

Basalt Regional Library District Board of Trustees Meeting Minutes

Wednesday, December 14, 2022

Call to Order

Enid called the meeting to order at 5:15 PM

- o Board members to wear their name tags in public, *when at library events*

Citizen Comments

None

Board of Trustees Present: Enid Ritchy, President; Jim Albert, Vice President; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

Staff Members Present: Amy Shipley, Kristen Doyle

Citizens Present: Yessica Lasso and Astrid Recinos

Board Comments

Board packet looks great this week

Approval Items - Amy Shipley suggested there can be a motion to have these approved together

- November Accounts Payable
 - o Change budget to be organized by budget description to make it easier to understand, also want descriptions to be in full words, not abbreviations
 - o Clarification on budget item - legal fees associated with current legal case
- Enid moved and Jim seconded the motion to approve the minutes and the accounts payable. The motion passed unanimously.

Announcement of upcoming board vacancies and discussion of process for filling vacancies, *Margaret Simmons, Board Secretary*

- There will be two board vacancies next year
 - o Jim Albert (May renew)
 - o Becky Musselman (Rotating out)
 - o Trustee and Vice President positions
- Need to develop a nominating committee to contact folks who may be interested?
- Becky explained that in the past it is open to the public, nominating committee not needed in initial step of having folks apply to be on board
- Board members with terms expiring that plan to return need to send letter of intent to county commissioners
- Amy asked - how would the board like the vacancy to be posted/promoted?
 - o Word of mouth

- Anything that is free
- Newspaper
- When to post?
- When do we want interviews?
- January - ideally as early as possible due to time it takes to select and onboard new members
- Amy Shipley will work with Enid on making application process as clear as possible, posting it in the newspaper of record in January with goal of having interviews in February, and reaching out to county commissioners
- Amy Shipley will be contacting county commissioners and share process
- Carolyn - when County Commissioners are more involved in the process, it is a more objective process
 - Avoid board members electing their friends
- Bylaws may need to be double checked, may need to be changed depending on how board would like to move forward
- Pushback in the past from county commissioners who did not want to make this decision and kicked it back to the board
- Concerns with having an outside group having total control - what if we had a county commissioner who did not value intellectual freedom?
- Legally, county commissioners do have responsibility to appoint
- Amy Shipley's past experience is having the board of trustees make a recommendation to the county commissioners, who then confirm decision or inform board they need to further their search
- Carolyn would like the interview process to be more collaborative with county commissioners
- Carolyn suggested discussing this more at the January meeting
- Enid - we have a ton of work to do! We need to get new board members on board quickly, scheduling difficulties potentially prolong process
- Becky Musselman shared with the board and Yessica that they would love for Yessica to apply to be a board trustee

Director's Report, Amy Shipley, Executive Director

- Spotlights are here, will be installed January 9
- Mark your calendar for January 13, 6PM - 8 PM - Library Legends Community Party
 - Book giveaways
 - Live band
 - Bar
 - Free food
 - Invite folks into the library
 - Come as you are!
 - If you'd like to volunteer to help out, be here at 5 PM! Most board members indicated they are available to volunteer
 - Board asked if we could get a banner

- Strong recommendation for The Whole Empanada as food vendor from Jim
- Not a ton of activities - just a time to come hang out
- Working on strategy to promote this event to our Latino community members
- Amy got a proposal on roof engineering project today (RFP)
 - Facilities committees will meet in January, would like that committee to be interviewing group
- Gaby was wildly successful at the Guadalajara International book fair in collecting books
- Meghan (accountant) has confirmed she will stay on at full capacity until we have hired a replacement
- Amy is looking into opening this position to a remote position, as we are not getting qualified local candidates
- Will see a charge for EV charging stations in library statements, but we will be reimbursed by the State of Colorado in about a month from submitting the final report

Committee Reports:

Bylaws Committee: *Carolyn Kane, chair*

Nothing to report, will meet next in 2023

Facilities Committee: *Jim Albert, chair*

Nothing to report, will meet next in 2023

Finance Committee: *Carolyn Kane, chair*

November 2022 Financials

Total revenues is slightly greater than budgeted

Over budget

- Facilities
- Utilities
- Programs

Underspent

- Technology
- Collections
- Operations
- Payroll

Overall - have spent 88% of budget

2023 Budget - Final draft with recent updates

- The only thing that has changed in revenues is mill levy revenues for next year - based on adjustment received at the end of November, small change
- Budget shared today in the board packet has been updated to include all changes and corrections, but nothing has really changed from October meeting

Personnel Committee: *Enid Ritchy, chair*

Board needs to decide today on renewing executive director contract

Policy Committee: *Becky Musselman, chair*

Nothing to report, will meet next in 2023

Board Discussion:

What went well as a board in 2022?

What did not go so well in 2022?

What should the board focus on in 2023?

Enid suggested board members take these questions home and reflect on them and have board members discuss in depth at the next board meeting. Enid thanked Elaine for the thoughtfulness of this discussion.

Discussion and possible vote to pass Resolution 2022-01 RESOLUTIONS OF BASALT REGIONAL LIBRARY DISTRICT TO ADOPT 2023 BUDGET

- Amy Shipley explained resolution
 - Page 1: set the budget
 - Page 2: set the mill levies/mill rate
 - Rate is the same for both Pitkin and Eagle county, amount differs because of differences in county size
 - Valuations are not entire county - just portions that are in-district
 - Page 3: Explaining to authorities what our expenditures will be
 - If we spend more than this, we have to submit an amended budget
 - Page 4: "Therefore we adopt this resolution"
- Amy clarified small corrections from previous versions for Carolyn
- Eric moved and Jim seconded the motion to adopt the resolution as presented. The resolution passed unanimously

Discussion and possible vote to approve BRLD annual timeline, *Amy Shipley*

- Amy explained a few small changes to the BRLD annual timeline
- Jim moved and Elaine seconded the motion to approve the BRLD annual timeline. The vote passed unanimously

Discussion and possible vote on 2023 Board Meeting schedule, *Amy Shipley*

- Policy and Facilities committees are flexible, some may change throughout the year
- Finance and Board committee don't change
- Small change - additional Finance Committee meeting in November to allow more time to review and approve budget
- Eric moved and Jim seconded the motion to approve the 2023 Board Meeting schedule. The vote passed unanimously.

Discussion and possible vote to direct Board President and Executive Director to sign Executive Director's 2023 contract, *Enid Ritchy, Amy Shipley*

- Jim moved and Margaret seconded the motion to direct the Board President and Executive Director to sign the Executive Director's 2023 contract.

Adjourn Meeting

Enid moved and Elaine seconded the motion to adjourn the meeting. The motion passed unanimously.

Happy holidays!

Respectfully submitted,


Margaret Simmons, Secretary

Date 2/14/2023