

Basalt Regional Library District Board of Trustees Meeting Minutes

Monday, July 19, 2021 5:15 PM

Emergency Circumstance to Allow Teleconferencing

(BRLD Bylaws, Article 6, Section 5(d))

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

Also Present: Sandra Dexter, Executive Administrative Assistant, Kim Clinco, Bookkeeper, Karen Barch; Citizen; Roger Garrett, Citizen

Call to order: Enid Ritchy, President, called the meeting to order at 5:19 PM

Citizen Comments

None

Board Comments

Enid Ritchy noted that the Board will go into Executive Session at the end of the regular meeting.

Approval of Minutes of June 21, 2021 Board Meeting: Jim Albert moved and Beck Musselman seconded the motion to approve the June 21, 2021 Board Meeting Minutes. The motion carried with a vote of 4 to 0 with two members absent and one abstention.

Interim Director's Report, *Barb Milnor*

In Barb's absence, Enid read the Director's report

Interviews are in progress for a new Children's Librarian to replace Caroline Cares.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*
 - No report
- Facilities Committee: *Ryan Anslyn, chair*
 - No report
- Finance Committee: *Carolyn Kane, chair*
 - June 2021 Financials
 - The June Financial report represents ½ of the year or 50% of our budget which is an important benchmark.
 - General Operating Fund,
 - Income: We've received 77.6% of our revenue from Mill Levy and 57% of MVSO revenue. Total income is 75% year-to-date
 - Expenses
 - Facilities 47.95%
 - Utilities: 45.7%

- Library Programs: 52% Much of the programming takes place over summer.
 - Technology: 26%. This is low because we haven't made our second payment to marmot.
 - Collections total: 48%
 - Total Operating expenses: 43.38%
 - Payroll expense: 49.32% Looks good, but not sure how hiring of a new director will impact the final numbers. Caroline Cares had a big PTO balance that had to be paid out.
 - Total expense: 47%
 - Bond fund: 77% We will continue to get revenues from the mill levy. The May bond interest has been paid. Our second payment on interest and principle is due in November.
 - Capital Reserve: 2% Computers are yet to be purchased and security cameras are waiting for the new director. Other items don't yet need to be repaired or replaced.
 - Enid thanked Carolyn for this concise, easy to understand report.
- Personnel Committee: *Enid Ritchy, chair*
 - No report
 - Policy Committee: *Becky Musselman, chair*
 - The Policy Committee has been meeting every other Tuesday to update the Materials Circulation Policy to present to the Board with the possibility of going fine free. There are two versions of same policy in the board meeting packet; a red line version and a cleaned-up version that is easier to read. There was fabulous citizen and staff participation. Becky walked the Board members through the changes/edits. She distinguished between Board and staff duties to be respectful of boundaries. Policies are Board related. Procedures are staff related. Staff participants on the policy committee changes depending on whose duties the policy relates to. Berenice Forrest, Assistant Director, attends all Policy Committee meetings. Becky suggested that there be consistency in the policies with using either BRLD or BRL. The big changes to the Materials Circulation Policy are in the table where late charges have been deleted. Library of things has expanded greatly.
 - Questions on changes: What is the cost of going fine free? Becky noted that each budget year the amount budgeted for fines has been reduced. For 2021 it was set at \$5000. To date, we have received 1/4-1/3 of that, just over \$1,000. It is thought that the benefits of going fine free outweigh the income. Studies show that more items are returned when fine free. Email notices are sent for overdue items.
 - Marketing for going fine free: Becky handed out a sneak speak brochure for going fine free that will be placed at the circulation desk if approved. There will be a link on the website and the change will be promoted in the September newsletter as the August newsletter is already out. This will also be advertised in the schools and on social media.
 - It was suggested that staff collect statistics to compare returns before and after going fine free.
 - Enid thanked Becky for her work & research on this policy.

- Director Search Committee: *Carolyn Kane, Jim Albert*
 - Phone interviews were conducted. The Committee narrowed the field to two candidates and contacted them. Both have accepted. The candidate names have been posted for the public. In person interviews will be conducted on August 3rd. The Committee needs to fine-tune the schedule. Community volunteers are needed to provide candidate tours. There will be a meet and greet for staff, community and board members at 5:00 PM on August 3rd. There will be a box for comments at the meet and greet. On August 4th, the board will get staff input and will also meet in Executive session regarding director personnel decisions. Once a decision has been made negotiations with the candidate will begin. It was suggested that candidate resumes be put out at the meet and greet and that they be made available prior to the meet and greet. If acceptable, it would better inform the community and staff prior to meeting the candidates. Carolyn will check into this. It was also suggested that a link to the resumes be set up on the website.

Discussion and possible vote on Resolution 2021-04, a resolution of the Basalt Regional Library District amending the Materials and Circulation Policy: Jim Albert moved and Becky Musselman seconded the motion to amend the Materials and Circulation Policy. The motion passed unanimously with 5 ayes and 2 absentees.

Executive Session: The Board went into Executive Session to Discuss Personnel Matters.

Adjourn Meeting: Enid Ritchy, President, adjourned the meeting at 7:36 PM.

Respectfully submitted,



Colleen Irvin, Secretary

8/16/21
Date

