

Board Meeting Minutes
Monday, January 17, 2022

Board Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

Also Present: Amy Shipley, Executive Director; Berenice Forrest, Assistant Director and Outreach; Kim Clinco, Bookkeeper; Sandra Dexter, Executive Administrative Assistant; Cathy Click, Development Coordinator; Roger Garrett, Citizen Representative

Call to order

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

Citizen Comments

None

Board Comments

Carolyn Kane would like to see last month's resolutions with the numbers filled in put in the February Board Meeting packet. All board members agreed.

Approval of Minutes of December 14, 2021 Board Meeting

Jim Albert moved and Margaret Simmons seconded the motion to approve the minutes of the December 14, 2021 Board Meeting with no corrections or edits. The motion carried with 5 ayes and 1 abstention.

Presentation on Electric Vehicle Charging Stations, *Amy Shipley*

Cathy Click introduced Matt Shmigelsky of Arcos Mobility. She noted that Matt has extensive experience working with electric vehicles throughout the state and has worked for CLEER. Matt presented the Board with information and costs regarding installation and usage of electric vehicle charging stations. Amy Shipley will get answers to additional questions and will bring them to the February Board meeting. If a decision is made to move ahead with the charging stations, the Library will apply for the "Charge Ahead Colorado" grant in March 2022.

Library Trust Report, *Amy Shipley*

The Library Trust hasn't been able to meet. In late September two donation checks were received; one for \$1,000 from a community member and one for \$5,000 from the Cordis Foundation. The Cordis Foundation upped their donation from previous years. The community member is a new donor. A minimal amount will go to administrative needs. Cathy is working on getting the initial meeting scheduled and will then set a regularly recurring meeting. The Library Trust will report at the April Board Meeting.

Presentation on Strategic Planning, *Amy Shipley*

Amy noted that it is time to update the Library's Strategic Plan. She presented four steps for developing a Strategic Plan. 1) Preparing to do the strategic plan 2) Conducting a community assessment 3) Develop the strategic plan content 4) Implement and measure success. Amy provided details on what each of these steps entails. A lot has already been done with the current

strategic plan. We just need to build on that foundation and verify that it is still relevant. She suggested that a committee of 8-10 members be formed consisting of Library leadership, Library staff, Board Trustees and community members. Amy will email Board members with more detail and go over next steps at the February Board meeting.

Discussion on Strategy for Addressing Sunset of Supplemental Mill Levy, Amy Shipley

The Supplemental mill levy expires in 2023. A decision needs to be made about going on the ballot to address budget shortfalls once the supplemental mill levy expires. Amy presented a timeline for the library and citizens for going on the ballot in 2023. Roger Garrett stated it would be good to know sooner than later if you have the money and suggested going on the ballot in 2022. Then, if the ballot issue should fail we can go on the ballot again in 2023. He also asked which group of voters, 2022 or 2023 is more likely to vote to pass. Amy stated that for now this will be a standing agenda item to talk about. Amy stated that it would be too much to take on both the Strategic Plan and the ballot in the same year.

Discussion on Public Communication, Amy Shipley

There is a Board email address that is board@basaltlibrary.org. This came about so board member personal email addresses could be eliminated from the website. A decision was made to set this email to forward to one board member. This board member cannot forward the emails to all board members due to open meeting rules, but would have to go through the director if needed. Enid has the password and will clean it up and respond as needed.

Discussion of Audit RFP, Amy Shipley

An RFP (Request for Proposals) is a bid process with more important rules for bigger projects. Amy created a draft timeline and rules for an RFP and will present an RFP for audit bids at the next meeting.

Director's Report, Amy Shipley

Additions to the Director Report that is included in the Board Meeting Packet

- Recap end of December. Amy appreciates Board support. She noted that it is completely appropriate for the board to check in with her when she is out, but not with staff. She stated that staff is amazing and they run the library. Amy approved too many vacations for the holiday before she knew the policy and staff were out sick, as well, resulting in the library being short staffed over the holidays. She will limit vacations over the holidays in the future.
- When a holiday falls on a Saturday, staff who don't work on Saturday have to take time off during the week. This brought staffing down to 9 staff out of 17. Amy asked the Board to consider an observed holiday closing in this case. The Library would be closed, but staff would get holiday pay for that day.
- Update on bookkeeper Search: One person gave an hourly rate but doesn't have governmental accounting experience that we are looking for. The firm that represents Telluride and Marmot initially wanted to charge a fee for their bid. They have waived the fee and want to do a deep dive to prepare a bid. Amy will expand bids to the Grand Junction area. One CPA gave an estimate of \$45,000 a year which seemed high.
- Statistics Format: The Board decided to go with the text format. The text will compare the same month for this year and last year.

- December Board Meeting: Amy handed out a draft schedule listing Board and Finance Committee meeting dates for 2022. She noted that Finance Committee meetings are the Tuesday before the Board Meeting which doesn't always fall on the third Tuesday of the month.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*
 - Nothing to report
- Facilities Committee: *Ryan Anslyn, chair*
 - The Facilities Committee received two roof repair and maintenance bids and selected one. We'll see how we go through the winter taking care of leaks. In the spring a more thorough maintenance can be completed.
 - There was a glycol leak in the heating system and a valve got stuck. Both have been fixed.
 - Only one bid was received for exterior staining. Will try to get more bids.
 - The broken bathroom mirror replacement will be changed so that faucets aren't coming through the mirror.
- Finance Committee: *Carolyn Kane, chair*
 - December 2021 Financials: The annual budget messages gives all the information for the December financials
 - Annual Budget Message: The message is included in the Board Meeting packet.
 - Carolyn Kane proposed that for 2022 she would like to have an assistant chair person on the Finance Committee. Someone with whom she can discuss the monthly financials so they will be ready to take over as chair next year. The board agreed.
- Personnel Committee: *Enid Ritchy, chair*
 - Nothing to report
- Policy Committee: *Becky Musselman, chair*
 - Nothing to report

Appointment of Nominating Committee

- Board Term Expiration: Ryan Anslyn and Colleen Irvin will not be reapplying for another term. That leaves an Eagle and a Pitkin board seat vacant.
- Nominating Committee: The Nominating Committee must select two Board Members who are not current office holders. The process is explained in the Bylaws. Margaret Simmons and Becky Musselman agreed to be on the Nominating Committee

Discussion and Possible Vote on Resolution 2022-01, 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.

Margaret Simmons moved and Carolyn Kane seconded the motion to pass Resolution 2022-01. The motion passed unanimously.

Adjournment: Becky moved and Jim seconded the motion to adjourn the meeting. Enid adjourned the meeting at 7:05 PM.

Respectfully Submitted,

Enid Ritchy
Enid Ritchy, President

2/21/2022
Date