

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

Monday, June 15, 2020 4:00 PM

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 June 15, 2020 at 4:06 PM with the following people present and acting to conduct business.

Member Attendance: Becky Musselman - President
Karen Barch - Vice President
Enid Ritchy - Secretary
Christi Blish - Trustee
Ryan Anslyn - Trustee
Jim Albert - Trustee

Also Present: Sue Kiley - Library Director
Sandra Dexter - Administrative Assistant
Kim Clinco - Book Keeper

Citizen Comments: None

Board Comments: None-

Approval of Minutes from:

May 18, 2020 - Christi motioned to approve the minutes and Jim second the motion. The minutes were approved.

June 1, 2020 - Jim motioned to approve the minutes and Karen second the motion. The minutes were approved.

Director's Report: Sue reported:

- COVID-19 Return to Service Updates:
 1. Began Chapter 3 today: Extended Curbside Takeout, Complementary Wireless Printing, and Book Returns: Now available Monday-Thursday 12-6 and Friday-Saturday 12-4.
 2. Courier service is beginning to start back up. We are receiving and quarantining books that were held in the warehouse.
 3. BRL is not ready to lend out to other libraries or fill requests for patrons from other libraries yet.
 4. Updated Public Health Order: "Libraries, both public and private, are limited to providing window service, walk-up service, drive-through service, or curbside delivery. An Updated Statewide Health Order is expected at the end of June.
 5. Preparing for "Chapter 3"- Computer use by appointment and walk-up window browsing, and reference help. Expected launch date is June 29th.
- **Summer Programming**

-**Drive-In Movie** was a success. There were 35 people. Every other parking spot was blocked off and masks were worn outside the car. Next movie nights are Saturday, July 11th “Never Ending Story”; August 8th “Into the Woods”. RSVP is required. Sign-up on-line through the calendar.

-**Wacky Wednesdays:** Kits for the weekly project are available for pickup curbside Wednesdays 10am-2pm. Supplies are limited. Last week all 10 kits were picked up.

-**Children:** Mondays: Story times and Mindful Mondays with Focused Kids ages 4-12; Wednesdays: Wacky Wednesdays; Thursdays: Family Fairy Tales; Fridays: “Caregiver and Me Music Class” with Rebecca Trehy

-**Upcoming Teen Programs:** Thursday, June 15th is LGBTQ+ Pride Virtual Trivia; Thursdays, July 16th and 23rd is called “Riverscapes,” connecting art and nature. This is a partnership with **Roaring Fork Conservancy**.

-**Adult/All Ages:** Thursday is Drop-In Chess; Tuesday is the Virtual Yarn Group. The Virtual Escape Room last month had 44 participants.

- **Staff Training/ Projects**

- There was a 2 hour Circulation Procedure training for all staff via Zoom. It was recorded for review and new hires.

- Several staff members attended a training on “weeding out a collection.” The plan is to weed out collections in the library soon.

- **Community Outreach and Partnerships**

- The Library and the Chamber will put together a “**Wednesday Night Live Series**” beginning June 24th - August 19th from 5:30-8:30. Volunteers are welcomed.

- The staff is looking into projects for the **Basalt Sunday Market**- June 21st - September 27th. Volunteers are welcomed.

- June 18th is the annual fund raiser for **English in Action**. The Library will host a Zoom one hour program.

- Sue and Berenice met with **Mountain Voices Project** to discuss potential partnerships including “Community Conversations,” which was originally scheduled before the COVID-19 Pandemic.

- **Library Statistics in May:**

- Programming:** Programming is down significantly from April. Story times are now recorded and are not included in these numbers. Attendance numbers for recorded programs are only collected when the program is taken down. Total program attendance in May was 227 (other than recorded programs). This is significantly down from April.

- Database Usage:** The database usage is down 24% from April. **Gale** and **Creative Bug** increased.

- Interlibrary Loan:** Lends: up 321% over April. Borrows up 100%. In general, the libraries aren’t lending to or borrowing from other libraries. These came as a result of courier deliveries of items that were stored in their warehouses.

- Wifi Users:** Up 45% over April

- Circulation:** Response to **Curbside** circulation 993 checkouts

- New Patrons:** 21 new digital cards were issued.

- Website Statistics:** **Overdrive** was up 52% from Jan.-May 2020 over 2019

- Overdrive** is up 52%

-We have seen a decline in the **Children's Summer Reading Program**. Print materials were not sent out at the end of the school year due to "stay at home" mandate.

-Some of the Teen Programming has been canceled due to lack of interest.

- **Miscellaneous:**

-**Sunday Market in Basalt:** Nothing decided at this point exactly how the Library will participate. Karen said we shared a booth with Chamber and other groups last year. Sue will look into this.

-**Library Window Display:** Becky requested that in the display the Library be mindful of all our patrons including the Latin X population.

-**Hiring:** Sue plans to hire a temporary 20 hour a week position beginning soon until the end of September. The position is mainly to assist with our new circulation procedures and to cover circulation during the maternity leaves through the summer.

- **Fund Raising for the Library:** **The State Library** has recently received funds through the **CARES Act**. Basalt Library will apply for funding. Details are not available at this time. Cathy and Charlotte are in conversation regarding **virtual fundraising**. Sue met with the **Foundation** and the **Friends of the Library**. The Foundation has cancelled the annual Garden Party due to COVID. They are looking into the Author's Talk going virtual in the Fall. The Friends have been sorting books at the Library. They prefer to sell books when patrons can come to the store once again.

Committee Reports:

- **Finance Committee:** Karen reporting

- The Library's budget at the end of May which reflects 42% of the yearly budget is healthy.

- Facility spending is under budget at this time.

- There were no Capital expenses in May.

- We are at budget in the category of salaries.

- We might want to up the spending in the areas of Publicity (to advertise our new way of operating) and Digital Resources due to COVID..

- Currently, savings are large on Programming.

- The interest rate is down which causes interest income to be down.

- **Personnel Committee:** Karen reporting

- The Personnel Committee will meet Monday June 22nd at 4:00 to begin the evaluation process for the Director.

The Meeting was Adjourned at 5:10 PM.

Respectfully submitted,


Enid Ritchy

7/20/20
Date

