

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
August 15, 2016 @ 5:15 P.M. in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:17 p.m.

Members Present: Carolyn Kane, President; Ann Stephenson, Vice President; Heather Manolakas, Secretary; Dick Hampleman, Trustee; Kent Whinnery, Trustee; Michael Latousek, Trustee

Members Absent: Karen Hillebrand, Treasurer

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Helene Slansky, Foundation; Linda Crossland, Friends of the Library; Pete Blair, auditor; Karen Barch, Roger Garrett, and Valerie Welch, guests.

Presentation of the BRLD 2015 Audit: Peter Blair, Blair and Associates:

Letter to the Board included with the audit: The old bonds were paid off so only the Series 2012 refinanced bonds are left. Seven adjustments were made which is normal for an audit. About 82,000 books were capitalized and will be depreciated over a five-year period. Furniture is depreciated over seven years and computers are depreciated over a three-five year period.

Audit: The library was given a clean opinion. As required, the audit includes comparisons between 2014 and 2015. The Library uses a modified accrual method of bookkeeping. This was converted to a full accrual method for the audit as required. The comparison of the 2014 and 2015 budgets shows cash is down about \$200,000. At the end of 2015, the Library had enough reserves to cover about one year of expenditures, but revenues are going down. We might want to look at the decline. In Bond Repayment Account, an interest payment was made in April and the principal payment will be made in November. Carolyn Kane noted that Pete audited 2015 and reserves have dropped in 2016. By 2017 we will be at six months reserves. Barb noted that we are going on the ballot to ask for \$350,000/year for seven years. If passed, this would put us in good shape.

Citizen Comments:

Friends of the Library: Linda Crossland, President: The Friends funded an Early Literacy Program for the Library which was a success. They will probably fund this again next year.

Library Foundation: Helene Slansky, President: Helene had no report this month.

Approval of July 18, 2016 Regular Board Meeting Minutes: Ann Stephenson moved to approve the minutes of the July 28, 2016 Board Meeting with two corrections. Kent Whinnery seconded the motion. The motion carried with six ayes.

PowerPoint Presentation: November 2016 election issues: This presentation has been shown twice to citizen groups and was presented to the Board at this meeting by Barbara Milnor. The presentation includes photos of the Library and charts and graphs showing current and projected trends and a fact sheet. This presentation will be shown many more times prior to the election.

Director's Report: Barb Milnor:

- There have been multiple technology failures at the library in the past week. The people counter is about 30% lower than the actual count. An infrared counter that mounts on the ceiling and counts by body heat, therefore providing a more accurate count than the old

counter, is being looked at. The Nomad is broken. Barb will look at what other libraries are using before replacing the Nomad.

- The recording studio is complicated and there has never been anyone on staff who knows how to operate it. This will be sold after some research to determine its value.
- Windows were washed on Friday.
- Charlie Cole started the park across the ditch from the library. He would like the Board to sign a letter requesting benches and plantings, etc. to make the park better. Barb would like to wait until after the election to sign this letter. The art installation is beginning at the Story Tree in the park in September. Barb is hosting an artist's reception in the Library Community Room on September 29, 2016.

Board Comments:

Approval of July 18, 2016 Regular Board Meeting Minutes: There are two applicants for the Town of Basalt Board Seat; Roger Garrett and Karen Barch. Barb Milnor will send their applications off to the Town Council.

Committee Reports

Finance Committee: Carolyn Kane reported in Karen Hillebrand's absence:

Balance Sheet: As of July 31, 2016 The General Operating Fund Balance was \$1,377,404.20, the Bond Repayment Fund balance was \$1,274,089.24, and the Capital Reserve Fund Balance was \$317,715.45.

General Fund: We are approximately 58% of our budget year. Mill Levy income through July 31, 2016 was \$947,573.41 (94.97%). Total Income was \$1,037,857.67 (92.39%). Total Utilities costs are at 53.67% with no major maintenance fees last month. Total Operating expenses were \$310,003.46 or 57.12%. Total Payroll Expenses were \$420,889.94 or 53.03% of budget. Total Expenses are at 54.69%.

Bond Repayment Fund: Income through July was \$873,055.50 or 95.56% of budget. Year-to-date, we have made payments of \$129,975.91. Interest and principal payments are due in November. The current fund balance is \$1,274,089.24.

Four bids have been received for a Capital Reserve Study, one of which has expired. We can order a full study where they start from scratch or a modified study can be done where dimensions from the first study are used. Based on the study, a graph can be produced to show when repairs will need to be made. This will be included in next month's agenda for Board Members to review and make a decision. September is the month to start working on the 2017 Budget. Two budgets will be prepared this year; one based on the ballot issue passing and one without the additional funds.

Facilities Committee: Dick Hampleman, Chair: Dick had no report.

Personnel Committee: Ann Stephenson, Chair: Heather received 12 staff surveys back and closed the survey due to the deadline. The Board's comments have been compiled by Ann.

Strategic Planning Committee: Carolyn Kane, Chair:

Public Meeting 8/8/16 recap: Carolyn asked Board Members to assist in setting up the tent at the Sunday Market for the next two Sundays and received a positive response. Barb Milnor noted that two staff persons have volunteered to man the booth. Volunteers will also be needed if it is decided to continue with a Sunday Market booth through the four weeks of September. Books are being given away at the Sunday Market and once the ballot wording passes election materials will be available for the public.

Status of 1:1 conversations with community friends: This is being done. More materials are needed.

500 Word Statement: This is the wording that goes in the blue book with the election information

FAQ sheet: This was handed out to Board Members. It was noted that once the Board votes to pass the ballot wording, Library resources can no longer be used for election materials. Board can be on committees but can't head them.

There will be an organizational meeting at Carolyn's house at 3:00 p.m. on Tuesday, August 16, 2016 for any who are interested in attending.

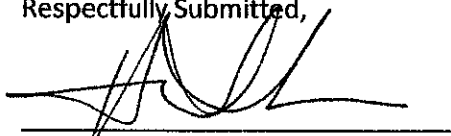
Action Items:

Discussion and possible vote to approve Ballot wording for 2016 November ballot measure: A member of the community questioned the wording for the amount of money that is being asked for. She said it was confusing and people might think that the dollar amount is being compounded each year for the seven years. This will be looked into to see if the wording can be changed. The vote was tabled and a special meeting will be set up for Monday, August 22, 2016 to vote on the ballot wording as the deadline to submit the ballot wording is August 29, 2016.

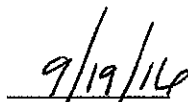
Dick Hampleman noted that New Hampshire library system checks out telescopes to patrons. They started with two and now have 160 they check out. They come with books and a night light. They have someone who gives a walkthrough of how to use the telescope. There is a whole kit that goes out. They do a one-week checkout. He spoke with the astronomical society there and met with David Aguilar, an astrophysicist who lives in our district and did a program on Aspen Mountain last week. Dick and David would like to build two telescopes and donate them to the Library for checkout by patrons. This would be good advertising for the library and would be fun. Heather asked the cost of these telescopes. They are about \$600 each. Barb noted we were the first on the western slope to have a seed library and others then followed suit. We would be the first to have telescopes for checkouts, as well. The response to this was very positive.

Adjournment: Ann Stephenson moved and Michael Latousek seconded the motion to adjourn. The motion carried with 4 ayes. Carolyn Kane adjourned the meeting at 7:05 p.m.

Respectfully Submitted,



Heather Manolakas, Secretary



Date