

# Basalt Regional Library Board of Trustees Meeting Minutes

## January 16, 2023

**Board of Trustees Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

**Staff Present:** Amy Shipley; Sandra Dexter

**Community Members Present:** Roger Garrett

**Call to order**

Enid called the meeting to order at 5:15 PM

**Citizen Comments**

None

**Board Comments**

- Carolyn handed out a copy of the Finance Committee Report which is included at the end of the minutes.
- Becky expressed her appreciation for the statistics graphs that make it easier to see trends.
- The Community Party has been rescheduled to Friday April 28<sup>th</sup>.

**Approval Items**

- Minutes of December 14, 2022 Board Meeting
- December 2022 Accounts Payable

Suggested motion: I move to approve the December approval items

Eric moved and Jim seconded the motion to pass the December 2022 Accounts Payable with no edits and the Minutes of the December 14, 2022 Board meeting with two edits. The motion passed unanimously.

**Library Trust Report, *Nina Itin***

- Amy reported in Nina's absence.
- Amy explained the differences among the Trust, the Foundation and the Friends of the Library and why the Trust was formed.
- The main project of the Library Trust is funding Dolly Parton's Imagination Library. The library gets billed for half the cost and the Trust pays the other half through grants and donations received.
- Another project, in the exploratory phase, called Career Online High School helps people in need.
- The Trust is working on building a history of funds coming in and projects being funded.

**Discussion of Statistics, *Amy Shipley***

Amy presented the statistics in the new line graph format that better shows trends. She explained that the statistics graphs are broken down into three arms of library services, facilities, collections, and

programs and provided detail under each of the three arms. Amy proposed to the Board that one arm be looked at per month, so each would be represented once per quarter.

**Discussion on potential ballot measure strategy – talking to our stakeholders, Lead: Amy Shipley**

The Board divided up the list of stakeholders from last month's Board meeting and came up with actual names for Board members to contact.

**Discussion on how to include the Board of County Commissioners (BOCC) in Board Trustee**

**Appointment Process, Lead: Carolyn Kane**

This is about appointing Board Members to the Board. Carolyn read the procedures in the BRLD Bylaws for the Board of Trustees appointment process as well as the Colorado Library Statutes. Amy was directed by the Board to contact the coordinator at Eagle County to request participation from the Eagle County BOCC.

**Board discussion:**

- What went well as a board in 2022?
- What did not go so well in 2022?
- What should the Board focus on in 2023?

Each Board member shared their thoughts on the above topics of discussion.

**Financial Forecasting, Amy Shipley**

Amy went through where we've been and the dire prediction of where we could be. She presented several scenarios for future year's budgets with various types of additional funding and without additional funding with estimated projections for expenses and income. Projections show the Fund balance goes to zero in 2025.

**Director's Report, Amy Shipley, Executive Director**

- Annual Year-end Report. Amy doesn't have an addition to her self-evaluation report or to her written report. She will be creating a one-page annual report for 2022 that's more of a statistical, financial annual report. She will ask for feedback on that from the Board when she receives the audited financials.
- Items not covered in the written report
  - Finance manager position update.
  - Roof Engineer RFP Interview scheduled for January 24<sup>th</sup>. An executive session to enter a recommendation to go forward with the RFP will be on the February Board meeting agenda.

**Committee Chair Reports:**

Bylaws Committee: *Carolyn Kane, chair*

Carolyn would like to reconvene a Bylaws committee to investigate whether to add a Zoom component. It currently states in the Bylaws that if you are not here in person you are marked absent.

Facilities Committee: *Jim Albert, chair*

Jim had nothing to add to what Amy said about interviewing a roof consultant.

Finance Committee: *Carolyn Kane, chair*

- Carolyn handed out her written summary of the meeting. It is included at the end of these minutes.
- Preliminary December 2022 Financial report. There are still additional expenses that will be added. But total revenues are at 102% of what was budgeted and expenses are about 90% of what was budgeted. The annual Budget Message is required by state statute and is included in the Board Meeting packet
- A draft of the Financial Management Manual has been completed. It will be presented in final form at the February Board meeting.
- Amy went over the financial forecast.
- The audit process is due to begin the end of February or beginning of March.

Personnel Committee: *Enid Ritchy, chair*

- The Personnel Committee hasn't met.
- The next big annual job begins in June for the Director Evaluation.

Policy Committee: *Becky Musselman, chair*

Nothing new, meeting tomorrow morning.

#### **Appointment of Nominating Committee**

- Enid read the procedure for appointing a Nominating Committee from the Bylaws. She then appointed Elaine and Eric to the Nominating Committee.
- Board Term Expirations
  - Jim's term expires, he will reapply
  - Becky's term expires, she is term limited

#### **Discussion and Possible Vote on Resolution 2023-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official map, and setting forth other administrative matters.**


It was suggested that two edits be made to the resolution. Jim moved and Elaine seconded the motion to approve the resolution as amended. The motion passed unanimously. Resolution 2023-01 was adopted.

#### **Adjourn Meeting**

Becky moved and Eric seconded the motion to adjourn. The motion passed unanimously. Enid adjourned the meeting at 7:49 PM.

Respectfully Submitted,

  
Margaret Simmons, Secretary

  
Date

BRLD Finance Committee Report  
January 10, 2023

Committee members present: Margaret Simmons, Eric Pelander, Elaine Nagey, Enid Ritchy, Carolyn Kane (BRLD Board), Roger Garrett (Citizen Rep), Amy Shipley (Director)

**1. December 2022 Financials** – The preliminary year-end financial report was reviewed by the committee. Previously, bills were posted on the date they were paid, but going forward they will be posted to the time period covered by the bill (i.e., payments for 2023 insurance will be posted to the months of coverage). The “preliminary” report means that some outstanding bills incurred in 2022 will be posted to December when they are paid.

Revenues: 2022 Mill levy revenues: \$1,556,833, or 99.67% of budget. Revenues – other: \$230,632.

Total Revenues: \$1,787,465, or 102.34% of budget.

Expenses: Operating Expenses (minus payroll): \$622,942, or 96.44% of budget. Payroll Expenses: \$965,391, or 86.13% of budget.

Total Expenses: \$1,588,333, or 89.90% of budget.

The 2022 budget was balanced, with \$112,132 in revenue added to the General Fund.

**2. Annual 2022-23 Budget Message** – Treasurer Carolyn Kane has written the annual budget message, which is attached. This is a statutory requirement, and will be sent to district commissioners and the Colorado Department of Local Affairs (DOLA) by January 15<sup>th</sup>.

**3. Financial Management Manual** – Elaine Nagey is formatting the revised manual and it will be sent to Amy Shipley by the end of January. The final draft will be reviewed by the Finance Committee in February, and it will be forwarded to the board for adoption.

**4. Financial Forecasting Spreadsheet** – Amy presented an Excel spreadsheet with actual past and current revenue/expense data, *and* a future forecasting section that can provide different revenue or expense outcomes when hypothetical percentages (or dollars) of change are input. This spreadsheet will be very useful as the board and director determine whether to renew the mill levy supplement, which will sunset at the end of 2023.

It would also be helpful to obtain real estate property valuation data, or current building department statistics in preparation for the November election.

**5. Finance Manager Search** – Amy continues to search for a local person or firm to take over BRLD financial management. In the meantime, Meghan Hayes is willing to continue to pay bills and provide monthly financial reports.

**6. 2023 BRLD Audit** – McMahon & Associates will conduct BRLD’s audit this year, with the process beginning in February 2023.

Respectfully submitted,  
Carolyn Kane, Treasurer