

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

MONDAY, FEBRUARY 17, 2020 AT 5:15 PM
COMMUNITY ROOM
14 MIDLAND AVE.
BASALT, CO 81621

A meeting of the Board of Trustees of Basalt Regional Library District was called to order and held on February 17, 2020 at 5:15 PM with the following persons present and acting to conduct business.

Member Attendance: Karen Barch - President
Becky Musselman - Vice President
Enid Ritchy - Secretary
Christi Blish - Trustee (phone)
Ryan Anslyn - Trustee
Roger Garrett, Trustee

Also Present Were:

Sue Kiley - Director
Sandra Dexter - Executive Administrative Assistant
Kim Clinco-Book Keeper
Citizen: Brittany Hoefert

Citizen Comments:

None

Board Comments:

Becky announced and encouraged attendance at Astronomy Night, Friday, March 6th from 6:30 to 8:00. There will be hot chocolate and a fire to keep you warm.

Minutes:

The minutes from January 20, 2020 Board Meeting were presented for approval. Becky motioned for approval and Ryan seconded the motion.

Director's Report: Sue Kiley, Director

Old Business/Follow-up Items:

- 2020 Courier Fee increase-
 - Increased fee of .28 cents per item with activity above 25,000 (lent and borrowed).
 - There is a fee for 5 stops per week and a community stop at (City Market Drop Box)
 - At this time we are lending out more than we are borrowing from other libraries. Our collection is said to be better than other libraries, and our materials are in better shape.
- Overdrive Hold Wait Time-
 - Many libraries use a standard for holds ratio. For every 6 holds there is 1 copy available.
 - Wait time is over the standard wait time. Sue will look into that.
 - Sue will participate in Marmot meetings regarding this issue.

Board Recruitment/Upcoming Vacancies

- One Vacancy is posted on the website (<https://www.basaltlibrary.org/boardopenings.html>). In addition ads are running in the "Aspen Times", included in weekly blasts, and Pitkin County is linking it in their community website communications.
- Applications will be accepted through February 28th.
- Pitkin County will be notified to coordinate interviews accordingly.

All January DOLA deadlines have been met.

- The 2020 Budget has been submitted and accepted

Annual Audit:

- A signed agreement with Blair & Associates has been submitted. The Library is awaiting scheduling.

Annual State Library Report is due March 13, 2020.

- It is a work in progress.

Personnel/Staffing:

- The Library is advertising a Temporary Youth Services position for May -August. There is currently one applicant.
- The bi-weekly staff meetings have been resumed. Program planning meetings will be held at least quarterly.

Facilities/Building Maintenance:

- The roof has been leaking in several places throughout the library. These are not the areas that were repaired last summer. High Profile Roofing performed some snow removal and will be returning to seal windows and replace some drain rings.

Statistics- Highlights

- RB Digital-now has 3,781 magazines available
- New Categories have been added to Statistic reporting. They are:
 - Targeted Mixed Ages
 - Program Demographics
 - Program Marketing Feedback
 - Interlibrary Loan Lending and Receiving. Both are up.
 - Door counts- added Day of Week-Average per Hour
 - Other highlights:
 - Adult Fiction: increase in circulation from January 2019 of 53% (357 more)
 - Adult Non-Fiction: up 113% or 711 books
 - Young Adult circulation: up 45%

Programming:

- Summer reading program is being finalized. It is based on a nationwide theme for children.
- March 12th music program: "Broadway to Jazz"
- Basalt Library has partnered with "Grow with Google." There will be monthly live streaming which will usually focus on business.
- Starting in April, there will be a series of 3 Spanish Language workshops on technology (1 per month).
- Citizen Exam Prep has started.
- Astronomy Nights-February 21st and March 6th. March date is a school partnership.
- February 29th in partnership with The Arts Campus at Willits, the NY International Film Festival of short films with a targeted audience of ages 3-18 will be presented.
- Teen Movie Night- Thursday, February 27th
- Community Conversations: March 9th-"How Climate Crisis affects Mental Health (Panel discussion). This program is in partnership with ACES and CORE.

Committee Reports:

Bylaws Committee: Victoria Treece, Chair

- No meeting; no report

Facilities Committee: Roger Garrett/Ryan Anslyn reported

- Met with Sue to give her building background. Security camera purchase was reviewed with Sue.

Finance Committee: Karen Barch reported

- January financial report showed expenditures just over 8% of the budget. Mill levy income is naught to minimal in January.
- Income from fines and fees was \$2,014, \$11 less than last January
- Alpine Bank grant brought in \$2,500.
- Miscellaneous contributions totaled \$1,300.
- January interest was \$2,237.
- Looking for a way to report individual contributions, restricted and unrestricted contributions, and grants
- Quarterly bill to radio stations paid in January as per awareness goal in the Strategic Plan

Officer Nominating Committee: Christi Blish/Ryan Anslyn reporting

- The nominating process is in motion. Voting for positions will be at the March meeting.

Personnel Committee: Karen Barch reported

- The committee is in the process of scheduling a meeting.

Policy Committee: Becky Musselman reported

- The committee met on February 11th. Work was around the room reserving policy. It was realized that the study room reservations and meeting room reservations were lumped together. The committee decided that they would be separated. Sue will collect information from other libraries regarding the issue of reservations during and after library hours. Other policy issues to be discussed in the future are "Fine Free" libraries, a Youth Volunteer Policy, and Electronic Access Policy. Another meeting is scheduled for February 25th.

Strategic Planning Committee: Christi Blish reported

- Karen and Christi met with Sue and took her through the process used to develop the Strategic Plan. Sue will study the plan to decide on what goals to focus on this year. Also, to be considered is measurement of the achievement towards the goals.

Executive Session:

The Board was called into an executive session by President, Karen Barch; Becky seconded the motion.

Adjourn Meeting: The Board returned to normal proceedings and adjourned at 6:08 PM.

Respectfully submitted,



Enid Ritchy



Date

