

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
January 18, 2016 @ 5:15 P.M. in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:18 p.m.

**Members Present:** Carolyn Kane, President; Bernie Grauer, Vice President; Karen Hillebrand, Treasurer; Kent Whinnery, Trustee; Dick Hampleman, Trustee

**Members Absent:** Heather Manolakas, Trustee; Ann Stephenson, Secretary

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; and guests Linda Crossland, Helene Slansky, Matthew Shmigelsky, and Bart Axelman

**Citizen Comments:**

**Friends of the Library, Linda Crossland:** The Friends have \$9,000 to put toward wish lists. This may be a couple of thousand dollars less in the future as the book sale is up in the air. The Foundation has a balance of \$4,300 which all goes to books.

**Library Foundation, Helene Slansky:** A fundraising event is scheduled for February 25, 2016 at 6:00 p.m. in the Community Room. The Crystal Palace Players will perform "Broadway." Ticket price is \$50.

**Bart Axelman and Matthew Shmigelsky presentation:** Bart and Matthew reviewed what CLEER (Clean Energy Economy for the Region) will do for the Library if the Board approves a contract with CLEER. CLEER will set up their equipment to chart gas and electric usage every 15 minutes. It also provides a break out of solar and Holy Cross usage. The last two years of the Library's usage will be entered into their system to provide a trend line. Data is live and an appointed Library staff member would periodically check the graph for any obvious spikes. The worst electric peaks cost the Library between \$500 and \$600 per month which is about \$3,400 per year in peak usage fees. Peak charges are not based on usage, but are in addition to usage charges. Even though, as Bernie Grauer noted, the Basalt Regional Library is in the top 11% of efficiency for library buildings, peak charges can be mitigated by tracking electric usage and implementing strategies to reduce usage during peak times. Matthew said they send out a quarterly report. Carolyn Kane asked for a monthly report, at least initially, so that peaks or others issues can be noted and addressed immediately rather than waiting for several months. Matthews said they will do this. A vote on the CLEER contract is under action items.

**Board Comments:** None

**Approval of December 21, 2015 Regular Board Meeting Minutes:** Karen Hillebrand moved to approve the December 21, 2015 Board Meeting Minutes as written. Bernie Grauer seconded the motion. The motion carried with 4 ayes and 1 absentee.

**Director's Report: Barb Milnor:** Barb handed out copies of the New York Times Best Seller List with the formats of the items we have in the collection noted on the list. Barb noted that we are third from the bottom in lending to other libraries. Marmot would like us to lend more, but Barb said our taxpayer money was used to buy these items and they should be available first to our patrons. Therefore, we will continue our policy of not lending our DVDs or New Books to other libraries. Basalt patrons will continue to be able to place holds on these items. Patrons from other libraries can request these items

through Interlibrary Loan. A list of the latest acquisitions can be found on the catalog home page on the Basalt Library website by clicking on the New Adult or New Movies box. Barb does not purchase Blue-ray movies due to the higher cost, though some are donated. Carolyn Kane noted that circulation totals are down only 0.55% for the year and that the door count is up 3.49%.

**Committee Reports:**

**Policy Committee: Ann Stephenson, Chair:** No report in Ann's absence.

**Personnel Committee:** The Director Evaluation will be reviewed and updated in 2016.

**Employee Handbook: Ken Whinnery, Chair:** Barbara Milnor and Kent will review the Employee Handbook to see if anything needs to be updated.

**Facilities Committee: Bernie Grauer, Chair:** We now have a team looking at utilities and we will be able to record where we've been and where we're going. We have made big progress.

**Finance Committee: Karen Hillebrand, Chair:**

- Karen read the Budget Message that will be sent to DOLA (Department of Local Affairs).
- We are on target between 90% and 100% with our financials for 2015. It was questioned why we are getting less revenue from Pitkin County than from Eagle County, yet we are paying higher fees to Pitkin County. Kim Clinco will check into this.
- Kim was asked where we are on the delinquency letter we received stating that the 2011 W-2s were never filed with the IRS. Kim has sent a letter to the IRS. All of payroll, including W-2s, are in QuickBooks for easy access for reprinting.
- We reviewed the 12/31/16 internal draft financials. It was noted that these were draft financials as it was year-end and the figures would be adjusted in the final year-end financials.
- The Library received \$5,000 from the Catto Foundation. Barb Milnor said they might also be willing to fund specific projects.

**Appointment of Nominating Committee:** The nominating committee consists of two people who are not current officers that are appointed by the Board President to do a survey of Board Members for nomination of officers for 2016. Carolyn Kane spoke with Dick Hampleman and Heather Manolakas prior to the Board Meeting about being on the nominating committee and both had agreed. Carolyn officially appointed Dick Hampleman and Heather Manolakas to the Nominating Committee.

**Board Term Expirations:** Both Bernie Grauer's (Eagle County) and Dick Hampleman's (Pitkin County) first terms expire March 2016. Per BRLD Bylaws, the Director will set a closing date for applications, possibly February 7<sup>th</sup>. The Director will also take care of postings and advertising of open Board seats. Barb will contact the County Commissioners to determine interview dates. An application must be submitted by the deadline and incumbents must write a letter of intent to reapply.

**Action Items:**

**Organizational Resolution 2016-01, posting location/map/location and time of Board Meetings:** Bernie Grauer moved and Ken Whinnery seconded the motion to adopt the Organizational Resolution. The motion carried with five ayes.

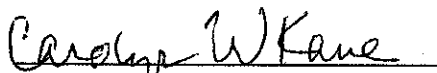
**Discussion and possible vote to amend the Financial Management Manual regarding the process of engaging an auditor:** Current wording of the Financial Management Manual states, "The Finance Committee, working with the Director and the Bookkeeper, will initiate a formal process at least every three years to acquire the services of an auditing firm." This is not a state statute, but a policy the Board adopted when putting together the Financial Management Manual. Carolyn suggested changing the manual to say, "In August, following the audit submission, the Treasurer, Finance Committee, Director and Bookkeeper will recommend to retain the auditor or to conduct an auditor search for a new auditor." This gives enough lead time if the Board decides to switch auditors, but also will allow us to keep Pete Blair as our auditor for as long as he continues to meet the deadline and is giving us the service that we require as a Library Board. Karen Hillebrand will work on the wording for this and present it in a Resolution to be voted on by the Board.

**Discussion and possible vote on CLEER contract:** Kent Whinnery pointed out that we have a project quote not a contract. Kent suggested approving this for one year and then making an agreement for the future. Bernie Grauer moved to accept the project quote from CLEER and to accept their services for the \$1270 first year cost for set up, gas meter, bill history, and one-year subscription and that by year two a written contract will be in place. Kent seconded the motion. The motion carried with five ayes.

**Discussion and possible vote on November 2016 ballot issue:** Carolyn Kane deferred this vote based on the morning's work session where Jacqueline Murphy advised against voting on intent to go on the November ballot this early in the year. Carolyn suggested forming a committee in March to more completely study the feasibility and the strategy for going on the ballot. Jacqueline has resources and strategies that she suggested the Board look over and contact to get more clarity and certainty on how to do this. Much of this would be pro-bono. This also allows for time to do polling and surveys and come up with definite pros and cons.

**Adjournment:** Bernie Grauer moved and Dick Hampleman seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting at 7:05 p.m.

Respectfully Submitted,

  
Carolyn Kane, President

4-18-16  
Date