

**Basalt Regional Library District Board of Trustees
Monday, February 15, 2016
5:15 P.M. Library Community Room**

**All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.**

**Board of Trustees: Carolyn Kane, President; Bernard Grauer, Vice President;
Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Kent Whinnery,
Trustee; Dick Hampleman, Trustee; Heather Manolakas, Trustee**

**Barbara Milnor, Director; Kim Clinco, Bookkeeper;
Sandra Dexter, Administrative Assistant**

**Basalt Regional Library Board of Trustees has identified 3 Strategic Planning
Goals for 2015:**

- 1) Advance Digital Changes at the Library**
- 2) Marketing Advocacy and Social Engagement**
- 3) Update and Maintain Facility Systems**

AGENDA

5:15 PM Call to Order

5:15 PM Citizen Comments:

Linda Crossland, Friends of the Library

Helene Slansky, Sally Cole, Basalt Library Foundation

5:30 PM Approval of minutes of January 2016 meeting

5:50 PM Board Comments

Committee Reports

Nominating Committee: instructions

Personnel Committee: set up March meeting

Finance Committee: End-of-Year 2015 Financial Report:

January 2016 Financials: Other

Appointment of November ballot issue committee

6:15 PM Director's Report

ACTION ITEMS

6:25 PM Discussion and possible vote to amend Financial Management Manual

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
January 18, 2016 @ 5:15 P.M. in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:18 p.m.

Members Present: Carolyn Kane, President; Bernie Grauer, Vice President; Karen Hillebrand, Treasurer; Kent Whinnery, Trustee; Dick Hampleman, Trustee

Members Absent: Heather Manolakas, Trustee; Ann Stephenson, Secretary

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; and guests Linda Crossland, Helene Slansky, Matthew Shmigelsky, and Bart Axelman

Citizen Comments:

Friends of the Library, Linda Crossland: The Friends have \$9,000 to put toward wish lists. This may be a couple of thousand dollars less in the future as the book sale is up in the air. The Foundation has a balance of \$4,300 which all goes to books.

Library Foundation, Helene Slansky: A fundraising event is scheduled for February 25, 2016 at 6:00 p.m. in the Community Room. The Crystal Palace Players will perform "Broadway." Ticket price is \$50.

Bart Axelman and Matthew Shmigelsky presentation: Bart and Matthew reviewed what CLEER (Clean Energy Economy for the Region) will do for the Library if the Board approves a contract with CLEER. CLEER will set up their equipment to chart gas and electric usage every 15 minutes. It also provides a break out of solar and Holy Cross usage. The last two years of the Library's usage will be entered into their system to provide a trend line. Data is live and an appointed Library staff member would periodically check the graph for any obvious spikes. The worst electric peaks cost the Library between \$500 and \$600 per month which is about \$3,400 per year in peak usage fees. Peak charges are not based on usage, but are in addition to usage charges. Even though, as Bernie Grauer noted, the Basalt Regional Library is in the top 11% of efficiency for library buildings, peak charges can be mitigated by tracking electric usage and implementing strategies to reduce usage during peak times. Matthew said they send out a quarterly report. Carolyn Kane asked for a monthly report, at least initially, so that peaks or others issues can be noted and addressed immediately rather than waiting for several months. Matthews said they will can do this. A vote on the CLEER contract is under action items.

Board Comments: None

Approval of December 21, 2015 Regular Board Meeting Minutes: Karen Hillebrand moved to approve the December 21, 2015 Board Meeting Minutes as written. Bernie Grauer seconded the motion. The motion carried with 4 ayes and 1 absentee.

Director's Report: Barb Milnor: Barb handed out copies of the New York Times Best Seller List with the formats of the items we have in the collection noted on the list. Barb noted that we are third from the bottom in lending to other libraries. Marmot would like us to lend more, but Barb said our taxpayer money was used to buy these items and they should be available first to our patrons. Therefore, we will continue our policy of not lending our DVDs or New Books to other libraries. Basalt patrons will continue to be able to place holds on these items. Patrons from other libraries can request these items

through Interlibrary Loan. A list of the latest acquisitions can be found on the catalog home page on the Basalt Library website by clicking on the New Adult or New Movies box. Barb does not purchase Blue-ray movies due to the higher cost, though some are donated. Carolyn Kane noted that circulation totals are down only 0.55% for the year and that the door count is up 3.49%.

Committee Reports:

Policy Committee: Ann Stephenson, Chair: No report in Ann's absence.

Personnel Committee: The Director Evaluation will be reviewed and updated in 2016.

Employee Handbook: Ken Whinnery, Chair: Barbara Milnor and Kent will review the Employee Handbook to see if anything needs to be updated.

Facilities Committee: Bernie Grauer, Chair: We now have a team looking at utilities and we will be able to record where we've been and where we're going. We have made big progress.

Finance Committee: Karen Hillebrand, Chair:

- Karen read the Budget Message that will be sent to DOLA (Department of Local Affairs).
- We are on target between 90% and 100% with our financials for 2015. It was questioned why we are getting less revenue from Pitkin County than from Eagle County, yet we are paying higher fees to Pitkin County. Kim Clinco will check into this.
- Kim was asked where we are on the delinquency letter we received stating that the 2011 W-2s were never filed with the IRS. Kim has sent a letter to the IRS. All of payroll, including W-2s, are in QuickBooks for easy access for reprinting.
- At the end of 2015 the General Fund balance was \$1,083,615.68, the Capital Reserve Fund balance was \$316,643.90, and the Bond Repayment Fund balance was \$531,009.65. These balances carry forward as the beginning balances in 2016. In the General Operating Fund, \$20,000 was allocated to the Capital Reserve Fund in 2015 and \$40,000 will be allocated to Capital Reserve in 2016. We ended 2015 with a net loss of \$13,458.67 in the General Fund. Most of the deficit came from the unbudgeted retirement fund and a lack of outside contributions.
- The Library received \$5,000 from the Catto Foundation. Barb Milnor said they might also be willing to fund specific projects.

Appointment of Nominating Committee: The nominating committee consists of two people who are not current officers that are appointed by the Board President to do a survey of Board Members for nomination of officers for 2016. Carolyn Kane spoke with Dick Hampleman and Heather Manolakas prior to the Board Meeting about being on the nominating committee and both had agreed. Carolyn officially appointed Dick Hampleman and Heather Manolakas to the Nominating Committee.

Board Term Expirations: Both Bernie Grauer's (Eagle County) and Dick Hampleman's (Pitkin County) first terms expire March 2016. Per BRLD Bylaws, the Director will set a closing date for applications, possibly February 7th. The Director will also take care of postings and advertising of open Board seats. Barb will contact the County Commissioners to determine interview dates. An application must be submitted by the deadline and incumbents must write a letter of intent to reapply.

Action Items:

Organizational Resolution 2016-01, posting location/map/location and time of Board Meetings:

Bernie Grauer moved and Ken Whinnery seconded the motion to adopt the Organizational Resolution. The motion carried with five ayes.

Discussion and possible vote to amend the Financial Management Manual regarding the process of engaging an auditor: Current wording of the Financial Management Manual states, “The Finance Committee, working with the Director and the Bookkeeper, will initiate a formal process at least every three years to acquire the services of an auditing firm.” This is not a state statute, but a policy the Board adopted when putting together the Financial Management Manual. Carolyn suggested changing the manual to say, “In August, following the audit submission, the Treasurer, Finance Committee, Director and Bookkeeper will recommend to retain the auditor or to conduct an auditor search for a new auditor.” This gives enough lead time if the Board decides to switch auditors, but also will allow us to keep Pete Blair as our auditor for as long as he continues to meet the deadline and is giving us the service that we require as a Library Board. Karen Hillebrand will work on the wording for this and present it in a Resolution to be voted on by the Board.

Discussion and possible vote on CLEER contract: Kent Whinnery pointed out that we have a project quote not a contract. Kent suggested approving this for one year and then making an agreement for the future. Bernie Grauer moved to accept the project quote from CLEER and to accept their services for the \$1270 first year cost for set up, gas meter, bill history, and one-year subscription and that by year two a written contract will be in place. Kent seconded the motion. The motion carried with five ayes.

Discussion and possible vote on November 2016 ballot issue: Carolyn Kane deferred this vote based on the morning’s work session where Jacqueline Murphy advised against voting on intent to go on the November ballot this early in the year. Carolyn suggested forming a committee in March to more completely study the feasibility and the strategy for going on the ballot. Jacqueline has resources and strategies that she suggested the Board look over and contact to get more clarity and certainty on how to do this. Much of this would be pro-bono. This also allows for time to do polling and surveys and come up with definite pros and cons.

Adjournment: Bernie Grauer moved and Dick Hampleman seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting at 7:05 p.m.

Respectfully Submitted,

Carolyn Kane, President

Date

Financial Management Manual

AUDIT

Hiring an Auditor

To engage an auditor, the Director, Treasurer and Finance Committee will initiate a formal process ~~at least every three years~~ to request competitive bids from 2-3 qualified certified public accounting firms. The Trustees will review applications, conduct interviews if necessary and will select an auditor by board vote.

An engagement letter from the auditor will be requested and will be signed annually. Every August, following the audit submission, the Treasurer, Finance Committee, Director and Bookkeeper will recommend to retain the present auditor or to conduct a search for a new one. This allows time to find a new auditor if this becomes necessary.

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2016-02**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT ADOPTING REVISIONS TO THE PROCESS OF
ENGAGING AN AUDITOR IN THE FINANCIAL MANAGEMENT MANUAL.

WHEREAS, the wording in Section 3, Audit, Responsibility, Hiring an Auditor of the Financial Management Manual has been changed to allow lead time if the Board decides to switch auditors, but also will allow the Board to keep the current auditor for as long as deadlines and service the Basalt Regional Library District requires are met. The revised wording is as follows: "In August, following the audit submission, the Treasurer and Finance Committee working with the Director and Bookkeeper will recommend to retain the auditor or to conduct an auditor search for a new auditor. If a recommendation is made for a new auditor the Finance Committee will request competitive bids from 2-3 qualified certified public accounting firms. The Trustees will evaluate applications, conduct 2 interviews, if necessary, and will select an auditor by board vote. An engagement letter from the auditor will be requested and will be signed annually. A contract with the same auditing firm may be renewed for two additional years."

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

1. Recitals. The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Findings. The Board finds that revised Financial Management Manual has been updated.
3. Adoption/Repeal. The Financial Management revision listed above is hereby adopted by the Board of Trustees.
4. Severability. If any part, section, subsection, clause, phrase, or other portion of this Resolution or Exhibit is invalidated for any reason, such decision shall not affect the validity of the remaining portions of this Resolution and Exhibit. The Board specifically finds and declares that it would have passed this Resolution and adopted the attached policy, and each part thereof, regardless of the fact that any one or more parts could be declared invalid.
5. Effective Date. This Resolution shall be effective February 15, 2016.

This Resolution 2016-02 is hereby ADOPTED by a vote of ____ to ____ this 15th day of February, 2015.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST: _____
Carolyn Kane, President

Ann Stephenson, Secretary

BRLD Bylaws Suggested Revision 2/2016:

Article 7 Duties of the Board of Directors

The Board of Trustees will have all powers and duties as set forth in Colorado Revised Statutes 24-90-109, including, but not limited to, the following:

Section 1. **Employment of the Library Director.** The Board will interview applicants, employ and set the salary and duties of the Director. The Board will annually evaluate the Director and accept/terminate the Library Director's contract.

Section 2. **Annual Budget.** The Board will adopt a budget and make appropriations for the ensuing fiscal year. This budget will be submitted to the governing legislative bodies, as required by law. The Board will certify to the Legislative Bodies the sums necessary to maintain and operate the library during the ensuing year.

Section 3. **Annual Audit.** The Board will enter into an agreement with a Certified Public Accounting firm to conduct an annual audit of the financial statements of the District in a timely manner as mandated by state law.

Section 4. **Financial Operations.** The Board is responsible for all other financial operations of the Library District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended by the Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the Library District.

Section 5. **Gifts.** The Board will accept and acknowledge gifts that will benefit the users of the library. This duty may be delegated to the Library Director.

Section 6. **Land.** The Board may hold land by loan, gift, lease or purchase for library purposes, to be held in the name of the "Board of Trustees of the Basalt Regional Library District."

Section 7. **Buildings.** The Board may receive by loan, gift, lease or purchase appropriate buildings for library purposes. In addition, they may erect or acquire such other buildings as may be needed.

Section 8. **Personal Property.** The Board may lease, rent purchase or otherwise acquire such items of personal property as are necessary to conduct Library operations.

Section 9. **Tax Levying Authority.** The Board has the authority to request of the Legislative Bodies that an election be held to alter the maximum tax levied to support the District.

Section 10. **Reports to the Legislative Bodies.** At the close of each calendar year, the Board will supply the Legislative Bodies with a report showing the condition of its trust, money expended, the purposes of expenditures and other statistics the Board deems of public interest.

Section 11. **Annual State Report.** The Board will respond to the State Library's public library survey at the end of the calendar year. The report will contain such other statistics and information as may be required by the State Library. This duty may be delegated to the Library Director.

Section 12. **Materials Selection Review Committee.** The Board of Trustees will act as a review committee to address challenges to material in the collection, as outlined in the Materials Selection Policy.

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2016-03**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT ADOPTING REVISIONS TO THE BYLAWS:

WHEREAS, the wording in Article 7, Section 4, Financial Operations is changed as follows:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

1. Recitals. The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Findings. The Board finds that revised Bylaws have been updated.
3. Adoption/Repeal. The Bylaw revisions listed above is hereby adopted by the Board of Trustees.
4. Severability. If any part, section, subsection, clause, phrase, or other portion of this Resolutions or Exhibit is invalidated for any reason, such decision shall not affect the validity of the remaining portions of this Resolution and Exhibit. The Board specifically finds and declares that it would have passed this Resolution and adopted the attached policy, and each part thereof, regardless of the fact that any one or more parts could be declared invalid.
5. Effective Date. This Resolution shall be effective February 15, 2016.

This Resolution 2016-03 is hereby ADOPTED by a vote of _____ on this 15th day of February, 2016.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

Carolyn Kane, President

Ann Stephenson, Secretary