

- **Basalt Regional Library District Board of Trustee Meeting**  
**Wednesday, December 11, 2019**  
**Library Conference Room**  
**14 Midland Avenue**  
**Basalt, CO 81621**

A meeting of the Board of Trustees of the Basalt Library District was called to order on December 11, 2019 at 5:17 PM with the following persons present:

**Board of Trustees:** Karen Barch, President; Becky Musselman, Vice President; Victoria Treece, Treasurer; Enid Ritchy, Secretary; Roger Garrett, Trustee, and Ryan Anslyn, Trustee

**Staff Members:** Caroline Cares, Sandra Dexter, and Kim Climco

**Citizen Comments:** None

**Board Comments:** Updates from Karen: We have been approved for a liquor licence. The event is January 10th from 6-8 PM titled "Legends of the Library." We have received emails regarding attendance and naming hosts for the event which will include Becky and Eric Musselman, Town Manager, Ryan Mahoney and his wife, and Cristal Logan from the Aspen Institute. Caroline added that specific events will be linked on the website. About 2,200 people will be linked to the blast.

**Approval of Minutes:** Ryan Anslyn's name was added to the minutes for attending the October meeting. The minutes were then approved by Becky and Roger seconded the motion.

**Director's Report:** Sandra Dexter, Administrator Assistant

- **Library Usage Statistics:** Sandy suggested that it is important to look at the quantity listed as well as the percentage. Usage varies for some databases. Britannica usage often spikes when student research papers are assigned.
  - A new adult line item is "**Games**". Formally, this item was in the "Back of the House."
  - New Hot Picks** are popular. **Hot Picks** are not renewable and cannot be held.
  - Adult checkouts down 2.5%
  - Spanish checkouts up 32.24%
  - Young Adult checkouts up 20.74%
  - Juvenile checkouts up 15.24%. Juvenile music increased greatly in November.
  - Combined Division down 3.31%. Seed category had to do with the decrease. (BOH) is included here.
  - Electronic materials, checkouts up 61.22%. Kanopy increased greatly.
  - For the time period Jan.- Nov.2019, checkouts in all categories increased over the same period in 2018
- There were over 100 attendees at the "Tea Party" this year. Each year the attendance has increased. Recommended ages are 3-8 and about 70 children and 30 adults attended.
- The Annual Gingerbread House Competition is approaching and gingerbread house making for children will be held on December 18th.
- New Spanish Literacy Kits are available. Berenice put the packets together.

- In the Children's section Wonder Books Collection are new and available. "Play Away Packets" are at many different levels. Fiction, chapter books, bi-lingual, and nonfiction books are included.
- New patrons and door counts were down in November.
- Cathy Click reported that the liquor license was approved by the Town Council On December 9th. Cathy continues her work on the January 10th "Legends of the Library" 10 year celebration. She is meeting the timeline for advertising to the community over the next weeks in December and beginning of January. This is the first of a planned annual community gathering at the library as suggested in the newly completed Strategic Plan.

### **Committee Reports:**

#### **Facilities Committee:** Roger Garrett, Chairperson

- There are 3 bids for outdoor cameras. The bids range from \$7,000-\$8,000. This has been budgeted for the 2020 year.

#### **Personnel Committee:** Karen Barch, Chairperson

- No report
- Ryan was able to help Sue find a home in Basalt area. Karen added that Sue will be here on her start date of December 31st.

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

- No report. The committee will look at different ways to use the community room.

#### **By-Laws Committee:** Vicki Treece, Chairperson

- No report

#### **Strategic Planning Committee:** Christi Blish, Chairperson (Karen reporting tonight)

- Final draft is in our packets. Included is the *Wordle*. There is to be a larger version of the *Wordle* at the January 10th Legends Celebration.
- Along the line of developing new resources, the donation page on the website has been updated to include donations via credit cards online. The library doesn't have a 501-c3. A lawyer is engaged in helping to set the library up with the 501-c3. This will take time. The library has not been actively engaged with raising funds to support library programs. The Strategic Plan addresses the need to find additional ways to earn money.

#### **Finance Committee:** Vicki Treece, Chairperson

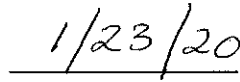
- November financials are right on budget.
- A \$25,000 insurance bill will be paid out of the December budget.
- Any left over money from 2019 Operating Budget will go into the Operating Reserve Fund.
- The budget for contributions has been exceeded by 33%.
- Books and magazines are under budget this year.
- Professional development was over budget due to Spanish lessons for staff
- Health and Wellness Insurance is over budget due to more staff signing up for insurance.

- Payroll is under budget due to operating without a director in place for 4 months. There were other changeovers in which positions were not immediately filled.
- The 2020 Budget is approved
  - In October the 2020 budget was publicly announced as per state law.
  - Work on the budget continued over the past month as more information regarding mil-levies and abatements were received.
  - The following four resolutions were passed by the Board as required by the state law: Resolution 2019-06 addresses the entire 2020 budget; Resolution 2019-07 are expenses proposed for 2020; Resolution 2019-08 reports the money coming in from the mil-levy; Resolution 2019-09 reports the money which will go into the Capital Reserve Fund.
- Kim will send the budget and resolutions to the state.

**The meeting was adjourned at 6:30 PM.**

Respectfully Submitted

  
Enid Ritchy, Secretary

  
Date

