

Basalt Regional Library Board of Trustees Meeting Minutes
Monday, December 14, 2020
14 Midland Avenue
Basalt, CO 81621
Special Meeting
Emergency Circumstances to Allow Teleconferencing

Call to Order: The meeting of the Board of Trustees of Basalt Regional Library District was called to order on December 14, 2020 at 5:23 PM.

Member Attendance: Enid Ritchy, President; Jim Albert, Vice President; Karen Barch, Treasurer; Christi Blish, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee

Also Present: Sue Kiley, Library Director; Sandra Dexter, Administrative Assistant; Caroline Cares, Assistant Director, Berenice Forrest, Assistant Director; Carolyn Kane, Citizen Representative

Citizen Comments

None

Board Comments

Concerns were expressed regarding the library having electric vehicle charging stations installed at the library. It may not be fiscally justifiable for the library to cover the \$7,000 shortfall not covered by grants and the amount of staff time being put into this. Additionally, the stations would use two of our already limited parking spaces. Liability and indemnity issues need to be checked into. Cathy Click will see if there is another grant or two that could cover the shortfall and to investigate the liability and indemnity issues and what protections the library could have. It was also suggested shelving this item until 50% of automobiles in the valley are electric. This conversation and vote were tabled until more information is collected. The grant and expenditure for the electric charging stations will be left in the 2021 budget with the understanding that purchase of electric charging stations may not happen.

Approval of Minutes of November 16, 2020 Board Meeting

Correction: Under "Legends of the Library: change "This event will be held the end of January" to "This event will be held virtually on January 8th." Jim Albert moved and Karen Barch seconded the motion to approve the Minutes of the November 16, 2020 Board Meeting with the correction. The motion passed with a vote of 6-0.

Approval of Minutes of November 30, 2020 Board Meeting

No corrections. Christi Blish moved and Jim Albert seconded the motion to approve the Minutes of the November 30, 2020 Board Meeting. The motion passed with a vote of 6-0.

Director's Report, Sue Kiley

- The Director report is included in the Board Meeting Packet.
- Additional Notes
 - Staff is making use of new video equipment
 - Staff is looking at ways to impart to the public shifts to and increases in workload relating to COVID including producing behind the scenes video clips.

- Circulation stats continue to increase
- Website chat has become really popular. There has been a big increase since October. Many of the patron comments came from web chat
- The library now has 8 Chromebooks and 25 Hot Spots available for checkout. Paired with Internet on the Go this can provide anyone with internet access. Each Hot Spot can connect to 16 devices at one time.
- With two new employees and Nathan's increase in hours, we are now able to add Sundays to our schedule.
- Ryan Anslyn donated a washer and dryer and delivered them. Jon will hook them up. This will save us from taking home our library laundry and will save on costs in the long run. Thank you, Ryan.
- We are looking at ways to use the new technology equipment to enhance programming where not restricted by copyright.
- Questions
 - Is there any update on the Legends of the Library? The event is scheduled for Jan 8th. Marketing is coming out. Special guest announcement. Cathy Click has secured Neil Diamond to do the introduction with recording taking place inside the library. Other participants are recording from home and sending them in. The event is free, but registration is required. Patrons can donate when they register.
 - How is the library doing on end of year solicitations? Donations from last two week totaled approximately \$ 3,800.00 from the mailer. The mailer was a success, though several mailers were sent to the same household. The third party that did the addressing should have done a merge and purge to eliminate duplicate addresses. The Library now has the list, so we can address this issue in the future.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*
 - No report
- Facilities Committee: *Ryan Anslyn, chair*
 - Washer/Dryer donated and delivered by Ryan Anslyn
 - Tabling discussions on the electric vehicle chargers
- Personnel Committee: *Enid Ritchy, chair*
 - Have had a personnel issue that will be discussed in the executive session
- Policy Committee: *Becky Musselman, chair*
 - No report
- Strategic Planning Committee: *Christi Blish, chair*
 - The Committee met and went through the strategic goals. Karen updated the strategic goal spreadsheet "real-tie" as the committee discussed how to assess progress against each goal. Christi further enhanced the spreadsheet after the meeting and Sue will expand on that. The Committee will meet with Sandy, Kristen, and Sue to talk about what stats to track and what can be done with them. Christi will send committee members an update. There is a lot we can track even during COVID.

- Ad Hoc 501c3 Formation Committee: *Enid Ritchy, chair*
 - Met prior to last board meeting. We had given input to Cathy in regards to some edits in the Bylaws and some revisions in the MOU. Cathy took notes and was going to rewrite the MOU and come back to the committee. And then hopefully it will go to the attorney to look over. The Committee will meet again in 2021

- Finance Committee: *Karen Barch, chair*
 - November 2019 Financials
 - Revenue: Mill levies are expected to be underbudget by \$50,000 due to abatements. MVSO will make or do better than budgeted. Contributions will come in under budget. We are expecting revenues to be 4%-5% underbudget for the year.
 - Operating Expenses: At the end of November we expect to be at 91% of the budget. Some expensive end of year payments will be made in December. Operating expenses running under budget. Payroll is right on target even though we were under staffed. We did something different on payroll. Kim and Karen looked back at other years and saw that we budgeted as if the library was fully staffed. They figured out how many months we had open slots and adjusted for that so we came in right on budget. We will be in decent shape at year's end. We will see the approved \$87,000 transfer to the capital fund in December. Our reserves will be in good shape at year's end. We are still tracking at the reserve level we expected to be, so we are in good shape. There is nothing new on the Capital Budget and cash looks fine.

Discussion and possible vote to approve any final 2021 budget changes.

The final Certification of Values came in and the numbers for both Eagle and Pitkin were within a few hundred dollars of what they told us originally. A subscription to Wall Street Journal and Sunday cleaning expenses through September were added to the budget. This leaves us at a break-even budget after including the \$87,000 allocation to the Capital Reserve Fund. Karen Barch moved to approve the 2021 budget changes, Jim Albert seconded the motion. The motion passed with a vote of 6-0.

Discussion and Possible Vote on Resolution 2020-04, a Resolution of the Basalt Regional Library District Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Calendar Year Beginning on the First Day of January 2021 and Ending on the Last Day of December 2021:

There was no discussion. Karen Barch moved and Jim Albert seconded the motion to approve Resolution 2020-04. The motion passed with a 6-0 vote.

Discussion and Possible Vote on Resolution 2020-05, a Resolution of the Basalt Regional Library District Appropriating Sums of Money to the Various Funds and Spending Agencies for the 2021 Budget Year.

There was no discussion. Karen Barch moved and Jim Albert seconded the motion to approve Resolution 2020-05. The motion passed with a 6-0 vote.

Discussion and Possible Vote on Resolution 2020-06, a Resolution of the Basalt Regional Library District Levying Property Taxes for the Year 2021 to Help Defray the Costs of Government for the Basalt Regional Library District, Colorado, for the 2020 Budget year:

There was no discussion. Karen Barch moved and Jim Albert seconded the motion to approve Resolution 0202-06. The motion passed with a 6-0 vote.

The Board entered an Executive Session at 6:25 PM.

The Board concluded the Executive Session and adjourned the regular meeting at 7:22 PM.

Respectfully submitted,



Christi Blish, Secretary



Date