

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
June 20, 2016 @ 5:15 P.M. in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:21 p.m.

**Members Present:** Carolyn Kane, President; Ann Stephenson, Vice President; Karen Hillebrand, Treasurer; Dick Hampleman, Trustee; Kent Whinnery, Trustee

**Members Absent:** Heather Manolakas, Secretary

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

**Citizen Comments:**

**Friends of the Library, Linda Crossland:** Linda handed out copies of the Friends of the Library and the Library Foundation financials to the Board Members. The Friends book sales are going well.

**Library Foundation, Helene Slansky:** There was nothing to report. Carolyn Kane asked what her status is as Board Liaison. Helene noted there is nothing about a Liaison in the Bylaws and that Carolyn is a non-voting member of the Foundation Board.

**Approval of May 16, 2016 Regular Board Meeting Minutes:** Carolyn Kane noted that four Board Members were present who were at May meeting and were able to vote on the May Board Minutes. Kent Whinnery moved and Ann Stephenson seconded the motion to approve the May 16, 2016 Board Meeting Minutes as written. The motion carried with four ayes.

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

- The process of changing light bulbs in the Library to LED bulbs has been turned over to the Facilities Committee to research the color and design of bulbs, cost of scaffolding or a scissor lift and available grants.
- The Art Base will take over the installation of the monthly art display in the lobby.
- Barb has purchased some James Patterson "Book Shots" (smaller print paperbacks) and will keep the Board apprised of how it works.
- There have been some problems with the migrating of emails to Google from the Library server which Marmot does not want used for email.
- Barb is happy with the Libraries relationship with Marmot.
- Circulation statistics, including video and new video, were down and door counts were down in April and May. It is too early to tell if this is a trend.

**Board Comments:**

- Carolyn Kane requested that all Board Members RSVP to Barb Milnor when they get an email that announces a meeting so it's clear that emails have been received and who's planning to attend.
- Michael Latousek status: Michael has been ratified in Eagle County, but it is unclear whether he has been ratified in Pitkin County.

**Committee Reports**

**Finance Committee: Karen Hillebrand, Chair: Financials: Karen Hillebrand, Treasurer:** We should be at approximately 42% of budget for May. We are on track except for a few items, such as digital resources, since those items are paid in one lump sum for the year. Also, income percentages may differ depending on when mill levies come in. Basalt Mini Storage has been added to the Maintenance Detail. Michael Latousek will get more detailed housing values in the Library district so Ghost Plans, Plan A and Plan B, can be fine tuned.

**Strategic Planning Committee: Carolyn Kane, Chair:** Carolyn Kane noted that they are committed to going forward with the booth at the Sunday Farmer's Market. She wondered about also putting out materials for the ballot issue at other events such as last week's car show. Handouts were given to the Board Members showing various mill levy scenarios and cost to homeowners. A timeline for tasks that need to be completed to get on the ballot in November was also passed out to the Board Members. It was requested that the timeline be vetted by John Chrastka of EveryLibrary. Barb Milnor will email him. Kent Whinnery will contact Eagle and Pitkin Counties to find out if only registered voters can vote on the mill levy or if non-registered property owners can also vote on the mill levy. July 29<sup>th</sup> is the last day to notify the county clerks of our intent to go on the ballot. Barb Milnor has contacted Tom Peltz, an attorney with Kutak Rock, about doing the wording for the ballot and the supporting statement. Mr. Peltz has extensive experience in this area.

**Facilities Committee: Dick Hampleman, Chair:** The temperature in the Library has been set a few degrees higher. Utility bills will be tracked to see if this is helpful in reducing costs.

**Personnel Committee: Kent Whinnery, Chair:** Kent met with Barb Milnor and Kim Clinco to see if there are any issues to address. There are none urgent or pending. The Committee is working on two things: 1) FMLA (family and Medical Leave Act) to establish more specific guidelines. 2) FLSA (Fair Labor Standard Act): Some individuals in salaried positions are exempt from FLSA. The Committee will keep the Board Members and Barb apprised of any changes or recommendations. The Director Evaluation process is on schedule.

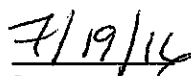
**Action Items:**

**Discussion of Sunday Farmer's Market Booth to extend into September:** The question was raised as to whether staff must be paid if Library cards are made at the Market or if they can volunteer. This will be researched. It was noted that two big vendors have pulled out of the Sunday Farmer's Market along with other long-time vendors. Kent Whinnery moved and Ann Stephenson seconded the motion to extend Library presence at the Sunday Farmer's Market into September with the caveat that we can pull out if there is not much public presence at the Sunday Markets in August.

**Adjournment:** Ann Stephenson moved and Dick Hampleman seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting 7:18 p.m.

Respectfully Submitted,

  
Ann Stephenson, Vice President

  
Date