

## **Board Meeting Minutes Tuesday, December 14, 2021**

**Board of Members Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

**Also Present:** Amy Shipley, Executive Director, Berenice Forrest, Assistant Director, Sandra Dexter, Executive Administrative Assistant, Kim Clinco, Bookkeeper; Roger Garrett, Citizen

**Call to order:** Enid Ritchy called the meeting to order at 5:17 PM

### **Citizen Comments**

Roger Garrett fully supports passing the 2022 budget as written. He was concerned that this budget with the mill levy that just got increased will be \$100,000 short. In 2023, if there is no other expense increase except a 3% increase to staff salaries our negative \$106,00 this year would go over \$200,000. This would be a noticeable shortfall. Ryan Anslyn noted that in 2023 we will reap the benefit of the increased valuation. The increase in valuation we will receive next year will significantly lessen the shortfall.

### **Board Comments**

None

### **Approval of Minutes of November 15, 2021 Public Budget Hearing**

Carolyn Kane moved and Enid Ritchy seconded the motion to approve the minutes of the November 15, 2021 Public Budget Hearing. The motion carried unanimously.

### **Approval of Minutes of November 15, 2021 Board Meeting**

Margaret Simmons moved and Jim Albert seconded the motion to approve the minutes of the November 15, 2021 Board meeting. The motion passed unanimously.

### **Approval of Minutes of November 30, 2021 Board Meeting**

Enid Ritchy moved and Margaret Simmons seconded the motion to approve the minutes of the November 30, 2021 Board meeting. The motion passed unanimously.

### **Discussion regarding Bookkeeping Contract timeline and needs**

Following a discussion of the timeline and the pros and cons of contracting for a bookkeeper vs having an internal bookkeeper, Amy asked the Board about going forward with the timeline as written. Amy suggested contracting with an outside bookkeeper for six months to allow time to hire an assistant director whose main focus would be on finance and some HR. The Board gave Amy the go ahead to move forward with her plan. Board members committed to showing up to interview contractors.

### **Director's Report, Amy Shipley**

- Additions to the Director Report that is included in the Board Meeting packet.

- There are a few ongoing facilities projects. Durgin Electric fixed the emergency lights in the public bathrooms and they replaced dead batteries in some of the exit lights. Lights in staff parking lot are not working. Durgin Electric is replacing the lamps.
- Amy thanked the Board for listening to ideas and possibilities regarding mill levy options. She stated that she is comfortable with feedback and that it is important to have difficult conversations, either in executive session, placed on the agenda, or one-on-one. Board meetings need to be a safe place for anyone to bring up ideas. Two requests from the Board were to know where the ideas come from and timing for ideas needs to be considered.

**Committee Reports:**

- Bylaws Committee: *Ryan Anslyn, chair*
  - No Report
  
- Facilities Committee: *Ryan Anslyn, chair*
  - Amy has information to bring to the committee when they meet in January.
  - Ryan noticed the mirror in the men's bathroom is broken.
  
- Personnel Committee: *Enid Ritchy, chair*
  - Colleen Irvin reported that the results of the Director Survey was received. Evaluations were received from staff, Library Board Members and leadership of the Foundation, the Trust and Friends of the Library. Reviews were positive. Board members met with Amy and discussed the result. Amy saw the actual reports which were anonymous. Amy created goals based on the evaluations that were very specific to each area of her job description.
  
- Policy Committee: *Becky Musselman, chair*
  - Amy Shipley has paused the policy committee meetings.
  
- Ad Hoc 501c3 Formation Committee: *Enid Ritchy, chair*
  - The work was completed with the signing of the Memorandum of Understanding and the committee has been disbanded
  
- Finance Committee: *Carolyn Kane, chair*
  - November 2021 Financials
    - Carolyn noted that the library is doing well with total income at 100.42% of what was budgeted for 2021. Operating expenses are at 83.2% and payroll is at 88.76% with total expenses at 86.63%.
  - Certification of Valuations
    - Valuations have gone up though not as significantly as noted on the first valuations received due to property and landowners applying for rebates due to suspected incorrect valuations, some of which were approved.

**Discussion and possible vote on Resolution 2021-06 a Resolution of the Basalt Regional Library District Adjusting the Bond Mill Levy for 2022.** After discussion, Carolyn Kane moved and Jim Albert seconded the motion to levy a tax of 2 mills for the bond repayment. The motion passed unanimously.

**Discussion and Possible Vote on Resolution 2021-07, 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 2022 and Ending on the Last Day of December 2022.** Carolyn moved to adopt the 2022 budget. Jim seconded the motion. The motion passed unanimously

**Discussion and Possible Vote on Resolution 2021-08, a Resolution of the Basalt Regional Library District Appropriating Sums of Money to the Various Funds and Spending Agencies for the 2022 Budget Year.** Carolyn moved and Jim seconded the motion to approve Resolution 2021-08. The motion carried unanimously.

**Discussion and Possible Vote on Resolution 2021-09, a Resolution of the Basalt Regional Library District Levying Property Taxes for the Year 2022 to Help Defray the Costs of Government for the Basalt Regional Library District, Colorado, for the 2022 Budget year.** Margaret Simmons moved and Carolyn Kane seconded the motion to pass Resolution 2021-09. The motion carried unanimously.

**Discussion and Possible Vote on either Resolution 2021-10 a Resolution of the Basalt Regional Library District to Set Bond Repayments 2022-2026.** Resolution 2021-10 was eliminated.

**Discussion and possible vote to determine if the District should go out for an RFP for Auditor.** After a brief discussion, Jim Albert moved that the library go out for a RFP. Margaret Simmons seconded the motion. The motion carried unanimously.

**Executive Session to Discuss the Director's Contract:** Carolyn Kane moved and Enid Ritchy seconded the motion to go into Executive session at 6:50 PM

Executive Session started at 6:58 PM and ended at 7:07 PM

**Vote on Director's Contract:** The vote to approve Amy Shipley's Director Contract was unanimous.

**Meeting Adjournment:** The meeting adjourned at 7:10 PM

Respectfully Submitted,

*Enid Ritchy - President*  
Colleen Irvin, Secretary

