

## **Board Meeting Minutes Monday, February 21, 2022**

**Board Members Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

**Also Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Deb McCann, Friends of the Library; Roger Garrett, Citizen Representative; Cathy Malone, Citizen Representative

### **Call to order:**

Enid Ritchy called the meeting to order at 5:15 PM

### **Citizen Comments**

None

### **Board Comments**

Jim Albert expressed concern about what's happening at school boards and libraries concerning collections. He wondered if the BOCC should outline our policies with regard to library collections in the interview process for prospective trustees. He stated the importance of a well-balanced collection and noted that the Basalt Library Collections Policy is well-written and that there is a mechanism for reconsideration of materials if someone has a problem with an item in the collection. Jim suggested that Board members read the Collections policy that is located in Section 4 in the Board member manual.

### **Approval of Minutes of January 17, 2022 Board Meeting**

Jim moved and Margaret seconded the motion to approve the minutes of the January 17, 2022 Board meeting without revisions or corrections. The motion passed unanimously.

### **Approval of the February 1, 2022 Special Board Meeting**

Jim moved and Carolyn seconded the motion to approve the minutes of the February 1, 2022 Special Board meeting. The motion passed unanimously.

### **Friends of the Library Update, *Deb McCanne***

Deb provided a short history of her time with the Friends of the Library and with libraries in general. The Friends of the Library is an all-volunteer organization. They provide money to purchase items that are not in the Library budget except for books because the Foundation buys books for the Library. Past fulfilled requests include a perennial \$500.00 for the music program, laptop cases, maker carts, summer reading program, subscription for English Language Newspaper and the tent for outdoor programming. Later this week they will look at requests for this year. This year the Friends would like to purchase a rack for kids honor paperbacks. Deb stated that there is a healthy working relationship with volunteers and staff. The Friends of the Library financial statement is included in the Board meeting packet.

**Presentation, discussion and possible vote on seeking funding for electric vehicle charging stations, Amy Shipley**

- Amy answered questions that came up at last month's board meeting and addressed additional questions and concerns about vehicle charging stations. She noted that the installation of the charging stations could be 100% funded through available grants. Amy requested approval from the board to go forward with this.
- Ryan moved to have Amy pursue the available grants and funding to implement the charging stations. Margaret seconded the motion. The motion carried with five in favor and one opposed.

**Discussion on Auditor RFP, Amy Shipley**

Amy presented rules of RFP process and the importance of impartiality. All RFPs must receive the same information. Board members can talk about process but not potential bidders with other board members. Amy will post the RFP on the website tomorrow and will post elsewhere if necessary.

**Select two board members to help with Auditor Interviews**

Carolyn Kane and Jim Albert were selected to help with auditor interviews.

**Discussion about supplemental mill levy ballot measure, Amy Shipley**

After discussion it was decided that Amy will do more research and come back next month with more information on all the potential plans before a decision is made on when to go on the ballot.

**Director's Report, Amy Shipley**

- Additions to the Director Report that is included in the Board Meeting Packet
  - Bookkeeper Search Update: Received one bid from a bookkeeper who would partner with an accountant. Expecting a bid from ASAP any day. Amy will schedule interviews in the next couple of weeks and asked the board to accept one of these options.
  - Strategic Planning: Amy informed the Board she will wait to have the official strategic plan process begin until after the ballot issue. She would still do some work this year, but not officially. The Board agreed.
  - Board Vacancy Posting: There are two applicants from Eagle county. Amy will set date for interviews. The search will continue for the Pitkin seat. Margaret has a prospect she will contact about applying for the Pitkin County seat.
  - Budget savings discovery: We have been paying Century Link the last two years for service that was cancelled. This will save \$2000 per year. Liability insurance on the copiers has been cancelled because we have coverage under the umbrella Library insurance and we don't need separate coverage. This will save \$14.00 per month.
  - Marmot Library Network pays for institutional memberships to the Colorado Association of Libraries for all Marmot member libraries. As a trustee of a Marmot library, Basalt Library Board members have access to a free Colorado Association of Libraries trustee membership. Amy handed out a sheet that lists the benefits of being a member. She asked the Board members to let her know if they want to be added to the list of Colorado Association of Library members in order to receive information from them.
  - Bonuses in December: After discussion of the history of staff bonuses, the Board voted to continue the \$50 annual bonuses as a small, but meaningful, gesture of goodwill from the board to staff. Jim moved that the \$50 bonus for all staff be continued for 2021 and in

2022. 2021 would come out of the 2022 budget. Colleen seconded the motion. The motion passed unanimously.

- Mask Mandate: The library mask mandate is ending tonight. It is subject to change as circumstances change.

### **Committee Reports:**

- Bylaws Committee: *Ryan Anslyn, chair*  
None
- Facilities Committee: *Ryan Anslyn, chair*  
Haven't met.
- Finance Committee: *Carolyn Kane, chair*
  - 2021 Pre-audit Financials: In January, not all of the invoices had come in for the December financials. Kim brought everything up to date for 2021 and called it the 2021 pre-audit report. These are the numbers that will be used for the audit
  - January 2022 Financials: January is 8% of the year. We haven't received money from the mill levy because tax statements just went out and property taxes haven't been paid yet. Overall, total income received in January is just over \$16,000. Some categories of expenses have gone over the 8% mark. The library has spent 7.36% of expenses in January with some categories going over and some under the 8% mark.
- Officer Nominating Committee, *Margaret Simmons, Becky Musselman*
  - Margaret reported in Becky's absence. Becky has received nominations for all officer positions. Voting will take place at the March Board meeting.
- Personnel Committee: *Enid Ritchy, chair*
  - No report
- Policy Committee: *Becky Musselman, chair*
  - Amy reported in Becky's absence.
  - This committee will begin meeting every other week. They intend to review all policies this year.
  - Amy passed out red-lined and clean copies of the updated Circulation policy that is on the agenda for a vote. She reviewed the purpose of policies and the requirements for following policies as well as the changes made to the Circulation policy. She asked that the board pass the policy as written.

### **Discussion and possible vote on Circulation Policy**

Jim moved to accept the Circulation policy as written. Carolyn seconded the motion. The motion passed unanimously

**Adjournment:** Colleen moved and Jim seconded the motion to adjourn the meeting. The motion passed unanimously.

Respectfully Submitted,

  
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Colleen Irvin, Secretary

3/21/2022  
Date