

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, August 15, 2022 5:15 PM

Board of Trustees: 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; Cathy Click, Community Engagement Coordinator; Laura Baumgarten, Circulation Manager

Citizens Present: Roger Garrett, Yessica Lasso, Sophia Clark, Spanish Interpreter

Call to order

Enid Ritchy Called the meeting to order at 515 PM

Citizen Comments

None

Board Comments

None

Approval of Minutes of July 18, 2022 Board Meeting

Jim moved and Margaret seconded the motion to approve the minutes of the July 19, 2022 Board Meeting with two edits.

Friends of the Library Update

Amy Shipley reported in Deb McCanne's absence. The annual meeting of the Friends of the Library volunteers was held on July 19, 2022. They now have 13 active volunteers allowing them to sort through donations more quickly. The Friends are putting together a new plan for donations that will hopefully keep them out of the lobby. Deb will write up the process for staff for when patrons call in. This is a work in progress.

Native American Heritage Month Programming Update, *Cathy Click and Laura Baumgarten*

Cathy Click reported. The Native American Heritage month of programming and exhibits came about when Charlotte McClain discovered a Native American puppet jazz player and booked them for September. Then Cathy Click and Laura Baumgarten built off of that. Staff has been working on this for a year. The programming spread throughout September includes exhibits, music, dancing, and history and brings further Native American Knowledge to the public. Funding to help support this programming came from Tour West for the workshop preceding the Delbert Anderson Trio Concert and from Aspen Historical Society for the exhibit and presentation. Information on the programs and exhibits can be accessed on the Basalt Library website events calendar or in the September newsletter. Enid asked about marketing these programs to CMC students, the broader community and schools. Sophia Clark is part of Valley Settlement and works with programming. She will share materials with the schools that she works with.

Director's Report, *Amy Shipley*

Following are items not in the written report that is included in the Board Meeting packet.

- COVID testing: The EEOC ruled that employers can no longer require COVID testing unless it meets the business necessity requirement. Since that is difficult to determine and the government no longer provides testing sites, Amy is no longer requiring COVID testing for staff who have not been vaccinated.
- Audit: Amy has received the preliminary audit and will review it before presenting it at the September Board meeting.
- Exterior wood staining: The wood on the exterior of the Library will be stained next week. Amy will meet with the contractor this week to talk about the scope of the project and to get further details.
- Window Cleaning: Interior and exterior window cleaning is scheduled for September 7th.
- Maintenance detail: The new maintenance detail breaks out the maintenance 5440 budget codes into categories. The bookkeeper has requested feedback from the Board on whether these categories make sense. If you want more categories or subcategories let her know. Previously not everything in this budget code went into this report, but everything will be included going forward.
- Payables list: This new report will be included in the Board packet along with the financials and includes every check written with more detail on some of the vendors. The Board has a duty to know what we are spending our money on. The bookkeeper suggested adding an agenda item at the beginning of the meeting where the Board approves this along with the approval of the minutes under a heading titled "Documents for Approval." The new Divvy credit card statement could be included here, as well. This will give the Board an opportunity to ask questions about what we are spending our money on.
- The Bookkeeper now has a library laptop that will go back to the library if she leaves employment.
- Mountain Region Public Library directors' meeting is this Friday in Glenwood Springs. Amy will be attending.
- Enid asked for more on the "Chat with Amy" outreach with seniors. Amy met with seniors for lunch at the Eagle County Community Center. She helped one woman get the Libby App on her phone and another woman asked when we are going to expand our hours because she is done for the day and back home by the time we open. This was a vetting of our strategic plan because it reinforced that.

Committee Reports:

- Bylaws Committee: *Carolyn Kane, chair*
Not meeting until fall.
- Facilities Committee: *Jim Albert, chair*
 - The Committee did not meet this week. Amy's report last meeting is still appropriate. It was decided at last month's Board meeting that Finance Committee members will attend the Facilities Committee meeting. We set a standing Facilities Committee meeting for the first Wednesday of each month at 4:00 PM. The meeting will be noticed so Board members can attend. The first item on the agenda will be the roof. Since the last Board meeting, Carolyn, Jim and Amy met with the architect. Jim noted that the architect suggested having a specialist with a roofing background to advise us as to what is necessary rather than relying on a local roofer. His only concern is the added cost. Without this consult we won't know the extent of damage and may make a mistake or see that there is more to it than initially thought. The additional consult is being considered.
 - The Committee is working on assessing the lighting control hardware bid. These are lights that are not controlled by on/off switches and is common in this size building. There are

intermittent problems with the lighting control system. Jim and Amy will meet with a lighting expert here in the valley to better understand the system and what the problem is and why the two bids received are so different.

- A vendor was selected to replace the spotlights. The vendor is related to a staff person, but numerous vendors were called and only two bids were received.
- Finance Committee: *Carolyn Kane, chair*
 - The July 2022 financial report is included in the August 2022 Board Meeting packet.
 - The next Facilities Committee meeting will be at 4:00 PM on September 7, 2022
- Personnel Committee: *Enid Ritchy, chair*
 - The Personnel Committee met on July 27th. The Director survey was sent to board and staff with a deadline to respond by August 12th. The Committee will meet on August 29th to compile the results and to put together Amy's evaluation to be presented in Executive session at the September Board meeting. Amy will also present her goals and self-evaluation during the Executive session. Enid noted that the Bylaws state that the Board can suggest a couple of goals for the Director. She asked the Board members to email her with any suggestions for Director goals before August 29th.
- Policy Committee: *Becky Musselman, chair*

The Policy Committee is working on the Safe Child policy. The next meeting is Thursday, August 25th.

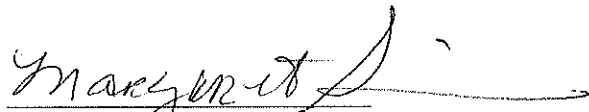
Enid asked if there was any more business.

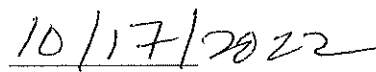
- Jim asked about a time for the Board retreat. Amy is working on a time.
- Amy received two copies of the Special District Association Board Manual. It details the role of Board members for special districts in Colorado. Amy will request copies for all Board members.
- Enid would like to see additional promotion for the Library partnership with TACAW on August 25th that focuses on the book "Holly." This is a free event due to the partnership with Basalt Library.
- Enid suggested Board members attend Library programs that interest them.

Adjourn Meeting

Jim moved and Elaine seconded the motion to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,


Margaret Simmons, Secretary


Date

