

**Basalt Regional Library District Board of Trustees
Monday, June 20, 2016
5:15 P.M. Library Community Room**

**All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.**

Board of Trustees: Carolyn Kane, President; Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Kent Whinnery, Trustee; Dick Hampleman, Trustee; Heather Manolakas, Trustee

Also Present: Barbara Milnor, Director; Kim Clinco, Bookkeeper; Sandra Dexter, Administrative Assistant, Peter Pendergast, Michael Latousek

Basalt Regional Library Board of Trustees has identified 3 Strategic Planning Goals for 2015-2016

- 1) Advance Digital Changes at the Library**
- 2) Marketing Advocacy and Social Engagement**
- 3) Update and Maintain Facility Systems**

AGENDA

5:15 PM Call to Order

**5:15 PM Citizen Comments:
Linda Crossland, Friends of the Library
Helene Slansky, Sally Cole, Basalt Library Foundation**

5:30 PM Approval of minutes of the May 16, 2016 meeting

5:35 PM Directors Report

5:45 PM Board Comments : Michael Latousek status

**5:50 PM Committee Reports
Finance Committee: Karen Hillebrand May Financials
Strategic Planning Committee: Carolyn Kane Farmer's Market booth
Facilities Committee: Dick Hampleman**

Personnel Committee: Kent Whinnery

6:00 PM Action Items

**Discussion of Sunday Farmer's Market booth extending into
September**

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
May 16, 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; Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Kent Whinnery, Trustee

Members Absent: Dick Hampleman, Trustee

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Linda Crossland, Friends of the Library; Helene Slansky, Foundation; Kim Clinco, Bookkeeper; Michael Latousek, prospective Board Member and guest, Roger Garrett

Citizen Comments:

Friends of the Library, Linda Crossland: The current balance in the Friends account is \$9,900. One request is pending from the Children's Librarian for a Literacy Program that will likely be funded.

Library Foundation, Helene Slansky: The Foundation currently has \$5,800 and continues to buy books for the Library.

Approval of March 21, 2016 Regular Board Meeting Minutes: There were four Board Members present who were present at the March 21, 2016 Board Meeting. Karen Hillebrand moved to approve the minutes as written and Heather Manolakas seconded the motion. The motion carried with four eyes.

Approval of the April 18, 2016 Regular Board Meeting Minutes: There were four Board Members present who were present at the April 18, 2016 Board Meeting. Karen Hillebrand moved to approve the minutes as written and Heather Manolakas seconded the motion. The motion carried with four eyes.

Director's Report: Barb Milnor:

- Circulation statistics are down in April.
- The agreed upon in-service day for staff has been changed to a half day and will be held the morning of June 7th with the Library opening late at 1:00 p.m.
- On April 20th, Barb, Christy Baumgarten, and Anne Darby traveled to Marmot headquarters in Grand Junction for an overview of the services Marmot offers with their IT program.
- On April 21st, Anne Darby and Barb attended the Marmot Council Meeting in Rifle.
- On April 27th Carolyn Kane and Barb attended the Colorado State Library webinar on election issues.
- Dick Hampleman has been ratified to the Board.
- Michael Latousek was interviewed for the Basalt Library Board seat. He will officially become a Board Member when he is ratified by both counties.
- Roger Garrett had applied for a Board seat after the application process closed.
- LED lighting project status: Barb is looking into changing the lighting in the main reading room to LED bulbs that last up to 50,000 hours. The cost to set up scaffolding or other means

required to change the lights may be cost prohibitive even with a possible partial grant from C.O.R.E. Barb is researching the costs.

- The Story Tree location in the park has been changed and will no longer be visible from the library windows. It will be near the skateboard ramp.

Board Comments: Ann Stephenson noted that young adult readership is up and that Erin, the Teen Librarian, is doing a great job. She also noted checkouts are up for Adult Graphic Novels and for DVDs for all age groups.

Committee Reports

Finance Committee: Karen Hillebrand, Chair: Karen noted that four board members attended the Finance Committee Meeting. There were no questions on the Financials.

Financials: Karen Hillebrand, Treasurer: We should be at 34% of the budget for April. We are there except for annual items that are paid up front. An Interest payment was made this month in the Bond Repayment Fund with the next interest payment due in November. Two facilities maintenance items were paid for in April; the usual payment to Basalt Mini Storage and repair and maintenance on the men's toilet. Overall, we expended \$19,245 on maintenance. Kim suggested that we wait to decide on expensing the \$2500 plumbing charge to the Capital Reserve Fund until the end of the year. Kim Clinco contacted Paul Wember who did the original capital reserve study to get a proposal. He said he doesn't have the time or manpower to do a study at this time and recommended Aspen Reserves. Kim contacted them and requested a proposal. We still have the three proposals that were mentioned last month. Regarding the IRS penalty issue, Peter Pendergast has received correspondence from the IRS though this has not yet been resolved. Peter has a power of attorney for the Library to work with the IRS on this issue.

Strategic Planning Committee: Carolyn Kane, Chair: There will be a Board Work Session following this meeting.

Facilities Committee: Dick Hampleman, Chair: Dick is absent and will report next month on possible ways to save money on utilities. Kent is working on a contract with CLEER and would like to meet with our representative from CLEER. Barb will contact Matt to set up a meeting.

Personnel Committee: Kent Whinnery, Chair: Kent would like to broaden the scope of the Personnel Committee to include personnel related issues. In the past, they have mainly dealt with the Director Evaluation and the Employee Handbook. Ann Stephenson agreed, noting that personnel subject matter has come up but has not been attached to any committee. Kent will initially meet with Kim since she is familiar with personnel issues and can offer some insight and the Personnel Committee will meet sometime within the next two weeks.

Action Items:

Discussion and possible vote on proposed housing project: It was decided that providing an endorsement was not appropriate for the Library for either profit or nonprofit organizations. The Board voted unanimously not to write a letter of endorsement for this project.

Discussion and possible vote on Sunday Market booth: This would be an opportunity to sign people up for library cards, provide information about the library, and to provide information about going on the ballot. Library staff and Board members would staff the booth. There is no charge for the booth for non-profits. The Library would obtain a booth for four Sundays in August from 10 a.m. – 2:00 p.m. Kent

Whinnery moved to approve obtaining a booth at Sunday Market for the month of August. Ann Stephenson seconded the motion. The motion carried with five ayes.

Adjournment: Ann Stephenson moved and Heather Manolakas seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting into a work session at 6:05 p.m.

Respectfully Submitted,

Heather Manolakas, Secretary

Date

Basalt Regional Library District
Balance Sheet
as of May 31, 2016

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 341,761.64	\$ -	\$ -	\$ 341,761.64
Colo Trust - Bond Repayment #8002	-	745,829.89	-	745,829.89
Colo Trust - Tabor Reserve #8003	49,825.39	-	-	49,825.39
Colo Trust - Operating Fund #8004	896,750.40	244,520.31	-	1,141,270.71
Colo Trust - Capital Rsv Fund #8005	-	-	317,389.16	317,389.16
Total Current Assets	\$ 1,288,337.43	\$ 990,350.20	\$ 317,389.16	\$ 2,596,076.79
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,355,750.25	-	-	1,355,750.25
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,616,304.70)	-	-	(1,616,304.70)
	\$ 12,056,452.04	\$ -	\$ -	\$ 12,056,452.04
Other Assets				
Cash with County Treasurer	\$ 3,779.40	\$ -	\$ -	\$ 3,779.40
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,766,786.00	-	-	1,766,786.00
	\$ 1,770,565.40	\$ -	\$ -	\$ 1,770,565.40
TOTAL ASSETS	\$ 15,115,354.87	\$ 990,350.20	\$ 317,389.16	\$ 16,423,094.23
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 6,000.71	\$ -	\$ -	\$ 6,000.71
Other Current Liab				
Accrued Expenses	35,448.00	-	-	35,448.00
Accrued Vacation	26,180.00	-	-	26,180.00
Deferred Grant	4,691.00	-	-	4,691.00
Deferred Property Tax	1,766,786.00	-	-	1,766,786.00
Payroll Liabilities	2,557.39	-	-	2,557.39
Wages Payable	5,474.00	-	-	5,474.00
Total Other Current Liab	\$ 1,841,136.39	\$ -	\$ -	\$ 1,841,136.39
Long Term Liabilities				
Bonds Payable, 2012	\$ 7,790,000.00	\$ -	\$ -	\$ 7,790,000.00
Bonds Payable, 2006	569,999.91	-	-	569,999.91
Total Long Term Liabilities	\$ 8,359,999.91	\$ -	\$ -	\$ 8,359,999.91
Total Liabilities	\$ 10,207,137.01	\$ -	\$ -	\$ 10,207,137.01
Investment in Capital Assets	\$ 3,634,822.97	\$ -	\$ -	\$ 3,634,822.97
Fund Balance:				
General Operating Fund	\$ 1,032,789.93	\$ -	\$ -	\$ 1,032,789.93
Restricted for Emergencies - Tabor Fund	37,650.00	-	-	37,650.00
Debt Repayment Fund	-	531,009.65	-	531,009.65
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	316,721.12	316,721.12
Total Fund Balance	1,070,439.93	531,009.65	316,721.12	1,918,170.70
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 691,390.14	\$ 577,477.44	\$ 668.04	\$ 1,269,535.62
Current Year-to-Date Expenditures	488,435.18	118,136.89	-	606,572.07
Net Current Year	202,954.96	459,340.55	668.04	662,963.55
Total Fund Balance	1,273,394.89	990,350.20	317,389.16	2,581,134.25
Total Liabilities and Fund Balance	\$ 15,115,354.87	\$ 990,350.20	\$ 317,389.16	\$ 16,423,094.23

**Basalt Regional Library District
General Fund
Maintenance Detail
as of May 31, 2016**

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Acme Alarm Company	annual test & inspection	570.00
		Roto Rooter Plumbing	cleared main sewer line	659.00
		Clean Energy Economy	energy navigator	1,270.00
		Basalt Mini Storage	Jan storage	164.00
		Grizzly Creek Enterpr	install metal shelving	220.00
	Total January			2,883.00
	February			
		Basalt Mini Storage	Feb/Mar Storage	328.00
		Flame Out Fire	fire sprinkler system work	2,500.00
		Acme Alarm Company	annual test & inspection	255.00
		Amazon	supplies	59.99
		Aspen Maintenance Su	supplies	48.95
		Orkin Pest Control	pest control	101.20
		Ace Roofing	shovel snow from roof	8,320.00
		Daly Property Services	finish snow shoveling from roof	1,235.00
	Total February			12,848.14
	March			
		Acme Alarm Company	2nd Quarter Monitoring	99.00
		Basalt Minit Storage	Apr Storage	164.00
		1000 Bulbs	light bulbs	81.66
		Grizzly Creek Enter	patch/prep and paint wals	538.00
		Aspen Maintenance Su	supplies	322.51
		Top Gun Plumbing	repair women's restroom faucet/flu	1,223.20
		Acme Alarm Company	Fire System-Test/Ground Fault	185.00
		Jon Micheletti	supplies / repair vacuum	299.36
	Total March			2,912.73
	April			
		Basalt Mini Storage	May Storage	164.00
		PSM Repair & Maint	repair men's toilet	436.74
	Total April			600.74
	May			
		Basalt Mini Storage	June Storage	164.00
	Total May			164.00
	Summary			
		Alarm System		354.00
		Energy Navigator		1,270.00
		Fire Sprinklers		2,500.00
		Maintenance Testing		755.00
		Miscellaneous		1,570.47
		Pest Control		101.20
		Plumbing/HVAC		2,318.94
		Snow Shovel - Roof		9,555.00
		Storage		984.00
	Total			19,408.61