

Basalt Regional Library District Board of Trustees Meeting Minutes February 20, 2023

Board Members Present: Jim Albert, Vice president; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Gaby Lagos, Technical Services Associate; Elena Marquez, Spanish Language Outreach Coordinator

Citizens Present: None

Call to order

Jim called the meeting to order at 5:16 PM

Citizen Comments

None

Board Comments

None

Approval Items

- Minutes of January 16, 2023 Board Meeting
 - Eric moved and Elaine seconded the motion to approve the minutes of January 16th Board meeting with edits. The motion passed unanimously.
- Minutes of January 30, 2023 Special Board Meeting
 - Eric moved and Becky seconded the motion to approve the minutes of the January 30th Special Board meeting with edits. The motion passed unanimously.
- January 2023 Accounts Payable
 - Becky moved and Elaine seconded the motion to approve the January 2023 Accounts Payable. The motion passed unanimously.

Friends of the Library Update, *Deb McCanne*

The Friends of the Library held a steering committee meeting today, February 20th, to look at funding requests from staff. They will continue last year's pilot program and fund menstrual and diaper supplies. This year they will also fund a new pilot program to provide toothpaste and other basic essentials to be placed in the public restrooms for those in need. Music program and youth services requests were also granted. The Friends now have 16 volunteers, up from five. Eighty dollars' worth of books, at 1-2 dollars each, were sold on a single day in December. The Friends gave children's books to Raising a Reader from an over-abundance of book donations.

Feria Internacional del Libro de Guadalajara, Mexico, *Gaby Lagos, Elena Marquez*

Gaby reported on her trip to the book fair in Guadalajara. She purchased books for adults, teens and kids that are hard to find here, including bilingual books. Elena provided some additional information about the book fair.

Review Script for Stakeholder Conversations, Amy Shipley

Amy handed out and reviewed a draft of the script for stakeholder conversations. A ballot measure history is included in the draft. A discussion followed with recommendations for a few edits to the script. The purpose of the script is to get a feel for what people are most interested in. Board members will begin having stakeholder conversations March first and will keep Amy updated.

Director's Report, Amy Shipley

- Amy reviewed items on her written report and updated the Board on the following:
 - Meghan will continue to be our bookkeeper.
 - Amy made a job offer to an applicant for the Human Resources (HR) position.
 - Youth services positions remain open.
 - We now have a credit card reader at the front desk.
 - Amy handed out the all staff training date agenda for March 29th and explained some of the items on the agenda.
 - Colorado Library Consortium (CLiC) gets some funding for courier services from the Colorado government. They haven't received an increase in for funding in 17 years and have been passing on increased costs to libraries resulting in significant cost increases. Amy is doing library advocacy work for increased funding from the government to CLiC for courier service.
 - Amy handed out the 2023 election calendar. The Board will need to vote no later than the August meeting whether or not to go on the ballot. The deadline to finalize the ballot language is September 8th.
 - Board Trustee candidate interviews are March 16th. Board members will let Amy know if and what times they are available to participate in the interviews.

Creation of Bylaws Committee, Carolyn Kane

Amy reported in Carolyn's absence. She asked for at least one Board member to be part of the Bylaws Committee. Jim volunteered to be on the Committee with Carolyn and Amy.

Committee Reports:

Facilities Committee: *Jim Albert, chair*

Amy provided the following updates:

- The Library's attorney looked over the contract for the roof assessment. Nothing major was changed and WJE signed the red-lined version.
- Myers & Co. completed the handrail.
- There was a small puddle of water on the ledge of one window. A repair has been put off until summer when a hose can be used to check for the leak.
- A carpet company will replace a few of the carpet tiles.
- Amy is investigating soundproofing some offices and possibly the study rooms. None are currently soundproofed and conversations can be heard outside of the offices. Soundproofing is especially important for her office and the Human Resources office where confidential conversation are held. The sound may be coming through hollow floor. Amy working with architect on this.
- Interior painting is being investigated.

Finance Committee: *Carolyn Kane, chair*

Amy reported in Carolyn's absence. She noted that the end of January marks 8% of year. She walked the Board through the various items on the Balance Sheet and noted which income and expenses were over or under budget in the General Fund at the end of January. Grants will be tracked on a separate spreadsheet. The Bond Fund is in good shape. A few items will be billed to Capital Reserves this year. The Capital Reserve allocation is historically done in November.

Officer Nominating Committee, *Elaine Nagey, Eric Pelander*

Eric presented the officer nominations. Becky explained the process further and listed steps. A typed copy will be placed in the Board manuals for future reference.

Personnel Committee: *Enid Ritchy, chair*

Has not met. Will meet in March

Policy Committee: *Becky Musselman, chair*

Will meet tomorrow, February 21st, to finalize meeting space and study room policies

Discussion about ideal length of Board of Trustees meetings.

It was decided that the number and complexity of topics that must be addressed will determine the length of the Board meetings.

Adjourn Meeting

Eric moved and Elaine seconded the motion to adjourn the meeting. The motion passed unanimously. Jim adjourned the meeting at 7:30 PM.

Respectfully submitted,



Jim Albert, Vice-President

28 MARCH '23

Date