

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
July 17 2017, 5:15 PM in the Community Room**

**Call to order:** Ann Stephenson called the meeting to order at 5:24 p.m.

**Members Present:** Ann Stephenson, President; Michael Latousek, Vice President; Heather Manolakas, Treasurer; Dick Hampleman, Secretary; Karen Barch, Trustee; Roger Garrett, Trustee; Becky Musselman, Trustee

Also present: Ann Scott, Director; Kim Clinco, Bookkeeper

**Citizen Comments:** The Garden Tour put on by the Foundation was well-attended and very nice. Comments were made that follow-up with attendees might be nice. Ann Scott clarified that the Foundation pays for books for the library, and the Friends organization operates from a library wishlist. Ann Scott also discussed the process for creating a wishlist and ordering.

**Board Comments:**

Dick Hampleman discussed the upcoming solar eclipse event. He has obtained two solar-screens for the library's telescopes. The library should ensure that the telescopes are not checked out for the event. He also suggested an evening program for using the telescopes. Ann discussed the circulation of the telescopes, possible ways to use them, and how to advertise the program. Roger Garrett expressed concern about the library's security in terms of data and software, in light of the recent ransomware attacks worldwide. Ann Scott proposed discussing security with representatives from Marmot.

**Approval of June 19, 2017 Board Meeting Minutes:** Heather Manolakas made a motion, and Karen Barch seconded the approval of the minutes. Approved with 7 ayes.

**Director's Report: Ann Scott, Director:**

- Staff meetings and management meetings occur every other week.
- Staff is working on policies and procedures: guidelines for collection development and weeding, meeting room behavior guidelines, and a policy for service animals.
- The Basalt Fire Department conducted a safety inspection of the library, which has resulted in some general housekeeping to ensure the library is in compliance with safety standards. The sprinkler system and extinguishers were also serviced.
- The staff is discussing ways to thank stakeholders (i.e. volunteers, Friends & Foundation members, etc.).
- The staff has also been sharing ideas for programming opportunities and partnerships.
- Anne Darby's last day will be August 12, 2017. Ann Scott is working on a new job description for her position.

**Committee Reports:**

**Bylaws Committee:** *Michael Latousek, chair.* No report.

**Policy Committee:** *Heather Manolakas, chair.* Resolution 2017-04, updates to the Library Services policy include: fees, simplified process for obtaining a library card.

**Personnel & Human Relations Committee:** *Ann Stephenson, chair.* The committee met to discuss changes to the employee handbook and employee benefits. The committee is recommending approval of a short-term disability benefit and an Health Savings Account. Ann Stephenson called the director of RFTA to inquire about discount bus passes for employees.

**Facilities Committee:** *Dick Hampleman, chair.* No report. Committee will be meeting to discuss the long-term plan for maintenance.

**Finance Committee:** *Heather Manolakas, treasurer.* Dick and Heather will meet to go over capital reserve study and determine how much to save for next year's budget. Short-term and long-term disability will cost \$3,600 per year. The cost can come out of payroll, which is currently under budget. The HSA plan could cost up to \$650 a year in payroll expenses, which is an administrative fee. To be discussed at a future meeting: the library contributes to employees' health insurance and there is discussion about increasing that amount to cover increases in the cost of health insurance.

- **June Financials:** The budget should be at 50%. Income from the mill levy increase will start appearing soon. Total operating expenses are at 44.96%. The next bond payment is due in November. The capital reserve has not changed.

#### **Action Items:**

**Discussion and possible vote on Resolution 2017-04, a Resolution of the Basalt Regional Library District to update the Library Services Policy:** Heather Manolakas moved and Michael Latousek seconded the motion to approve Resolution 2017-04. The motion carried with seven ayes.

**Discussion and possible vote on Resolution 2017-05, a Resolution of the Basalt Regional Library District to adopt an HSA benefit for employees:** Dick Hampleman moved and Michael Latousek seconded the motion to approve Resolution 2017-05. The motion carried with seven ayes.

**Discussion and possible vote on Resolution 2017-06, a Resolution of the Basalt Regional Library District to adopt a short-term disability policy for employees:** Michael Latousek moved and Heather Manolakas seconded the motion to approve Resolution 2017-06. The motion carried with seven ayes.

**Further Business:** At the last board meeting, action was tabled on approving a Time Clock Policy for the employee handbook. The policy will appear in the revised employee handbook during a future meeting. The board also discussed the inclusion of a Disciplinary Action Policy in the employee handbook.

**Adjournment:** Heather Manolakas moved and Karen Barch seconded to adjourn the meeting. The motion carried with seven ayes.

Respectfully Submitted,

  
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Dick Hampleman, Secretary

8/21/17  
Date

