

**Basalt Regional Library
Board of Trustee Meeting Minutes
Monday, January 20, 2020
Library Conference Room
14 Midland Avenue
Basalt, CO 81621**

A meeting of the Board of Trustees of the Basalt Library District was called to order on January 20, 2020 at 5:15 PM with the following persons present:

Board of Directors: Karen Barch, President; Becky Musselman, Vice President; Victoria Treece, Treasurer; Enid Ritchy, Secretary; Ryan Anslyn, Trustee; Christi Bliss, Trustee, Roger Garrett, Trustee
Staff Members: Cathy Click, Sandra Dexter, Kim Clinco, Sue Kiley (participated by telephone), Berenice Forrest, and Caroline Cares.

Citizen Comments: None present

Board Comments: Karen noted that Roger Garrett will no longer be on the Board after completing his first term. This is a Pitkin County position. The normal process and timeline will be followed. Those whose terms are expiring and plan to continue on the Board will send a letter of interest to Sue Kiley expressing their interest in the position.

Approval of the Minutes: Minutes under the Financial Report and Strategic Plan were amended and approved.

Director's Report: Sandra Dexter, Administrative Assistant

- **Library Usage Statistics (those that stand out): January thru December 2019 compared to 2018 statistics**
 - Percentages may be deceiving; therefore, it is important to look at the actual numbers also.
 - Music CDs : up significantly (70%)
 - Adult Book Club Kits: up significantly (87%)
 - Adult Continuing Education: down significantly (will look for a more visible placement of resources) (-56%)
 - Adult Fiction: up 27%
 - Adult Non-fiction: up 32%
 - Spanish Juvenile: up by 11%
 - Young Adult Fiction and non-fiction up significantly (30%)
 - Juvenile Circulation: up 11%
 - Seed Library and Interlibrary Loan: down significantly
 - Ancestry: down significantly (-100%)
 - Gale: down significantly (-95%) (will look at this)
 - Mango: down significantly (67%)
 - Britannica Adult: up significantly
 - RBdigital Magazines: up significantly (74%)
 - Britannica Kids: up significantly
 - New patrons: down slightly (5%)
 - Teen programming was down significantly (-56%); kids and adults were up
 - Overdrive: up significantly (37%); Kanopy (177%) up significantly

-Wifi: up 23%

-Page views: up

- The Library is fully staffed at this time. Our new Director, Sue Kiley is in place as of January 6, 2020.
- Programs: *Shortage of staff may have had an impact on the decreased numbers in some programming areas.*
 - Baby: Caregiver and Me Music: This program will replace Baby Storytime in February. It may continue as a semi-annual series in the future. Baby Storytime will be held once per week instead of twice beginning March 30th.
 - Teen: SAT class, Mario Car Tournament. Youth Services is in a good place with Kristen, Caroline, Evelyn, and Hannah
 - Movie attendance has been strong. There was a full house at the documentary "Echo in the Canyon."
 - Adult: A Census Workshop was part of recent staff development.
- Our Tenth Anniversary Celebration "Legends of the Library" was a huge success.
 - Estimated cost was \$8,500
 - The door count was 461, but due to the food truck that was outside an estimate at this time is 300 guests
 - Community oriented and appeared to be enjoyed by all; setting the tone to go forward; this was a "fun raiser". Possibly doing a few small fundraisers through the year.
 - The plan is to help it pay for itself in the future. Small events throughout the year can be used as fundraisers.
 - There was not much representation from teens, families, and Latinos. This is something to work on for the future.
 - Will also discuss how to further invite people to the event next year.
 - Sue, Karen, Cathy, and Becky will meet to more closely evaluate the celebration.
- The artist on display is Jan Mount Jennings

Committee Reports

- **By-laws Committee:** Victoria Treece, Chair
 - No report
- **Facilities Committee:** Roger Garrett, Chair
 - Roger and Ryan will go over proposals for the cameras and will make a final decision. This year's budget covers the cost.
- **Finance Committee:** Victoria Treece, Chair
 - We were 95% of 2019 budget.
 - Courier services was an area that went over budget (\$3,755). Insurance costs were under budget by \$2,579 due to unfilled staff positions.
 - Vicki presented her yearly report to the Department of Local Affairs.
- **Personnel Committee:** Karen Barch, Chair
 - Sue and Karen will set a date for the committee to meet.
- **Policy Committee:** Becky Musselman, Chair
 - Sue and Becky will schedule a committee meeting. The agenda will include meeting room policy.

Strategic Planning Committee: Christi Blish, Chair

-Christi Blish and Christi Baumgartner completed the "Wordle" which was on display during the January 10th Celebration.

-There will be copies of the Strategic Plan at the Front Desk.

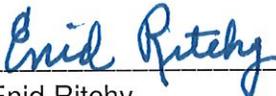
-Christie would like to schedule a meeting with Sue to take her through the process used to develop the Plan and go over the Plan itself. In addition, there would be discussion regarding the implementation and measurement of the plan.

Appointment of Nominating Committee: Christi and Ryan will contact Board members to nominate a slate of officers for this year.

Discussion and Reading on Resolution 2020-01: 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 was reviewed and voted upon. Becky motioned first to accept the resolution and Enid seconded it. The resolution passed unanimously.

The meeting was adjourned at 6:10 PM.

Respectfully submitted,



Enid Ritchy



Date

