

# Basalt Regional Library District Board of Trustees Meeting Minutes

## Monday, June 20, 2022 5:15 PM

**Board Members Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee

**Also Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant, Gaby Lagos, Technical Services Assistant; Roger Garrett, Citizen,

### Call to order

Enid Ritchy called the meeting to order at 5:13 PM

### Citizen Comments

None

### Board Comments

Becky gave an official welcome to Elaine Nagey as the new Board Trustee.

Enid said the Summer Reading kick off was a huge success. It was a positive, enthusiastic program with almost one thousand people in attendance of all ages, including entire families.

Approximately one-half of the Legends budget was used for the Summer Kickoff. Enid said bravo to the staff. Someone told Enid that the Library scheduling is wonderful.

### Approval of Minutes of May 16, 2022 Board Meeting

Jim Albert moved and Carolyn Kane seconded the motion to approve the minutes of the May 16, 2022 Board Meeting minutes with two typing corrections. The motion carried unanimously.

### Foundation Update, *Linda Crossland*

None received.

### Book Bundle Presentation, *Gaby Lagos*

Gaby provided a history of when the book bundles started and how more categories of book bundles have been added each year. Book bundles are available in both English and Spanish. These are popular with parents and kids. She estimated that about 100 book bundles were checked out from July 2020 to July 2021. There have been more than 800 checkouts since beginning the book bundles. Gaby brought two book bundles and explained her process for selecting books for specific book bundles. The purpose of book bundles remains the same; to provide quick access of books for families. Board members said this is very well done and is a great way to get young children introduced to the library.

### Bookkeeper Update, *Amy Shipley*

Today, June 20<sup>th</sup> is Megan Hayes first day. Both the May and June financials will be ready for the July Finance Committee meeting. Amy will have weekly check-ins with Megan. Amy's goal is radical transparency. Carolyn thanked Amy for starting to put together a really well-organized system for documenting checks.

**Audit Update, Amy Shipley**

The new auditor is on board. Enid signed an engagement letter with them last month. The auditor will present the audit to the Board at August Board meeting. The audit will be presented to the state by the end of September. Amy will request an extension at the end of July for this year. Enid thanked Amy and Carolyn for keeping on top of things when we didn't have a bookkeeper.

**FAMLI Update, Amy Update**

The plan doesn't take effect until 2024 with 2023 being the first contribution year. A decision must be made by December. Amy will get staff feedback and will continue to keep the Board updated. Amy will investigate further to make sure FAMLI covers everything disability covers and more.

**2023 Budget Timeline, Carolyn Kane and Amy Shipley**

A copy of the timeline is included in the packet. Carolyn explained how they set the timeline and framework for the budget. Managers were asked to look at their budgets and the Library budget as a whole. The first draft will be presented to the Board in July. Eagle and Pitkin County assessor's offices may present at the August Board meeting to talk about the impact the state legislative bills will have and also to provide a broad idea of what we can expect in terms of funding for 2023. September 19<sup>th</sup>, the final draft of the budget will be presented to the Board with minor adjustments being made until December. The public budget hearing will need to be scheduled for November. After the budget hearing we should be able to finalize the budget. This timeline will allow time to adjust if needed.

**Strategic Plan Activity, Amy Shipley**

Amy guided the Board members through each of the five goals in the strategic plan to determine if all or parts of each goal is still valid and which may need to be re-evaluated. Amy, also, did this activity with the staff management team and will do the activity with full staff at next staff meeting.

**Director's Report, Amy Shipley**

Additional items not included in the written Director report.

- Amy will be attending Chamber of Commerce state of the state at TACAW tomorrow morning and will be attending the July and August Board meetings on Zoom.
- Roof Update: The attorney is still working on our behalf and has sent out a notice of warranty claim. The attorney filled out a warranty claim with DOW. Both the Facilities and Finance Committees discussed the roof at length. We should do as much brainstorming as we can right now in regard to funding of the roof replacement and what type of roof we want. It was noted that the solar panels are nearing the end of useful life. Amy will meet with Holy Cross and Core to see what solar looks like now. Carolyn, Jim and Amy will meet with the town engineer and their finance manager to learn more about funding the roof replacement.

**Committee Reports:**

- Bylaws Committee: *Carolyn Kane, chair*
  - Carolyn asked to not have a Bylaws Committee meeting this summer as there is nothing urgent at this time. The Board agreed.
- Facilities Committee: *Jim Albert, chair*
  - Amy covered this in her report

- Finance Committee: *Carolyn Kane, chair*
  - The Committee discussed computer replacements. Public laptops have not been checked out much yet. These replacements can be slower. Amy is still investigating and will let the committee know how many public laptops will be replaced this year.
- Personnel Committee: *Enid Ritchy, chair*
  - Becky will be on the committee with Enid. They will begin the Director evaluation process with Amy and will need to meet in early July.
- Policy Committee: *Becky Musselman, chair*
  - They have been meeting and have two action items on the agenda. One is a new Donations and Gifts Policy. Open to feedback. Becky reviewed and explained the policy.
  - The Patron Behavior Policy has been entirely revamped. The new version is tweaked in a more positive, welcoming approach of do this rather than you can't do this.
  - The Committee will meet this Thursday, June 23rd at 10 AM.

**Discussion and possible vote on Donation Policy, *Becky Musselman***

Jim moved to accept the Donations and Gift policy as explained and written. Becky seconded the motion. The motion carried unanimously.

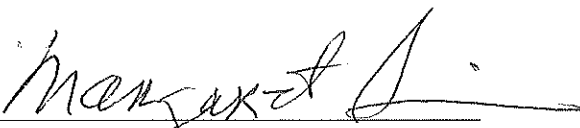
**Discussion and possible vote on Patron Behavior Policy, *Becky Musselman***

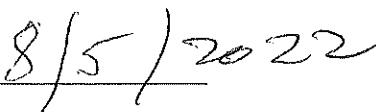
Jim moved to accept the revised Basalt Regional Library Patron Behavior Policy. Carolyn seconded the motion. The motion carried unanimously.

**Adjourn Meeting**

Becky moved and Jim seconded the motion to adjourn. Enid adjourned the meeting at 7:35 pm.

Respectfully Submitted,

  
 Margaret Simmons, Secretary

  
 Date

