

MEETING MINUTES

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

MONDAY JUNE 17, 2019 AT 5:15 PM
COMMUNITY ROOM
14 MIDLAND ABE.
BASALT, CO 81621

A meeting of the Board of Trustees of the Basalt Regional Library District was called and held on June 17, 2019 at 5:15 PM with the following persons present and acting to conduct business.

Member Attendance: Karen Barch - President
Becky Musselman - Vice-President
Vicki Treece - Treasurer
Enid Ritchy - Secretary
Roger Garrett - Trustee
Christi Blish-Trustee

Also Present Were:
Ann Scott - Director
Kim Clinco - Accountant

Citizen Comments:
None

Board Comments:
None

Minutes:
The minutes from April 15, 2019 were presented for approval. Becky Musselman moved to approve the minutes as presented, seconded by Roger Garrett. The minutes were unanimously approved.

Director's Report:

Circulation and Programming: 2 months, April and May statistics

Numbers are going up in almost all areas except for Wi-Fi and Spanish circulation. Ann is not sure how that happened. She did notice that Spanish reference checkout was reported as 0. She noted that we don't check out Spanish reference. This item will be taken down. Otherwise, it is not certain what else is causing the decline.

Spanish programming has increased. Programming over the past months included: how to buy a house which received positive feed-back and had good participation, 20+ participants. Other Spanish language programming taught other ways to navigate through real life in our community. Computer classes continue to be offered in Spanish with babysitting available. Strong efforts have been made with Spanish language advertising through Tricolor.

Karen noted to the Board that many programs suggested at the Focus Groups through the Strategic Planning Committee have already been implemented. Ann replied that she and the staff are pleased with new programming suggestions that came from the community.

Karen suggested that all programming be analyzed for success and failure with the results included in a report to the Board.

Friends of the Library raised money (approximately \$6,100) through the book store, and reviewed a wish list staff put together. The following was accomplished with these funds:

- Acquired 40 extra Tricolor radio spots per month until the end of the year with \$1,000
- Purchased a system to hang larger art on our walls
- Purchased a new interlibrary loan membership
- Paid for World Share
- Continues to partially fund music programs at the library
- Funded an additional parenting workshop and summer reading programming.

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The Library Foundation: A Garden Party was held this past Sunday. It was a lovely day on the McBride Ranch. Three thousand dollars was raised by the Foundation which will be used to add to our book collection. Another fund raiser for the Foundation will be held at the library at the end of July with local author, Denny Vaughn. Karen sent a thank you note to the Foundation on behalf of the Board and staff. Ann sent one to the Friends. It was noted that it is important to show appreciation to these entities for their work and commitment to the library. The Foundation always appreciates Board attendance at their events.

Docs on Google Drive for Board Members will include:

- Board contact information
- Organization of the library
- The Sunshine Law
- Board timelines
- The 25 year maintenance plan
- Annual Budget
- Financial management manual
- By-laws
- Historic documents

A Board Training Brochure was distributed to Board members. We are a governing board. The brochure describes responsibilities of Board members, Board meetings, and bylaws according to Colorado law regarding libraries.

New Employees: Although new positions were not budgeted for this year, Ann was able to hire two positions. An interim staff member is no longer with us and there is another position that is no longer necessary to the library.

Sarah Francis was hired for the position of Technical Services to connect people to re-sources. She has a MLAS degree from Denver University and has worked in libraries through the years. Also, she had a Post Masters degree in Digital Archives and has contributed to the digitization of resources in Colorado. Sara most recently was the Branch Manager of the Library in Parachute.

Ex. of work in her position

- Reorganization of Biographies
- Review and revise “do not lend list” (We have a reputation for not sharing resources). Sarah and Ann will meet with all collection managers to talk about the issue and how we can do a better job with sharing resources with other libraries
- Cataloguing of all library resources

Cathy Click is a full-time Development Coordinator, a new position for the BRL. Cathy comes to us with many work and volunteer experiences in the Roaring Fork Valley. She and her husband owned a popular restaurant in Old Basalt for many years. Most recently she was volunteer coordinator for the Roaring Fork Conservatory. Her work at the library will include:

- fund-raising; grant writing at the national, state, and local levels; applications for awards which can be profile elevating. We have not had a staff position for these important tasks.
- leveraging funds and resources for the library; look for funds based on needs not amount

Ann and the Board think the new hires will further enhance the development of our library.

Roger suggested that Cathy look at grants we have previously applied for and have had.

Committee Reports:

Bylaws Committee: This committee will be launched with a new leader and membership, Vicki Treece and Ryan. The committee will meet with Ann and talk about the bylaws in general. They will take up the current tabled bylaw dealing with the timing of the election of officers, Resolution 2019-03 of the Basalt Regional Library District Amending Article 5, Section 1 of the Bylaws. **Facilities Committee:**

Roger Garrett reported:

Roger will continue to seek local companies for cameras.

A thorough assessment of the roof leaks was done by High Profile. Their bid was \$2,500. After reviewing bids from local companies, High Profile’s bid will be accepted. Ann will contact them to go forward.

Finance Committee:

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Vicki Treece reported April and May Financials: Mill levy dollars came to the library in April. Money coming in after August will be dropping when mill levy dollars are completed for the year. At the end of May, the report showed the library was on budget in many categories and lower in other categories. August. Vicki suggested that it would behoove us to get money from other sources.

Personnel Committee:

Karen Barch reported: Ann's assessment is approaching. The Board will be asked to give feedback in July as we complete Ann's annual review.

Policy Committee:

Becky Musselman reported: Nothing new to report

Strategic Planning Committee:

Christi Blish reported:

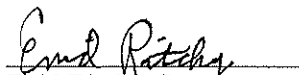
The committee is currently reviewing focus group input, noting the levels of impact and cost. The visual Christi presented was of quadrants which indicated what feed-back was high impact with high cost, high impact and no or low cost, low impact and high cost, low impact and low cost.

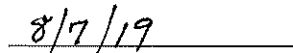
Karen: Fundraising Discussion: Can we hold a fund raiser was a question posed? An attorney was contacted. The answer was yes. Therefore, we are able to include planning events that will raise funds. Ann had asked Aspen Community Foundation where can we go in terms of fund-raising. It was learned that donations can be made by individuals, and individuals can get a tax deduction for donations. Letters should be sent for recognition and tax deductions. It was agreed that we must be sure that all fund-raising is within legal guidelines for libraries.

Liquor License: Ann reports that applying for a liquor license is at an impasse. The application process is onerous and rigorous. Board members get fingerprinted. There is a background check. Ann is not comfortable to pursue this unless the board agrees with the process. Technically without the license, we must apply for a special permit from the town for every event we serve free alcohol at \$100 per event. There has been no awareness of this process until staff planned for a February event with an outside liquor store. They were advised to apply for permanent license which the initial cost would be \$1000, \$100/year there after. Ann is comfortable saying we can no longer serve liquor if the Board does not want to go through the rigorous process. Questions to be answered is how rigorous is the background check, and what will happen when the board changes?

Adjourn Meeting: Meeting was adjourned at 6:16 PM.

Respectfully submitted,


Enid Ritchy, Secretary


Date