholstery, tiles, carpets, and painting the study rooms, conference and community rooms.
- Sue is applying for the ‘safety and liability’ grant for gloves, hand sanitizing, masks, cleaning, etc. The library may be awarded up to \$4700. Sue will look into Plexiglas frames included in the grant.
- Sue shared that she is keeping up with the Governor’s decisions around phasing into opening the doors to patrons. There will also be decisions coming from Eagle and Pitkin Counties.

- Currently there are over 7,000 items checked out. When staff can return, the Library will be working on collecting checked out materials which includes wiping down the materials and quarantining them for 72 hours. Phase 2 might include curbside drop-off and pick-up. If the Library opens up to patrons, the physical space may have to change due to distancing requirements, etc. There is much work ahead.
- Cathy Click is reaching out to the Town Manager and Town Council to coordinate the opening of the Library with the Town recommendations. Cathy said the Town recommends going with the county with the most restrictive measures for opening up from the “shelter in place.”
- Sue and the Staff will work together to phase in any new steps to open. Becky will be the point person. The Board’s involvement is when the measures taken require money that is not budgeted.
- Many normally budgeted items are down in cost since the closure. Sue feels we don’t have enough information at this time to report out accurately.
- February and March 2020 Statistics: Sandy reported
 - There have been 41 new patrons to the Library with digital cards.
 - Overdrive circulation is up 51% in March.
 - Kanopy is significantly up by 72%.
 - It was surprising to see Rbdigital significantly down. Marketing will try to increase this number for digital magazines on the website, and help patrons subscribe to Rbdigital. The same will be done with Overdrive to further increase its usage.
 - There is no surprise that the following services are significantly down due to closure: Wi-Fi, book checkout at all levels, programming at all levels (except Juvenile read-alouds (82 attending online), Interlibrary loans, etc.
- The Board asked Sue, Sandy, and Cathy how the staff was doing.
 - Staff meetings online are going well.
 - Taking a few more breaks due to being seated at a computer all day.
 - Online meetings are exhausting; many meetings
 - Many staff development opportunities are online that couldn’t be possible if work happened in the building due to building
 - The most difficult part for the staff is isolation.
 - Support of the Board with pay and benefits are much appreciated.
 - Everyone is passionate with their programming plans. To have to cancel plans that have been worked on for a year is difficult. There is much uncertainty. The need for technological skills is essential, and staff development in this area is a high learning curve.
- There is a need to market our online library. Ideas that were generated: Have posters in grocery stores regarding the virtual library. Have library telephone

number up front at all times to encourage calls for information, help with digital programs, etc.

- Ideas generated for a safe reopening:
 - Don't take cash; the library has the ability to accept credit cards.
 - Both patrons and staff have masks; gloves, possibly install Plexiglas shields at checkout.
 - Train staff for opening
 - Work at least 6 feet apart.
 - Self symptom check
 - Vulnerable staff will remain at home.

Committee Reports:

- **Finance Committee: Karen reporting**
 - The March trend shows the Library financial status to be on budget both in cash and the Operating Budget.
 - Capital Reserve Fund has more than \$500,000.
 - The mill-levy is up slightly from \$470,000 to \$477,000.
 - It appears that we are in good shape this fiscal year. Changes are likely to occur for the 2021 budget.
 - We must be alert to MVSO dollars, due to car sales probably will be down.
 - Current savings are in areas of facilities and programming due to the closure.
 - Digital resources have been well below budget, however, this is an area to shift upwards.
 - Payroll is ahead but within budget.
 - To summarize: Operating Budget is on target along with the Bond Fund. There are no Capital expenditures at this time.
- **Strategic Planning Committee:**

The expectation is that the Board and the Staff will collaborate to move forward as our Plan guides us even through the Pandemic.
- **There are no other committee reports.**
- **Formation of Committees with upcoming Board changes:**
 - By-laws: Vicki(chair), Ryan, and Sue
 - Facilities: Ryan (chair), Jim, and Roger
 - Financial: Vicki (chair), Karen, Becky, Ryan, Jim, Kim, Sue. Roger
 - Personnel: Karen (chair), Enid
 - Policy: Becky, (chair), Enid, Christi, Jim, and Sue
 - Strategic Plan: Christi, (chair)

New Board Member interview and induction: Pitkin does want to interview Jim Albert through a teleconference. We are waiting for the interview and confirmation.

Board Reappointment: Becky Musselman has been reappointed for a second term on the Basalt Regional Library Board by Eagle County, effective, April 7, 2020.

**The Board moved into Executive Session at 5:15 PM.
The Board concluded the Executive Session at 6:19 PM.**

Another Emergency Board Meeting was scheduled for May 4, 2020 at 4 PM.

The Emergency Board Meeting was adjourned at 6:19 PM.

Enid Ritchy April 21, 2020

