

**Basalt Regional Library Board of Trustees Meeting Minutes**  
**Monday, January 18, 2021**  
**14 Midland Avenue**  
**Basalt, CO 81621**  
**Special Meeting**  
**Emergency Circumstances to Allow Teleconferencing**

**Call to Order:** The meeting of the Board of Trustees of Basalt Regional Library District was called to order on January 18, 2021 at 5:18 PM by Enid Ritchy, President

**Member Attendance:** Enid Ritchy, President; Jim Albert, Vice President; Karen Barch, Treasurer; Christi Blish, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Colleen Irvin, Trustee

**Also Present:** Sue Kiley, Library Director; Kim Clinco, Bookkeeper; Sandra Dexter, Administrative Assistant; Caroline Cares, Youth Services Assistant Director, Carolyn Kane; Citizen Representative

**Citizen Comments**

- None

**Board Comments**

- Enid introduced Colleen Irvin, the new Board Member, and asked her to tell a little about herself. Colleen is a resident of Basalt who loves and utilizes the library. She is an artist, a mom of two daughters, and a small business owner. She thought it would be fun and a good way to support the community by becoming a library board member.
- Enid congratulated Cathy Click for the great job she did putting together the second Annual Legends of the Library virtual event.
- Enid read a letter of appreciation from Charlotte McClain to the Board of Trustees.

**Announcement of Upcoming Board Vacancies:** Sue Kiley

- Karen Barch will term out in March. Sue will be recruiting for this Town of Basalt vacancy. Sue thanked Karen for all her knowledge especially of financials and thanked her for writing the annual budget letter. Karen makes the financials very clear and easy to understand.
- Enid's first term expires in March. She will submit a letter of intent to stay on the Board as a Pitkin County Trustee.
- Christi's first term is up in March for Pitkin County. She will let Sue know whether or not she intends to stay on the Board.

**Approval of Minutes of December 14, 2020 Board Meeting**

Jim moved and Ryan seconded the motion to approve the Minutes of the December 14, 2020 Board Meeting as is. The motion passed with a vote of 6-0.

**Approval of Minutes of January 4, 2021 Board Meeting**

Christi moved and Karen seconded the motion to approve the Minutes of the January 4, 2021 Board Meeting as is. The motion passed with a vote of 6-0.

**Director's Report:** *Sue Kiley*

- The Director's report is included in the Board Meeting packet.
- Children's Survey: Caroline reviewed the extensive Children's Survey that is included in the Director's Report. Following are some of the ways the data is being used to make useful changes and to expand on and improve services.
  - Youth Services is taking advantage of being closed and doing things that they haven't had the time to do including weeding the collection, decluttering, and looking at ways to make the space more adaptable for all ages.
    - Caroline is working to turn the Storytime room into a quiet study space
    - Youth Services has moved the Spanish teen books near the English teen collection. They plan to continue this with the rest of the teen collection.
  - Continue the grab n go kits as they are very popular
  - Berenice is attending Youth Services meetings. She and Caroline will work together to integrate children's and Latinx programming. Example: *Three Kings Day*
    - *Three Kings Day* is a Latin holiday, not a mainstream holiday
    - Ask questions such as "What is this holiday and why is it important to people?"
  - Berenice and Caroline will continue to promote library services to educators. Since special meetings had low teacher attendance, they will go to staff meetings that teachers are required to attend.
  - Early literacy is before kids are old enough to attend school. It is difficult to bridge that gap.
  - Since awareness is a big issue, we are looking at new ways of promoting programs and library services. One example is *Bright by Three*
    - *Bright by Three* is a text program that is free in Colorado. Parents text "Bright" to a number and then they get two texts per week. Any age group can get a text.
    - The Library can opt into advertising through *Bright by Three*. Parents would get a text of anything we want to promote. Text is quicker than email or social media. In the three counties we serve, 500 people have signed up for *Bright by Three*.
  - Karen thanked Caroline for all of her work. In the comments section of the survey patrons said how much they love Caroline and how much they appreciate her service. There were also lots of comments about the Spanish collection and programming.
- Board Trainings
  - Sue will send out links to upcoming free trainings for Trustees from the State Library.
- Statistics
  - Sandy, Kristen, and Sue are working on a Dashboard which will hopefully be previewed at the February Board meeting.
  - Jim noted that even though the new patron's percentage is down, the number of new patrons is impressive given the circumstances

#### **Committee Reports:**

- Bylaws Committee: *Ryan Anslyn, chair*
  - Nothing to report
- Facilities Committee: *Ryan Anslyn, chair*
  - Sue is waiting on an estimate for roof leaks. These are new leaks, not in areas that have already been fixed
- Personnel Committee: *Enid Ritchy, chair*

- Nothing to report
- Policy Committee: *Becky Musselman, chair*
  - A meeting is planned to consider going fine free while considering the Board's fiscal responsibility. They will also consider an implementation date. There is no place in the 2021 break even budget to replace the amount budgeted from fines. Launching a campaign to support going fine free was suggested, emphasizing that fines are a barrier to library access for people who need it the most. Sue forwarded articles regarding elimination of fines to Board members.
- Strategic Planning Committee: *Christi Blish, chair*
  - The Committee met and created an Excel spreadsheet. For every strategic goal we state how we want to meet that goal, what success looks like and how to measure success against that goal. Most of this is complete. Sue is filling out what we did in 2020 to meet the goals and what we need to do in 2021. Regarding "measuring success," Sandy, Kristen, and Sue are working to convert current Library data into a Dashboard containing charts and graphs. A Dashboard is composed of graphical views which tell a visual story about patterns and trends over time in Library usage, programming, patrons, etc. The Dashboard will help us to better understand how we are meeting our strategic goals. The Dashboard will hopefully be unveiled in February to the Board: we will look at January 2021 statistics compared to January 2020 statistics. Thank you to Sue, Sandy, Kristen, and Karen for helping with this project. There are three audiences for the Dashboard; Sue and staff, Board Members, and the public (a chosen set of charts will be put on the website so the community can see how the library is doing). This will be helpful to have when it is time to ask for an increase in the mill levy. The Strategic Plan is on the website and is required reading for every new Board member. Colleen noted that the website is very user friendly.
- Ad Hoc 501c3 Formation Committee: *Enid Ritchy, chair*
  - Nothing new at this time. The Committee will meet the first week in February. Sue and Enid will meet with the Library attorney, David McConaughy, about the updated MOU prior to the Committee meeting.
- Finance Committee: *Karen Barch, chair*
  - December 2020 Financials
    - This is a preliminary report for December. We are waiting for bills to come in that can be accrued back to 2020.
    - Revenue: Overall things have worked out far better than we imagined back in July. Cash and reserves look good. The General Operating mill levy is normally around \$8,000. This year it is double what was expected. MVSO exceed budget by 6.5%. We knew fines and fees would be way down. Contributions are higher than we thought. Foundation and Friends restricted funds are in flux. We may get more from the Foundation for books that could be accrued back to 2020. Overall total income is about 95% of budget with a little more trickling in.
    - Operating Expenses: Many items are in flux or under budget. A few are right on budget. We will go over this again in February. Marketing is up which is what we

like to see. Currently, we are 8% under budget, but that will change as things trickle in. We are in really good shape for the operating budget.

- There was a strong influx of individual donations in December, increasing our base of individual donors.
  
- DOLA Budget Message
  - Enid said the Budget message letter was very well put and easy to understand. This letter is included in the Board Meeting Packet

**Appointment of Nominating Committee.**

Enid appointed Ryan, Colleen, and Becky to the Nominating Committee since only non-office holders can be on this Committee. Becky has previous experience.

**Discussion and Possible Vote on Resolution 2021-01, 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.**

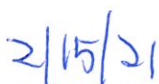
Sue explained that this resolution is a requirement every January. This resolution states the physical location for posting meetings and includes the district map. Everything is the same as last year's resolution. Jim moved and Karen seconded the motion to approve Resolution 2021-01 with two corrections; Enid is the President and the year is 2021. The motion passed with a 7-0 vote.

The next regular meeting is February 15<sup>th</sup>. It was decided that having an additional meeting on February 1<sup>st</sup> isn't necessary. Sue will send out dates for Committee meetings.

Meeting Adjournment: Jim moved and Karen seconded the motion to adjourn the meeting. Enid adjourned the meeting at 6:46 PM.

Respectfully submitted,

  
\_\_\_\_\_  
Christi Blish, Secretary

  
\_\_\_\_\_  
Date