

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, July 18, 2022 5:15 PM

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

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Cathy Click, Community Engagement Coordinator;

Citizens Present: Eric Pelander, Citizen; Yessica Lasso, Citizen; David McConaughy, Library Lawyer; Sophia Clark, Spanish Interpreter

Call to order

Enid called the meeting to order at 5:15 PM

Citizen Comments

Enid introduced Eric and Yessica. Eric has applied for a seat on the Library Board. Yessica is attending board meetings to get familiar with how the Board works with the intent of applying for a Board seat in the future. Eric and Yessica each talked about their involvement in the community and what they would bring to the Board.

Board Comments

None

Approval of Minutes of June 20, 2022 Board Meeting

Jim moved and Becky seconded the motion to approve the June 20, 2022 Board Meeting minutes. The motion carried unanimously.

Library Trust Update

In Nina's absence Amy and Cathy reported. The Library is just about to launch a project called the Imagination Library which is a Dolly Parton Project that provides children with a book each month for free. The Trust is supporting this project. The Trust has also paid for Board insurance and a logo.

Grant Funding Update

Cathy reported on Grants received through the Library Trust.

- The BRL received several grants through COVID relief funds. COVID funds have largely expired; we do not anticipate repeating these grants. COVID funding allowed for purchase of Spanish and English Language books for Library book clubs and give-a-way at a number of community events throughout the valley.
- The Aspen Thrift Shop has changed their grant funding to a monthly basis and we have not yet heard about our pending \$7000 grant to support the music program.
- We received a \$500 award from the Bessie Minor Swift Foundation to purchase additional equipment for the Baby Gym. The Swift Newspaper Company recently sold their local newspapers and so we may not be eligible for future funding from them.

- We have received a loan from the Aspen Historical Society for travelling exhibit to celebrate First Nations in September, culminating in the jazz performance by the Delbert Anderson Trio, who combine traditional Navajo music with improvisational jazz.
- A \$5000 award was received from Colorado Parks and Wildlife for camping equipment to lend out as part of the Library of Things. Four complete camping setups will be purchased for checkout. The Library will host a campout in August if supplies arrive in time.
- A \$5000 award was received from the Environment Fund at the Aspen Skiing Company to match a grant from Charge Ahead Colorado for Electric Vehicle charging stations. If we don't receive the funds from Charge Ahead Colorado the \$5,000 will be returned to the Aspen Skiing Company. We hope to know if we received the CAC grant in September.

Executive session for a conference with the District's Attorney for the purpose of receiving legal advice on specific legal questions pursuant to CRS 24-6-402(4)(b), concerning conduct of library patrons.

Enid explained the rules for the Executive Session. The Executive Session began at 5:42 PM and ended at 6:39 PM

Executive Director Evaluation

Enid reported that the committee met to work on the Director evaluation following the timeline outlined in Board Policy. In July, Amy must review her goals and let the Board know the progress of her goals. The Committee members will begin talking about the evaluation process and the means they will use to evaluate her. Staff, Board members and some key constituents such as Friends of the Library and Trust volunteers will be asked to evaluate the Director. Community input is also being considered. The survey should go out sometime in August.

Director's Report

- Additional items not covered in the Director report that is included in the Board Meeting packet.
 - Amy checked on status of Eric's application to Board of Trustees. The next Board of County Commissioners hasn't provided an update. Their next work session is on the Tuesday July 26th, so hopefully, we will hear soon.
 - Amy attended an online conference that covered topics such as trauma centered approaches to behavioral issues in the library and how staff not taking breaks is detrimental.
 - Amy suggested an Ad Hoc Roof Replacement Committee. It was decided, instead, to put an extension on the Facilities Committee so that Finance Committee Board members can attend the Facilities Committee meeting to better facilitate processes for roof replacement. Amy noted that a vote wasn't needed for since an Ad Hoc Committee wasn't formed.

Committee Reports

Bylaws Committee

Set aside until fall

Facilities Committee

Not everyone came to the meeting last week.

Spot lights and lighting control systems are being worked on.

Finance Committee

Carolyn passed out a synopsis of the Financial Management Manual. The Library is in good shape financially. Carolyn will review the financials with the Board when all changes have been made. See synopsis below. The synopsis is attached to these minutes.

Personnel Committee

Enid already reported.

Policy Committee

Becky reported that the Committee met since the last Board meeting. They are currently discussing the safe child policy. It should be ready by the August Board meeting. The Committee may also revisit the patron behavior policy sometime in the future to tighten up some language. Laura Baumgarten is the new staff representative on the Policy Committee. The next meeting is this Thursday.

Adjourn Meeting

Carolyn moved and Becky seconded the motion to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 7:08 PM.

Respectfully Submitted,

Enid Ritchy
Enid Ritchy, President

9/12/2022
Date

BRLD Finance Committee Report

July 12, 2022 – 5:17pm

July Finance Committee Members Present: Amy Shipley, Director; Margaret Simmons, Carolyn Kane, Eric Pelander, Elaine Nagey (Zoom), Enid Ritchy

1. **June Financials** – Our new bookkeeper, Meghan Hayes, has combined May and June into the June report to save time and expense. June represents 50% of the year.

Income to the General Operating Mill Levy is at 76.36% of budget (\$1,192,804)

Total Income: \$1,288,941 is at 73.8% of budget

Total Operating Expenses are \$306,268, or 47.41% of budget. Meghan Hayes has indicated individual line items that have exceeded budgeted expenses for the year.

-Line item 5440, Maintenance, is at 144.3%, or \$34,634 YTD; Amy is catching up on overdue repairs to the Library.

Payroll Expenses are at \$473,103, or 42.2% YTD due to staff turnover in the first half of the year.

Bond Fund Income is at \$740,943, or 80% of budget.

Capital Reserve Fund Balance is \$652,936, with minimal expenditures so far this year.

2. **2023 Budget** – Amy presented Draft 1 of next year's budget. She has indicated which line items she expects to stay flat, increase or decrease and will be working with department managers to fill in details to their budgets soon. This budget shows a \$235,879 shortfall to the Operating Fund, but it is a preliminary number, with much more detail needed.

3. **Roof Update** – Amy, Carolyn and Jim had 2 meetings with consultants in June. Carolyn has summarized these conversations (see written report as part of Finance Committee minutes). Amy would like to form an ad hoc committee to discuss the project and the financing, and report back to the board. A strategy needs to be developed prior to the mill levy campaign in 2023.

4. **Financial Management Manual Revisions** – Part II. The committee reviewed and revised updates.

The meeting was adjourned at 6:55.