

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
December 11, 2017, 5:15 PM in the Community Room**

**Call to Order:** Ann Stephenson called the meeting to order at 5:21 p.m.

**Members Present:** Ann Stephenson, President; Heather Manolakas, Treasurer; Karen Barch, Trustee; Becky Musselman, Trustee; Roger Garrett, Trustee

**Also present:** Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director

**Board Comments:** There will be three Board positions open in March 2018. Heather Manolakas and Karen Barch may reapply. Ann Stephenson represents Pitkin County on the Board and will be unable to reapply. The available positions will be posted in January 2018. Board members must be approved by Eagle and Pitkin counties and the Town of Basalt.

**Approval of July 17, 2017 Special Board Meeting Minutes:** Heather Manolakas moved and Karen Barch seconded the motion to approve the July 17, 2017 Special Board Meeting Minutes. The motion passed with 4 ayes.

**Approval of August 21, 2017 Board Meeting Minutes:** A quorum was not present to approve the minutes. The approval of the August 21, 2017 Board Meeting Minutes will be tabled until the January meeting.

**Approval of October 16, 2017 Board Meeting Minutes:** A quorum was not present to approve the minutes. The approval of the October 16, 2017 Board Meeting Minutes will be tabled until the January meeting.

**Approval of November 13, 2017 Public Hearing Minutes:** Heather Manolakas moved and Roger Garrett seconded the motion to approve the November 13, 2017 Public Hearing Minutes. The motion passed with 4 ayes.

**Approval of November 13, 2017 Board Meeting Minutes:** Heather Manolakas moved and Becky Musselman seconded the motion to approve the November 13, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

**Director's Report:** *Ann Scott, Director*

- Berenice has started staff evaluations. Ann will be meeting with each staff member to discuss goals for next year before the end of this year.
- Staff will be given the opportunity to complete online trainings through resources like Lynda.com.
- Starting in the new year, staff will be discussing a different library-related issue each month as part of continuing education.
- The marketing department is working with Pitkin County and Garfield County to market our e-book collection.

- Signa has almost completed the library's new website. The new website will resolve some security and accessibility issues from the old website. There will be a soft launch within the next week.
- Door counters have been replaced, with a count of 7,000 visitors over the past 20 days.
- The storage unit is completely empty, and the library will no longer have to pay for the storage unit.
- Marmot completed the library's inventory of computers and machines, and has a plan for replacing machines over the next year.
- Ann will be meeting with Charlotte to discuss shifting funds from the physical music collection to MP3s.
- Circulation statistics are similar to previous months.

### **Committee Reports:**

**Bylaws Committee:** *Michael Latousek, chair.* Not present.

**Policy Committee:** *Heather Manolakas, chair.* No report.

**Personnel & Human Relations Committee:** *Ann Stephenson, chair.* The Personnel Committee has been working on Ann Scott's contract. Ann's current contract called for an evaluation in November, prior to signing the new contract. Ann Stephenson & Roger Garrett completed an abbreviated evaluation on November 30. A survey evaluation will be sent to the staff soon. For Ann Scott's new contract, Ann Stephenson adjusted figures from the 6-month contract to create the 12-month contract.

**Facilities Committee:** *Dick Hampleman, chair.* Not present..

**Finance Committee:** *Heather Manolakas, treasurer.*

- **November Financials:** The budget at the end of November was at 92 percent. Mill levy collections are at 93 percent, with Pitkin County slightly behind. MVSO is at 141 percent. Interest earning are also very high, at 336 percent, which has been adjusted for in next year's budget. Total income is at 96.75 percent. As for expenses, insurance was paid in November, bringing that line item to 95.85 percent. Professional development is at 60 percent, and advertising at 82 percent. Total administration costs are at 81.96 percent. Facility expenses are at 74 percent, with snow removal expenses yet to be paid. Utilities are at 62 percent, bringing total facility expenses to 70 percent. Library programs are at 79 percent. Total technology is at 86 percent, with some expenses more than anticipated, which has been adjusted in the 2018 budget. The Bibliotheca contract will be paid in December. Total collections is at 81 percent, and staff has been reminded to place orders before the end of the year. Payroll expenses are at 80 percent. Allocation to Capital Reserve has not yet been made. Nothing has changed on the Bond Repayment, with approximately \$600,000 remaining. Maintenance expenses for December include reupholstering the bottom cushions in the teen area.

- **IRS Notice:** The library received a bill from the IRS for \$63,000 relating to a 2011 incident in which W2 forms were not filed correctly. In November 2015, a letter of abatement was sent to try to mitigate the bill, but the issue was not resolved. Ann Scott is trying to get more information and copies of previous correspondence to see what has already been done and will be starting the process again. A second letter of abatement along with W2 forms from 2011 will be submitted. Possibly, a tax attorney will be consulted.

#### **Action Items:**

**Discussion and possible vote to approve Mango Languages contract:** The library will receive a discount of approximately \$500 for signing a 3-year contract with Mango. Payment is due upfront. Heather Manolakas moved and Becky Musselman seconded to approve the 3-year contract with Mango Languages. The motion passed with 5 ayes.

**Discussion to approve any final budget changes:** The 2018 budget has been adjusted to reflect lower mill levy totals from both Eagle and Pitkin County, the updated insurance, and the new Mango contract.

**Discussion and possible vote on Resolution 2017-10, 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 2018, and ending on the last day of December 2018:** Heather Manolakas moved and Karen Barch seconded to approve Resolution 2017-10. The motion passed with 5 ayes.

**Discussion and possible vote on Resolution 2017-11, a Resolution of the Basalt Regional Library District appropriating sums of money to the various funds and spending agencies for the 2018 budget year:** Karen Barch moved and Heather Manolakas seconded to approve Resolution 2017-11. The motion passed with 5 ayes.

**Discussion and possible vote on Resolution 2017-12, a Resolution of the Basalt Regional Library District levying property taxes for the year 2018 to help defray the costs of government for the Basalt Regional Library District, Colorado, for the 2018 budget year:** Heather Manolakas moved and Roger Garrett seconded to approve Resolution 2017-12. The motion passed with 5 ayes.

**Executive Session:** Pursuant to C.R.S. 22-62-302 Personnel Matters, the Board went into executive session at 6:10 p.m. to discuss the Library Director's contract.

**Discussion and possible vote to approve Library Director's contract:** The Board ended the Executive Session at 6:35 p.m. Karen Barch moved and Becky Musselman seconded to approve the Library Director's contract for 2018. The motion passed with 5 ayes.

**Adjournment:** Heather Manolakas moved and Karen Barch seconded to adjourn the meeting. The motion carried with five ayes. The meeting adjourned at 6:38 p.m.

Respectfully Submitted,

  
Dick Hampleman, Secretary

2/19/2018  
Date