

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
February 15, 2016**

Call to Order: Carolyn Kane called the meeting to order at 5:22 p.m.

Members Present: Carolyn Kane, President; Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Heather Manolakas, Trustee; Dick Hampleman, Trustee.

Members Absent: Kent Whinnery, Trustee; Bernie Grauer, Vice-President.

Also present were Barbara Milnor, Director and guest Helene Slansky.

Citizen Comments:

Library Foundation, Helene Slansky: Helene reported that everything is going smoothly with the Foundation. A benefit production is scheduled for Thursday, Feb. 25. Helene expressed thanks to Gretchen Weber and Ann Stephenson for distributing flyers for the event. Charlotte is making arrangements to have the piano tuned prior to the event. The Foundation is paying for this as well as providing refreshments.

Approval of January 18, 2016 Board Minutes: Karen noted that the actual General Fund balance at the end of 2015 was \$1,076,532.86 so that the wording, "Based on the preliminary year end financials" should be added at the beginning of the fourth bullet point under the Finance Committee report. Due to the fact that Ann and Heather had been absent for the January meeting, the Board did not have a voting quorum to approve these minutes. Approval was tabled until the March meeting.

Director's Report: Bernie Grauer's Trustee term expires at the end of March and the Library is currently accepting applications for his seat as he has decided not to serve another term. Bernie's is an Eagle County seat. Thus far there are no applicants. Dick Hampleman's term is also expiring and he intends to send Barb a letter expressing his desire to serve another term.

Barb reported on having an unexpected four-day week, i.e. closure on three days. The Library was closed for two days due to a heavy winter storm. The schools were also closed. Ace Roofing spent a considerable amount of time shoveling the heavy snowfall of the last storm from the roof. Daily Property Management then had to shovel the areas surrounding the building where the roof snow had landed. There was a scheduled closing the same week for a water main leak.

Chris Cook has given notice that she will be resigning from the Library and moving back to Michigan. Barb has received three applications for this open position. There will be a staff party for Chris at the end of February.

Barb received an e-mail from CLEER informing her that Source Gas had inappropriately charged \$1,318.00 in taxes and fees. The charges were inappropriate as the Library is a non-profit. Matthew Shmigelsky is to meet with Kent Whinnery regarding a contract with CLEER upon Kent's return from vacation. Carolyn asked about the possibility of Bart monitoring the CLEER data to make sure the library is not exceeding usage levels.

Barb said there was a letter in today's Aspen Times referring to the Town's denying any liability regarding water damage claims to the water hammer issue.

Committee Reports:

Nominating Committee: Heather and Dick will be contacting Board members to get everyone's slate of officers. Bernie cannot be nominated. The election of officers will occur at the March meeting.

Personnel Committee: Carolyn would like to meet with the committee in March to get the evaluation ball rolling a bit sooner. Carolyn will contact Heather and Kent to set this up.

Finance Committee: The year-end financials were re-capped by Carolyn, as Karen was out of town for the Finance Committee meeting. Of note was receipt of only 87.5% of the income from Pitkin County. This is being investigated. It was noted that the contributions came to only 33.5% of what was budgeted. Also noted was that the way contributions were handled in 2015 was changed at the request of the Friends and Foundation. So in actuality, the contributions came in and were accounted for in a different manner. Total Income for 2015 was \$956,083 (93% of budget). Total Expenditures were \$1,179,220 (96% of budget). General Fund Balance as of 12/31/15 was \$1,076,532.

Carolyn also reported on the January 2016 financials. Total income in January was only 1.75%. This is because tax bills are due beginning in February. Total expenses year-to-date are 7.32%.

Peter Pendergast, our new citizen representative has been assigned as the person who will be the liaison between the Library and the IRS regarding the letter sent from the IRS about the missing W-2 forms from the past administration.

November Ballot Issue Committee: Randy Cohlman sent some projections that will be sent to the Board. It was suggested the Board have a conference call with John Chrastka regarding strategizing for this issue.

Action Item: A document was included in the Board packet amending the Financial Management Manual. The proposed new wording was accepted with the exception of striking the second use of the word "auditor" in the first sentence.

Adjournment: Karen Hillebrand moved and Dick Hampleman seconded the motion to adjourn the meeting at 6:06 p.m.

Respectfully Submitted,


Ann Stephenson, Secretary