

Basalt Regional Library Board of Trustees
Monday, July 20, 2020 at 5:15
14 Midland Avenue
Basalt, CO 81621
Special Meeting
Emergency Circumstances to Allow Teleconferencing

A meeting of the Board of Trustees of Basalt Regional Library District was called to order and held on July 20, 2020 at 5:20 PM with the following people present and acting to conduct business.

Member Attendance: Karen Barch - Vice President
Vicki Treece - Treasurer
Enid Ritchy - Secretary
Christi Blish - Trustee
Ryan Anslyn - Trustee
Jim Albert - Trustee

Also Present: Sue Kiley - Library Director
Berenice Forrest - Assistant Director
Sandra Dexter - Administrative Assistant
Maura Masters, Adult Services Coordinator
Kim Clinco - Bookkeeper
Roger Garrett - Citizen

Citizen Comments: None
Board Comments: None

Approval of Minutes from:

June 15, 2020 - Jim motioned to approve the minutes and Christi second the motion. The minutes were approved.

June 29, 2020 - Christi motioned to approve the minutes and Enid second the motion. The minutes were approved.

Director's Report: Sue reported:

- Reminder to the Board - there is a link for a governing Board training on July 29th from 2-3:30. Sign-up is required. Additional trainings will be offered in the Fall for Boards.
- Return to Service began today, June 20th. This is Chapter 5 of the reopening plan. The website has been updated. Other ways to communicate to the community will be in place soon.
-Walk-up Service is 12-6 Monday through Thursday and 12-4 on Friday and Saturday.

- One person or one household may enter the library at a time.
- Browsing for new books will be available in the lobby.
- An I-PAD is available to help you browse other library stacks.
- Concierge Service will be available to retrieve books or put them on hold. This is a same-day personalized service.
- Self check out is now available in the lobby.
- Book return is open 24/7.
- Book Bundles for picture books arranged by themes.
- Wifi: There is outside seating available
- Remote printing and scanning service is available.

- Next Steps:

- Creating a space for patrons who bring their own devices to work, etc. in the Community Room. Proctoring tests is a service that was offered before the Pandemic and will resume soon.
- There will be partial capability with borrowing from Marmot. This will be announced by the end of the week.
- Berenice is reaching out to senior services and library support for homebound seniors for book delivery and returns.
- Sue continues to watch COVID numbers and the updates on health orders.
- Sue will be attending area Director's meetings this week. The information at this time is that Pitkin will not open more than it has and will reevaluate mid August.
- Garfield has just begun limited browsing with limited numbers allowed in the buildings.
- Sue feels that Basalt is offering all essential services other than personal interactions. Patrons have expressed appreciation to personalized service.
- Statistics
 - Physical circulation in all areas is up 50% this last month.
 - When asked what is not working? Sue replied that the Library must keep trying in the areas of programming. The Library will also continue to work on communicating to the public the services that are available at this time.
- Programming
 - July Drive-in movie night was at full capacity. Last movie is August 8th.
 - Successful children's programming has been the Cake Decorating Program and the RF Conservatory course filled up. Wacky Wednesdays and Mask Making is popular.
 - CrossWord Puzzle Activities and a Game Room set-up is in the works. Christi and Evelyn are working on a Scavenger Hunt Story Walk which will be interactive.
 - The Summer Reading Program ends August 6th. One Hundred fifty nine reading logs were picked up by teens this summer.
 - Sue attended a Sunday Market to represent the Library. She gave out registration forms. She will be attending another Sunday Market on August 2nd.
- Grants and other FundRaising Possibilities:

- We were turned down on the Colorado Humanities Grant through the CARES Act.
- The Library Science and Technology Grant through the CARES Act focuses on the internet, connectivity, broadband and wi-fi. We are asking to increase our Chromebooks for checkout and hotspots.
- Community Connect Grant is due the end of August. It's focus is Financial Literacy.
- Another grant application is through the Aspen Thrift Shop. It will focus on music programming.
- Fund Raising as discussed before is focusing on Music Programming. The Library will launch a virtual music series in the Fall. There will be an option to donate to the Library.
- Another fundraiser is being discussed for late Winter.
- The 501.C3 Library Trust application will hopefully be finalized before the August deadline for December's Colorado Give Day. The Board will hold a Special Meeting on August 3rd devoted to the Trust.

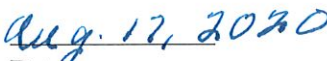
Committee Reports:

- **Finance Committee:** Vicki reporting
 - The Library is still waiting for mill levy monies from Pitkin County. Pitkin extended tax collection due to the Pandemic. We should be on budget with the mill levy next month.
 - Abatements total \$24,512. This is money the Library will recoup in 2021.
 - Interest rates have been reduced by half. This affects the bottom line in various reserve accounts.
 - No expenses are out of line and many categories fall below budget due to library building being closed.
 - We have incurred no capital expenditures to date.
 - At this time we have adequate funds to pay expenses, capital expenditures and our bond account.
- **Personnel Committee:** Karen reporting -The committee is working on Sue Kiley's six month review and goal setting. Thirteen staff members have completed the Monkey Survey and Board Members have had input.

Adjournment: Ryan motioned to adjourn the meeting and the motion was second by Christi. The meeting was adjourned at 6:25 PM.

Respectfully submitted,


 Enid Ritchy


 Date

