

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

**Call to order:** Carolyn Kane called the meeting to order at 5:19 p.m.

**Members Present:** Carolyn Kane, President; Ann Stephenson, Vice President; Heather Manolakas, Secretary; Dick Hampleman, Trustee; Kent Whinnery, Trustee; Michael Latousek, Trustee

**Members Absent:** Karen Hillebrand, Treasurer

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Don Diones, Consultant; Roger Garrett, Citizen; Valerie Welch, Citizen; and Peter Pendergast, Finance Committee Citizen Representative

**Approval of June 20, 2016 Regular Board Meeting Minutes:** Ann Stephenson moved and Dick Hampleman seconded the motion to approve the minutes of the June 20, 2016 Board Meeting. There were four Board Members present who were at the June meeting and were able to vote. The motion carried with 4 ayes.

**Citizen Comments:**

- There were no reports from the Friends of the Library or the Foundation in Linda Crossland's and Helene Slansky's absence.
- Carolyn Kane introduced Don Diones, a consultant, who worked on the Bond Issue for the current Basalt Library. Don spoke to the benefits of asking for a set dollar amount with a sunset year rather than a mill levy increase when going on the ballot in November to request additional funding. A set dollar amount would provide the Library the money it needs and keep property taxes from decreasing further should property values decrease. He also addressed the issue of how much additional money to ask for. The Library is vital to the community and costs, including operating costs, costs of programming and other patron services, and maintenance of the building all need to be factored in when determining the amount to ask for.

Carolyn Kane asked for a motion to change the order of the Agenda since two Board Members had to leave early and there were several action items to be voted on. Dick Hampleman moved and Kent Whinnery seconded the motion to change the order of the Agenda. The motion carried with 6 ayes.

**Actions Items:**

**Discussion and possible vote re: BRLD intent to go on the November 8, 2016 ballot:** Kent Whinnery moved and Ann Stephenson seconded the motion to accept the concept to go on the ballot on November 8, 2016. The motion carried with 6 ayes.

**Discussion and possible vote to retain Tom Peltz, Attorney, to write Ballot Language:** Kent Whinnery moved and Dick Hampleman seconded the motion to retain Tom Peltz, attorney, to write the Ballot Language. The motion carried with 6 ayes.

**Discussion and possible vote to decide mill levy or dollar amount for November 8, 2016 election:** After a discussion Heather Manolakas moved and Michael Latousek seconded the motion to ask for a fixed amount of \$350,000 per year on the November 8, 2016 ballot. The motion carried with 6 ayes. Then

Heather Manolakas moved and Ann Stephenson seconded the motion to include a seven year sunset for the \$350,000. The motion carried with 6 ayes.

**Director's Report: Barb Milnor:**

- Statistics are down generally. Online statistics are on the rise. Barb believes the door counts are inaccurate as we have been very busy. She will do a manual count for a short period of time to check to see if the counter is accurate. Also, people coming into the lobby for programs only are not counted.
- Bookshots: Bookshots are not condensed book; they are full form. There have been moderate checkouts, but this is a new phenomenon. Barb has purchased James Patterson titles.
- Kindles: These were initially purchased for training purposes, but will be set up for checkouts and patrons will be able to download their choice of items.
- Election: Barb did a PowerPoint presentation on July 7<sup>th</sup> on election mill levy facts and will do another after some editing. A date hasn't been set, yet.
- A decision has been made not to accept donated books until at least September as the volunteers can't keep up with the volume of donations coming in. There will not be a book sale in August so the bookstore will depend on revenues from book sales.

**Board Comments:**

Michael Latousek has been ratified by both counties for his Board seat. Kent Whinnery will be staying on the Board through the August 2016 Board Meeting and will resign at that time. He is still committed to completing the CLEER contract and the Exempt employee project he started on.

**Committee Reports**

**Finance Committee: Carolyn Kane reported in Karen Hillebrand's absence:** We are 50% of the way through the year at the end of June. Total Income is at 74.23%. Payroll expenses are at 42.91% with total expenses at 43.37%. We are doing very well year-to-date. There have been no expenses in the Capital Reserve Fund this year. We have received \$824.90 in interest so far this year. Bond Revenue is almost \$103,000. Payment of principle and interest is due in November. The \$40,000 allocation to the Capital Reserve Fund takes place at the end of the year. Pete Blair did the audit at the end of June so we will probably get his report next month. There are possible changes to the 2016 budget and potential savings to payroll due to not hiring an Adult Services Manager at this time.

**Personnel Committee:** Kent will bring a report next month. The Director Evaluation has been streamlined. Heather will be sending this out to staff.

**Strategic Planning Committee: Carolyn Kane, Chair:**

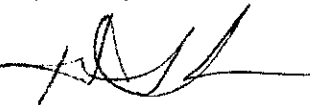
- Board Members have made a commitment to contact their stakeholders in the community. One-on-one meetings will be set up to give stakeholder's facts from the PowerPoint presentation.
- A good start has been made on the presentation. Barb Milnor will meet with a volunteer to fine-tune the PowerPoint presentation per John Chrastka's recommendations.
- Board Members can be involved in Committees, but can't run committees.
- Through the Secretary of State we have a political action committee type of bank account at Alpine Bank. This account is called the "Yes Committee." This money will spent for the election on such things as yard signs and mailings. This money cannot come into the Library account.

Board Members cannot contribute to this account but they can spend up to \$50 each if it doesn't aggregate with fundraising.

- Farmer's Market: The Library will have a booth four Sunday's in August. Barb and the Board Members will alternate setting up and taking down the booth each Sunday and Library staff will man the booth as volunteers. Information on the ballot will be provided and donated books will be given away. People may also sign up for Library cards at the booth.
- Expense and Income projections have been reviewed.
- Michael Latousek will provide information on real estate sales prices in Pitkin County and Basalt.

**Adjournment:** Heather Manolakas moved and Ann Stephenson seconded the motion to adjourn. The motion carried with 4 ayes. Carolyn Kane adjourned the meeting at 7:03 p.m.

Respectfully Submitted,

  
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Heather Manolakas, Secretary

8/22/10  
Date