

MEETING MINUTES

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

**MONDAY JANUARY 21, 2019 AT 5:15 PM
COMMUNITY ROOM
14 MIDLAND AVE
BASALT, CO 81621**

A meeting of the Board of Trustees of the Basalt Regional Library District was called and held on January 21, 2019 at 5:19 pm with the following persons present and acting to conduct business.

MEMBER ATTENDANCE: Karen Barch –President
Becky Musselman – Vice-President
Michael Latousek – Vice-President
Dick Hampleman - Secretary
Roger Garrett – Treasurer
Enid Ritchy – Trustee

PRESENT BY PHONE: Christi Blish - Trustee

ALSO PRESENT WERE: Ann Scott - Director
Kim Clinco – Accountant

CITIZENS COMMENTS

None.

BOARD COMMENTS

Announcement of upcoming Board vacancies. Karen reported the first term for Board members Dick Hampleman and Michael Latousek will expire in March. Michael will not be seeking a second term and Dick has expressed his desire to pursue a second term.

MINUTES

Karen noted there was an issue in sending an electronic copy of the Board packets to the members and asked everyone to take a few minutes to review the minutes.

The minutes from the December 10, 2018 Board meeting were presented for approval. Karen noted a change to the Finance Committee Report on the second page, second to last paragraph. 2019 Capital Reserve should be changed to 2018 Capital Reserve. Christi requested a change to the Strategic Planning Committee report; the last sentence should read by the end of March, instead of February. Roger moved to approve the minutes with the changes requested and Becky seconded the motion. The minutes were approved.

The November 19, 2018 minutes were deferred for approval, due to the lack of a quorum at the December 10th meeting. Enid moved to approve the minutes with no changes, seconded by Michael. The members present at the November meeting unanimously approved the minutes.

DIRECTOR'S REPORT

Ann began her report with an update of services and programs, in response to the growing data provided by the Strategic Planning Committee. One of the trends that has emerged is the need to provide homework help to students. Ann noted there is a retired teacher in the Carbondale area that has expressed interested in providing this support to the students. The details of the service are being finalized and will begin as soon as possible.

The Spanish programming is gaining popularity, particularly the yoga classes. The staff has targeted programming for Millennials. These programs include the Escape Room and Board Game Nights and have received positive results.

Requests have been made from the patrons to provide tours of the Library. The staff is researching different types of tours to organize, including an architectural tour. Ann will be meeting with the architects that designed the facility to help write a script for the tour. She noted, patrons as well as other libraries have asked to tour the building.

A change has been made to the library cards for patrons, to no longer expire. This was in response to patrons that only use the Library remotely. If their card expires, it can be problematic for them to physically return to the Library to renew the card.

The wireless printing issue has been resolved. The Marmot system has created some difficulties for wireless printing, so a standalone system has been developed. This should be functioning and available to patrons within the next week.

Caroline has started attending several school staff meetings to provide information about the programs and services available at the Library. This community outreach materialized from the data provided by the Strategic Planning Committee.

Ann is working with Karen to develop a popup question to be displayed on the website, such as the current hours of the Library and are they sufficient to the needs of patrons.

Regarding staff, the position for the Cataloging Librarian is still vacant. A staff member has been cross trained to complete the tasks of the position until someone is hired.

Another request that has emerged from the Focus Groups is related to reader advisory. Patrons would be able to ask staff members for advice on reading material. The staff has been making changes related to this request, including providing periodicals received for staff use that offer reviews on reading material. These will be placed in the magazine section. The staff is currently looking for an old card catalog to create a reader's advisory catalog. The drawers would be organized by genre with recommendations on cards made by staff members or other patrons. The work on this project is just beginning.

Relating to the building and safety, a fire drill is scheduled for tomorrow and will continue to be scheduled on a regular basis. A mold and air quality test was performed and awaiting the results.

In reference to the newsletter, Ann noted some patrons are not aware of the monthly newsletter that is emailed to patrons that have signed up for the service. Ann is drafting a welcome letter that will be distributed to new and existing patrons, informing them of the Library services and inviting them to sign up for the newsletter. This will enable them to also receive the weekly eblasts. The goal is to have all patrons receive the newsletter and eblasts. Ann will work with Karen on the finalization of this process.

Becky asked if an introduction and bio of the new staff members could be included in the newsletter. This will enable patrons to be informed of the changes and new faces.

Ann presented the sampler poster of adult programming that has been created for distribution in the Community.

The statistics report was briefly reviewed, noting there may be a calculation issue in the spreadsheet. The report will be updated and presented at the next Board meeting.

COMMITTEE REPORTS

Strategic Planning Committee: *Christi Blish, Chair*

Christi reported the Committee continues to receive positive, useful feedback from the focus groups. The Basalt High School focus group was just completed. On January 30th and 31st, two focus groups will meet with the same theme, non-profits in the community. Caroline Kane has been working hard to compile a list of non-profit groups that may want to work with the Library, as well as those already involved. The agenda

of these focus groups will be slightly different as compared to the previous group discussions. The topic will be how can the Library partner with these non-profits.

A focus group will be held on February 4th with other local libraries. Upcoming focus groups include a session with community leaders and the March 18th focus group held after the Board meeting. This discussion is for the Board members, and members of the Friends and Foundation. A summary of the data collected from the various focus groups will presented, as well as proposals from the Committee based on the results.

Bylaws Committee: *Michael Latousek, Chair*
Nothing to report.

Policy Committee: *Becky Musselman, Chair*
Nothing to report.

Personnel & Human Relations Committee: *Karen Barch, Chair*
Karen reported the Committee is planning to meet in the next couple of weeks to review a couple of items.

Facilities Committee: *Dick Hampleman, Chair*
Dick reported he and Ann continue to work on gathering information regarding the possibility of installing electric car chargers in the Library parking lot. The equipment would be provided free of charge, but the Library would be responsible for paying the monthly electric bill, which is estimated at approximately \$400 per month. Dick will continue to research if there is a charger available that accepts a charge card, transferring the cost to the user.

Regarding the security cameras, Karen asked for Dick to provide his recommendation on the equipment and technology from the proposals provided. Roger will review the financial aspect of the payment options provided.

Finance Committee: *Roger Garrett, Treasurer*
DOLA Budget Message: Roger will complete his budget message letter to include with the other DOLA required documents, for submittal by the end of January.

December Financials: Roger noted the reports presented are the preliminary year end financials; an updated report will be provided at the February meeting. He reported the Library currently has a cash balance of \$2,423,684. Of the amount, \$444,999 is allocated to the Capital Reserve Fund; \$573,863 is the balance of the Bond Repayment Fund and the General Operating Fund totals \$1,404,822.

He noted the small amount received in mill levy revenue for December, \$4,165. The MVSO generated \$99,370 for 2018, 32.49% over the budget amount. Total overall revenue has exceeded the annual budget as of the end of the year for a total of \$1,548,632. Roger reported the annual liability insurance policy was paid in December and was slightly under budget by \$1,145. There were no unexpected operating expenses incurred in December as the year end Operating expenses (not including payroll) reflect 92.74% of the annual budget. Including payroll expenditures, the total Operating expenses were \$1,313,383 as compared to the annual budget of \$1,398,953; 93.88% of the annual budget. The preliminary Operating Fund Balance at the end of the year is \$1,404,192. Additional expenses under \$10,000 are expected to be accrued prior to the finalization of the year end financials.

Roger reported the Capital Reserve Fund balance at the end of the year is \$444,998 and the balance of the Bond Repayment Fund is \$573,863.

APPOINTMENT OF NOMINATING COMMITTEE

Karen noted the Bylaws require two Board members that are not officers serve as the Nominating Committee. Enid and Christi were officially appointed. The two members will coordinate and contact each of the Board members to obtain their nominations for each office. The Committee will then seek the approval from any Board member nominated and present the final list in March.

RESOLUTION 2019-01

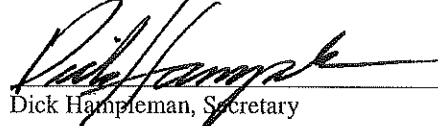
Resolution 2019-01, A Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official map, and setting forth other administrative matters.

After review, Dick moved to approved the Resolution, seconded by Roger. Resolution 2019-01 was unanimously approved.

ADJOURNMENT

There being no further business to come before the Board, Roger moved to adjourn and second was given by Beck. The meeting was adjourned at 6:05 pm.

Respectfully submitted,



Dick Hampleman, Secretary

2/10/19
Date