

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
December 12, 2016 @ 4:30 PM in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:05 p.m.

**Members Present:** Carolyn Kane, President; Ann Stephenson, Vice President; Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Dick Hampleman, Trustee; Michael Latousek, Trustee; Karen Barch, Trustee

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Roger Garret, Finance Committee Citizen Representative;

**Citizen Comments:**

- Friends of the Library: No report in Linda Crossland's absence.
- Library Foundation: No report Helene Slansky's absence.

**Approval of November 21, 2016 Board Meeting Minutes:** Ann Stephenson moved and Karen Hillebrand seconded the motion to approve the minutes of the November 21, 2016 Board Meeting Minutes. The motion carried with six ayes. Dick Hampleman arrived after the vote.

**Director's Report: Barb Milnor:**

- Barb had no written report, but statistics were included in the Board packets.
- Barb will give the State of the Library Report at the January Board Meeting.

**Board Comments**

- Final Election Figures: Barb hasn't, yet, received the final election figures from the counties.
- Heather Manolakas, Secretary, Announcement of upcoming Board vacancies: Carolyn Kane's and Karen Hillebrand's second terms end in March, leaving two Board vacancies. One for Eagle County and one for Pitkin County. Carolyn Kane asked Barb to initiate the process of a search for new Board members by putting adds in the newspapers.

**Committee Reports**

**Facilities Committee: Dick Hampleman**

All lights in the Library will be replaced with LED bulbs. This will result in approximately 50% savings. Barb Milnor said the work order was placed last week. Additional work orders for repairs in the east wing, children's room, will be completed at the same time.

**Policy Committee: Ann Stephenson**

- Employee Handbook changes: The changes clarify holiday vacation and will be voted on later in the meeting.
- Policies to be revised in 2017 include fees for DVD's and library noise. Barb said the noise issue that was brought to the attention of the Board last month by a patron has been addressed with staff and the noise level has been reduced. The patron is happy with the results.
- Another citizen representative is needed. Due to scheduling conflicts Ann Stephenson and Maria Palomera have trouble getting together.

**Personnel and Human Relations Committee: Ann Stephenson, Heather Manolakas**

No report

**Finance Committee: Karen Hillebrand, Treasurer**

- **November Financials:** Karen noted that at the end of November we are at 92% of the annual budget. Most items are near 92%. Some items of note follow. A final bond payment for the year was made bringing that line item to 100%. Barb was given the go ahead with the LED lights at a cost of approximately \$20,000. This will come out of the Operating Account because it is a maintenance expense. The Nomad is being replaced. This is an audio/visual expense that will be paid from the Capital Reserve Account. A payment of \$12,000 was made for the Bibliotheca maintenance agreement (self-checks), and the insurance premium has been paid. The people counter has been received, but hasn't been installed. Kim has set up separate line items in the budget for the Friends of the Library and the Library Foundation.
- **Budgets for 2017:** The proposed 2017 Budget and resolution will be voted on at this meeting. The Certifications of Tax Levies have been received from Eagle and Pitkin Counties.

**Action Items:**

**Discussion and vote to approve Barbara Milnor's 2017 Contract:** The compensation for unused leave still requires a vote. Ann Stephenson moved that upon separation for any reason except "cause" that Barb be paid out for up to 120 hours of unused leave time. Heather Manolakas seconded the motion. The motion carried with six ayes and one nay. There were no other motions. Heather Manolakas will incorporate the 120-hour clause into the contract.

**Discussion and vote to approve any final budget changes:** The final 2017 proposed budget included in the packet includes two changes. Mill levy changes were received and the budget has been adjusted accordingly. One staff position was missing from payroll and was added in while staying within the maximum 3% expenses increase recommended by the Board. The proposed budget with these revision is attached to Resolution 2016-03 for a vote.

**Discussion and possible vote on Resolution 2016-03, 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 2017 and ending on the last day of December 2017.** The final budget is \$1,376,502.48. Karen Hillebrand moved and Karen Barch seconded the motion to adopt the budget as stated. The motion carried with seven ayes.

**Discussion and possible vote on Resolution 2016-04, a Resolution of the Basalt Regional Library District appropriating sums of money to various funds and spending agencies for the 2017 budget year.** The appropriations are: General Fund \$1,376,502.48, Capital "Reserve fund \$40,300.00, and Bond and Interest Fund \$904,350.23. Ann Stephenson moved and Karen Hillebrand seconded the motion to approve the three appropriations. The motion carried with seven ayes.

**Discussion and possible vote on Resolution 2016-05, a Resolution of the Basalt Regional Library District levying property taxes for the year 2017 to help defray the costs of government for the Basalt Regional Library District, Colorado, for the 2017 budget year.** The General Mill Levy is 2.61, refunds/abatements is 0.034 mills, Bond Repayment is 2.39 mills and the temporary additional funding

of \$350.00 per year is 0.904 mills for 2017. Karen Hillebrand moved and Ann Stephenson seconded the motion to approve Resolution 2016-05. The motion carried with seven ayes.

**Discussion and possible vote on Resolution 2016-06, a Resolution of the Basalt Regional Library District adopting revisions to Section 500.5 of the Employee Handbook.** Karen Barch asked what prompted this change to the Employee Handbook. Carolyn Kane said there was confusion as to who was eligible to take time off during these holidays. The same employees were getting these holidays off every year. Karen Hillebrand moved and Dick Hampleman seconded the motion to adopt Resolution 2016-06. The motion carried with 7 ayes.

**Adjournment:** Ann Stephenson moved and Heather Manolakas seconded the motion to adjourn the meeting. The motion carried with seven ayes. Carolyn Kane adjourned the meeting at 5:47 p.m.

Respectfully Submitted,



Heather Manolakas, Secretary

1/23/17

Date