

## MEETING MINUTES

### **BASALT REGIONAL LIBRARY BOARD OF TRUSTEES**

**MONDAY FEBRUARY 18, 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 February 18, 2019 at 5:18 pm with the following persons present and acting to conduct business.

**MEMBER ATTENDANCE:** Karen Barch –President  
Becky Musselman – Vice-President  
Michael Latousek – Vice-President  
Dick Hampleman - Secretary  
Roger Garrett – Treasurer  
Christi Blish -Trustee  
Enid Ritchy – Trustee

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

#### **CITIZENS COMMENTS**

The financial reports from The Friends were provided for review.

#### **BOARD COMMENTS**

Karen provide a read recommendation; The Library Book by Susan Orlean. The book describes the 1986 destruction of the Los Angeles library and the evolution of libraries. The book supports the current efforts of the strategic planning committee.

#### **MINUTES**

The minutes from the January 21, 2019 meeting were presented for approval. Dick moved to approve the minutes as presented, seconded by Roger. The minutes were unanimously approved.

#### **DIRECTOR’S REPORT**

Ann reported the Library recently passed the fire and safety inspection, with flying colors. An indoor air quality report was complete; noting there was no detection of mold from water damage. The air sample from the HVAC ducts also reported clean, free of mold.

In refence to marketing, work has begun with Words, Pictures, Colors. The company is evaluating the marketing materials, in house forms, and any documents that are generated for public use. They are working on redefining the branding standards for the Library.

Programming has become more diverse and the feedback from the patrons has been positive. Ann shared a few quotes from the patrons in response to a recent e-blast noting some of the programming such as, the citizenship class, parenting workshop, escape room, seed savers club, job training, war stories, discussion on local economies, Roaring Fork Quilt Guild, board game night, yoga for kids, and Spanish language programming.

“Your library rocks, no one is doing what you are doing. I love you!”

“Wow, the Basalt Library is becoming the mid-valley Aspen Institute. Congratulations on really going out of the box with your programming. I don’t think anyone can match what you are doing mid-valley”

Ann also provided the positive feedback received from one of the participants of the non-profit focus group, thanking the efforts of the Library and the Strategic Planning Committee for providing the opportunity to share with other non-profit groups, bring awareness and form working relationships.

The statistic reports were briefly reviewed. The reports may appear slightly different as Sandy has been working with Ann and Karen to develop useful, detailed reports that reflect all uses of the Library. For the first time, the website statistics are also included in the report.

Discussion was held regarding water leakage of the building roof. Ann reported there has been an issue since the inception of the building. When it snows, there are certain areas on the roof where the snow accumulates. When the snow melts, the water leaks throughout the Library in several areas. Ann is meeting next week to review the situation with architect, Brad Zeigel.

## COMMITTEE REPORTS

### **Strategic Planning Committee:** *Christi Blish, Chair*

Christi reported, 14 focus groups have met thus far. 32 organizations participated in the two non-profit focus groups. Every non-profit organization that was invited to attend, accepted and participated. Meeting with the non-profits was very positive for the Library, as well as the organizations. As the meetings evolved, the participating members identified other organizations to work with as a resource and partner. Karen noted the hard work of one of the committee members, Carolyn Kane, for organizing the non-profit focus groups. The non-profit members were so enthusiastic of the outcome from the focus groups, they asked if the Library would host quarterly non-profit gatherings, with various themes.

A focus group was also held for all of the local libraries; including Pitkin County, Carbondale, Glenwood, CMC and Basalt. The participants were very enthusiastic and contributed the details of their individual programs that have been successful. They collaborated on ideas that would benefit the entire Valley, such as joint advertisement on the RFTA buses. The ad would be in Spanish, providing awareness the public libraries are free and safe. Another idea developed from the session was to hire a social media expert to determine the best means to successfully reach the public, sharing the cost.

Christi also noted two successful meetings have been held with Crystal Logan, Vice-President of the Aspen Institute. Crystal manages the local community programs. In April, the CEO and President of the Aspen Institute, Dan Porterfield, will be hosting a community round table of the leading organizations in the Valley. Ann will be representing the Library at the event. Dan will also be visiting five different institutions, including the Library.

There are two remaining focus groups scheduled. One group will be the community leaders, such as the mayor, council members, and the Chamber. The Strategic Planning Committee will present a summary of the information obtained from the previous focus groups. The Committee will ask the community leaders for their input as to how the Library could better serve the community.

The final focus group will be on March 18<sup>th</sup> after the regular Board of Trustees meeting; for the Library Board members, the Friends and the Foundation. The Committee will present an overview of the results and findings from all of the focus groups. After the presentation, Peter Fuchs will conduct a focus group to obtain input from the participating members.

### **Bylaws Committee:** *Michael Latousek, Chair*

Michael reported there is a proposed change to the Bylaws regarding the election of officers. A draft of the change was distributed and reviewed. The modification would change the form of voting from a show of hands to a confidential paper vote. A resolution will be presented at the March Board meeting.

### **Policy Committee:** *Becky Musselman, Chair*

Nothing to report.

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

Karen presented Resolution No. 2019-02, amending the Employee Handbook. The Resolution includes the following two changes.

- 1) Insertion of Employee Time Clock Correction Request Form

- 2) Addition of a paid holiday for employees scheduled to work over 30 hours per week, to include the day after Thanksgiving.

**Resolution 2019-02**

A Resolution of the Basalt Regional Library District Amending the Employee Handbook.

Karen moved to approve the Resolution, seconded by Dick. Resolution 2019-02 was unanimously approved.

**Facilities Committee:** *Dick Hampleman, Chair*

Dick reported he and Ann continue to work on gathering information regarding the possibility of installing electric car chargers in the Library parking lot. Dick will be meeting with an engineer and Holy Cross Energy to review. He is also in communication with Charge Point, a company that sells the chargers. Several area businesses use their system such as the Rocky Mountain Institute and Aspen Skico. A final cost needs to be determined.

An update of the security system was provided. Dick noted he obtain a proposal for the system that provided four different payment options. Roger will review the payment options and provide his recommendations.

**Nominating Committee:** *Enid Ritchy, Chair*

Enid reported the Nominating Committee has contacted each Board member in regards to nomination of officers. Nominations were obtained and the Committee contacted those individuals to acquire acceptance or rejection of the nomination. Karen noted the slate is not complete at this time.

Two Board positions will be vacant, as Roger and Michael will not be seeking re-election. Candidates are being accepted for Pitkin County and Eagle County. Interviews are scheduled with the County Commissioners and ratification should be complete in March.

**Finance Committee:** *Roger Garrett, Treasurer*

**December Financials:** Roger noted the reports presented are the finalized year end financials, prior to the audit. Approximately \$1,000 of additional expenses is reflected, as compared to the previous year end reports reviewed at the January meeting.

**January Financials:** Roger reported the total cash as of the end of January was \$2,259,384. Of the amount, \$445,081 is allocated to the Capital Reserve Fund; \$570,149 is the balance of the Bond Repayment Fund and the General Operating Fund totals \$1,244,154. No mill levy was received in January, due to year end reconciliations by both Counties. The MVSO generated \$11,599 for January, 14.5% of the annual budget. Total overall revenue for the month was \$24,189. He noted the revenue amount includes a grant from the State of Colorado for \$4,746. The grant will be used for the youth programs. A new line item was created, 5035-Graphic Design. The expenditure for this line item is \$6,600. Roger also noted account 5260-Staff has exceed the annual budget for payment of the staff Spanish teacher for the year. January Operating expenses (not including payroll) total \$79,987 for the month, 13.94% of the annual budget. Including payroll expenditures, the total Operating expenses were \$149,145 for January; 10.33% of the annual budget.

Roger reported there was minor activity with the Bond Repayment Fund, to include interest earned. \$1,092 was the interest incurred for the Capital Reserve Fund in January, and \$1,010 was spent in Capital Reserve expenses.

**ADJOURNMENT**

There being no further business to come before the Board, Christi moved to adjourn and second was given by Roger. The meeting was adjourned at 6:14 pm.

Respectfully submitted,

\_\_\_\_\_  
Dick Hampleman, Secretary

\_\_\_\_\_  
Date