

Basalt Regional Library Board of Trustees Meeting Minutes
Monday, February 15, 2021
14 Midland Avenue
Basalt, CO 81621
Special Meeting
Emergency Circumstances to Allow Teleconferencing

Call to Order: The meeting of the Board of Trustees of Basalt Regional Library District was called to order on February 15, 2021 at 5:18 PM by Enid Ritchy, President

Member Attendance: Enid Ritchy, President; Jim Albert, Vice President; Karen Barch, Treasurer; Christi Blish, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Colleen Irvin, Trustee

Also Present: Sue Kiley, Library Director; Berenice Forrest, Assistant Director; Caroline Cares, Assistant Director; Kim Clinco, Bookkeeper; Sandra Dexter, Administrative Assistant; Kristen Doyle, Teen Librarian; and citizen guests Carolyn Kane, Roger Garrett, Margaret Simmons, Elaine Nagey, Deborah Smith, and Tiffany Haddad

Citizen Comments

- None

Board Comments

- Enid introduced the newest Board Member, Margaret Simmons.
- Guests Carolyn, Elaine, Deborah, and Tiffany are all applying for trustee positions on the Basalt Library Board.
- Kudos to Nathan Child, who put together a booklet "Books for 2020" listed by category and month. It is available online or in the lobby.

Approval of Minutes of January 18, 2021 Board Meeting

- Karen moved and Ryan seconded the motion to approve the Minutes of the January 18, 2021 Board Meeting with one correction. The motion passed with a vote of 7-0.

Director's Report, Sue Kiley

- The Director report is included in the Board Meeting Packet.
- Additional Questions/Comments
- DEI (Diversity, Equity, and Inclusion) Committee: This is an important area for the Library as a whole and the Board to focus on. Rather than having two committees, perhaps a Board member could join the staff committee and be a liaison to the Board.
- Library User Experience (LUE) Committee: This Committee is looking at accessibility from the moment you enter the library. Currently, the focus is on the physical, re-evaluating where various collections are displayed, both print and electronics. It is important to include someone from the user community in this this evaluation.
- Interlibrary loan: We lend much more than we borrow. This likely speaks to the quality of our collection since we don't restrict lending more than other libraries. We were one of the last libraries to lend movies which increased our lending significantly.
- COVID UPDATE:
 - Library Services:

- Concern was expressed that with the main library closed, patrons who don't go online aren't getting books so perhaps going to yellow on the COVID dial shouldn't be our benchmark. Even though the Library is in Eagle County, it is not part of our valley. Also, lots of people are now being vaccinated. Sue noted that many people in the community are still not vaccinated and most library staff are not vaccinated or eligible yet. Sue noted that we are still not at a point where we can compare pre-pandemic stats with pandemic stats.
- Kudos: Elaine said she is so impressed with what we have done. Having two little ones, the services they've been able to use from the library even though they haven't been able to go there have been so impressive. She looks forward to when we open.
- Sue noted that previously, when Eagle County was in orange level, the Library went to lobby, concierge and curbside services. We went to in-library browsing when Eagle County was in yellow level. Again, while in orange level the library is providing lobby, concierge and curbside services. Patrons can browse in the lobby. There are several carts with materials for browsing and tables are set up in the lobby for patrons to use our laptops or their own devices. By following these guidelines, we are protecting Library staff and patrons, since most library staff have not been vaccinated. Kristen noted that the youth services side of the library is generally used as a place to hang out, and, even though seating wasn't provided inside the library, entire families hung out by sitting on the floor when we were open for walk-through browsing. Pitkin County Library is staying at curbside service with checkouts of laptops and hotspots for internet service. They do not have any interaction with patrons. They plan to open their computer room for use on March first. They do not plan to open to browsing until they move to blue on the COVID dial. We plan to open to walk-through browsing once Eagle County returns to yellow level. If that happens soon, we may be ready to open by March 1, if that happens by March 1, but that is still up in the air and depending on several factors and case levels. Eagle County is strictly following the COVID vaccination plan and will not include library staff for vaccinations until the state does so. Attempts are being made to get library workers included as essential personnel along with educators so that they can get vaccinated sooner. A letter has been sent to the Governor's office. For now, library staff are in with the general public for vaccinations. Until staff has been vaccinated, it will restrict us from expanding services beyond walk-through browsing.
- Staffing: There are still two new staff positions to fill. We have not had a positive test for staff in the last year, but with COVID, we have a staff person out almost weekly because they were exposed or someone in their household has been exposed. We are able to keep up with the level of service we are at now and should be okay when we return to walk-through browsing.
- Vaccinated Seniors: It was asked if we can we let seniors that have been vaccinated show their cards and come in. Sue said this is being considered. Kristen noted that the CDC says the vaccine keeps you from getting severely ill, it doesn't prevent you from getting the virus or from infecting others
- Promoting Services: It was suggested that to better promote lobby, concierge and curbside services we consider a promotion such as "It's not what it used to be, but this is how it is now. Want a book, it's as easy as 1, 2, 3..." Sue will talk to staff about this as they are always trying to improve.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*

- Nothing to report
- Facilities Committee: *Ryan Anslyn, chair*
 - Nothing to report. Ryan will schedule a meeting the end of next week or the beginning of March to have Jim, Colleen and Margaret meet to do a walk-through of the Library with Sue since it's been awhile.
- Finance Committee: *Karen Barch, chair*
 - 2020 Financial Review
 - This is the preaudit report. It reflects updates Kim made during January that needed to be accrued back into the last fiscal year. That is typical. The finance committee decided to continue to use Pete Blair to do the 2020 audit. Karen recommends putting out an RFP (Request for Proposal) this summer to look at possibly hiring a different auditor. It is best practice to periodically send out an RFP. There are some concerns about Pete Blair with what happened with the Town of Basalt.
 - Balance sheet. The Operating Fund balance is \$1,582,000 consistent with where we planned to be. If our fiscal year goes as budgeted this year, we are on target with our seven-year plan that was put together in support of the \$350,000 special assessment. That's about a year of operating expense and bodes well for the next year or two. We are in good shape.
 - We typically hear in August what our revenue from mill levies will be for the coming fiscal year. This year it is critically important that we start to think about what we want to do about the \$350,000 special assessment because it is going to expire in the next couple of years. There are three factors working in our favor. 1) property taxes have generally increased in the counties 2) there is considerable new construction. 3) the repeal of Gallagher. These will help when we think about a vote connected to the special assessment. It will be important to revisit our capital, our planned expenditures and our reserves to see how we are doing. We will also want to take into account contributions.
 - Mid-summer we were worried about our revenue. Operating mill levies came in close to budget. MVSO came in over budget. Revenue from interest and fines and fees was low. Contributions and grants came in at 89% of the budget. Total income was 95.5% of the budget which was better than expected. Overall, we were under budget by about \$75,000.
 - Operating Expense: Some changes have been proposed for 2021 that will allow us to better track expenses associated with fund development efforts. We were very close to budget on publicity. For 2020, our total expense was 93% of budget. Payroll was at 94%, our biggest expense. We were under budget by \$54,000. We had adjusted for low staffing. It would be wise to look at this variance in detail to determine how many months of salary we save from open positions. Total expense was under by \$99,000. With revenue, we were left with \$25,000 to put into the operating reserve. We also made our contribution to capital reserve so it was a good year.
 - There is no news on the Bond or Capital funds.
 - January 2021 Financials

- As typical, we are funding our library from our reserves until revenue starts coming in. With very little revenue coming in the first part of the year, it's important to have that backup.
 - We spent \$82,000 in January.
 - Kim added a donation detail to the monthly finance report.
- Personnel Committee: *Enid Ritchy, chair*
 - We have spent the month collecting results from a staff survey. Results were given to those involved and the survey will be discussed in Executive session tonight.
- Policy Committee: *Becky Musselman, chair*
 - Nothing to report. In late spring, we will set up meetings to look at the Meeting Rooms and Fines policies. We are currently fine free for youth materials and are considering expanding that if it will work with our budget.
- Strategic Planning Committee: *Christi Blish, chair*
 - Christi recommended that the citizens present at this meeting read the Strategic Plan.
 - The Committee members are looking at how we can we achieve the goals in our Strategic Plan during COVID.
 - Christi shared the Strategic Plan Spreadsheet and explained how it is set up to measure goals. She asked all board members to come back with comments at the next Board meeting. Sue had previously sent a copy of the spreadsheet to all Board members.
 - Kristen shared the programming and marketing spreadsheet with the Board and explained how she streamlined the way we collect this data. She showed the numerous charts and graphs she produced from the data in the spreadsheet.
 - Sue shared Tableau graphs and charts that cover most of the statistics that are included in the Board packets. Tableau is the format Marmot uses to create charts and graphs. Much of the data Marmot uses to produce the charts and graphs comes through a google spreadsheet that Sandy has created and updates monthly.
 - Some of the charts and graphs will go on the website for the public to view.
 - Christi extended her thanks for the incredible work that went into producing the charts and graphs.
- Ad Hoc 501c3 Formation Committee: *Enid Ritchy, chair*
 - A 501c3 is in the process of getting formed. Sue spoke with the attorney to make sure the MOU (Memorandum of Understanding) is understandable to all parties. The Board of Directors will vote on the MOU which explains the relationship between the Library Board of Trustees and the 501c3 Board of Directors. The 501c3 will be used by staff to raise money for the library through larger grants that are not available without the 501c3. The 501c3 Committee will meet regarding the MOU sometime before the next Board Meeting.
- Nominating Committee: *Becky*
 - Two positions, President and Secretary, have nominations that have been accepted. The Treasurer position has not been filled. Becky asked that trustees think about the positions of treasurer and vice-president. Perhaps those who have been nominated can think about taking the Treasurer position as a temporary place holder until new members come on

board. Karen and Kim will be available to help guide the incoming treasurer. The vice-president position is generally not difficult to fulfill.

Enid thanked all 18 people present for attending the meeting.

Executive Session: The Executive Session started at 7:12 PM and ended at 8:42 PM.

Respectfully submitted,

Christi Blish
Christi Blish, Secretary

3/15/21
Date

