

Basalt Regional Library Board of Trustees Meeting Minutes
Monday, March 15, 2021
14 Midland Avenue
Basalt, CO 81621
Special Meeting
Emergency Circumstances to Allow Teleconferencing

Call to Order: The meeting of the Board of Trustees of Basalt Regional Library District was called to order on March 15, 2021 at 5:22 PM by Enid Ritchy, President

Member Attendance: Enid Ritchy, President; Jim Albert, Vice president; Karen Barch, Treasurer; Christi Blish, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Colleen Irvin, Trustee

Also Present: Staff Members Barbara Milnor, Interim Library Director; Berenice Forrest, Assistant Director; Caroline Cares, Youth Services Assistant Director; Kim Clinco, Bookkeeper; Sandra Dexter, Administrative Assistant; Citizens Margaret Simmons, Carolyn Kane, Roger Garrett, Ryan Mahoney, Town Manager.

Enid recognized outgoing Board Members

Citizen Comments

- None

Board Comments

- None

Approval of Minutes of February 15, 2021 Board Meeting

- Christi moved and Jim seconded the motion to approve the minutes as is. The motion passed unanimously.

Approval of Minutes of February 24, 2021 Board Meeting

- The adjournment time is missing in these minutes: Karen moved and Jim seconded the motion to approve the minutes with the adjournment time added. The motion was approved as amended unanimously.

Approval of Minutes of March 1, 2021 Board Meeting

- Christi moved Ryan seconded the motion to approve the minutes as is. The motion passed unanimously.

Interim Director's Report, *Barbara Milnor*

- The Interim Director's report is included in the Board Meeting Packet.
- Barb proposed returning to an in-person board meeting on April 19th to eliminate the problem of people cutting out when they are speaking. Board members agreed to an in-person meeting in April with a Zoom link for citizens and board members not comfortable coming in. Close attention will be paid to the COVID dial. The Board will still be under special emergency circumstances to allow teleconferencing so Board members will be able to cast votes if they choose to attend through Zoom.

Discussion of Fiber Optics: Ryan Mahoney

- An opportunity arose for fiber optics and the Town of Basalt would like to include the Basalt Library in this offer. The Basalt Library investment would be \$16,000 with DOLA picking up the other \$16,000. Facilities Committee members Ryan Anslyn and Jim Albert will gather information on any additional costs and any other information available before the next board meeting in order for the Board to make a better decision.

Committee Reports

- Bylaws Committee: *Ryan Anslyn, chair*
 - Nothing to report
- Facilities Committee: *Ryan Anslyn, chair*
 - Ryan will follow-up on Ting Internet service and other related technologies, and will look at setting up a Facilities Committee meeting the first week of April
- Finance Committee: *Karen Barch, chair*
 - February 2021 Financials
 - Year to year comparisons are tricky with ½ year COVID and ½ year normal. Overall income and expenses and cash are on track. The Operating Fund is healthy and in line with where we thought we would be.
 - Operating statement: Mill levy revenue is starting to come in and MVSO is starting strong. A health insurance refund is being passed on to staff who paid for insurance.
 - Expenses: Radio marketing is high but in line with projections. The Anniversary celebration was under budget. Programs are slightly ahead of last year. Music got off to a good start. Collections are underbudget. Barb notified collection managers to pick up the pace on ordering. Digital resources are on track with last year. Looking ahead to more grants being collected per Cathy's projections. Kim updated the budget to include restricted funds expenses. Each restricted fund will have a corresponding income/expense line item in the budget to help review and identify specific grants. Christi thinks there may be funds allocated to support public libraries in the \$1.9 trillion Covid-19 relief bill recently passed by Congress. Barb will have Cathy check on this. Overall, expenses are very close to last year.
 - There is nothing to report on Capital and Bond funds.
 - Karen's recommendations for the long term on leaving the board
 - Review status of capital improvements and update capital contribution analysis.
 - Facilities Committee, Roger Garrett
 - Review operating reserve forecast taking into account current reserves and 2022 mill levies. Also keep in mind:
 - Gallagher repeal
 - Every other year reassessment
 - Increased number of properties in district
 - Higher property taxes in general
 - Bond mill levy expiration

- After 2020 audit is complete, prepare and send out RFP for auditing purposes.
- Personnel Committee: *Enid Ritchy, chair*
 - The Personnel Committee will be setting up a hiring committee for the director position in 2-3 weeks. Barb and staff requested we hold off for a few weeks until we get into a more balanced state. Enid spoke with Crystal Schimpf about options for hiring a director. Her advice is to be transparent, follow the Colorado Sunshine Law and to contact a lawyer. Becky and Carolyn have files from past director searches.
- Policy Committee: *Becky Musselman, chair*
 - Nothing to Report
- Strategic Planning Committee: *Christi Blish, chair*

Christi presented the Strategic Plan Excel spreadsheet at the last Board meeting and asked Board members to come back with questions. This has been put on hold while Barb gets up-to-date on the strategic plan and the spreadsheet. Christi will be the strategic plan advisor as a citizen. Sandy and Kristen are working on converting statistics into charts and making a dashboard for Board members. Karen has volunteered to help with the Dashboard. Christi recommended eliminating the Strategic Planning Committee and turning ownership over to the Director with Board engagement. This was tabled while the Board learns more about the governing process and what they should and shouldn't be part of. Sue Kiley set up tutorials from the state and sent the link to Board members. Enid suggested presenting one 10-minute tutorial at each Board meeting and trying this out at the April meeting. This could be helpful in making a decision about the Strategic Planning Committee.
- Ad Hoc 501c3 Formation Committee: *Enid Ritchy, chair*
 - The 501c3 formation has been continually put off. Sue met with David McConaughy, library attorney, in February and gave Enid a summary of what David said to give to the Committee. Enid will set up a meeting next week with the Committee and Barb. Enid gave a summary of what David said: "We the Board of Directors of the Basalt Library have nothing to say about the Bylaws of the new trust or the trustees. As far as the dollars to set up the trust, it was understood by the Committee and the Board that Cathy would have the attorney draw up paperwork and that's what the expense is. The expense does come out of the Library funds. We were all aware of that. All Committee members should have a copy of the revised MOU, that's the Memorandum of Understanding that was sent to us by Sue. We can address all of that in the upcoming Committee meeting."
- Officer Nominating Committee: *Becky Musselman, Ryan Anslyn*
 - Election of Officers
 - The slate was very straight forward with only one nomination per office.
 - There was a show of hands for voting since it couldn't be done on paper. With only one nomination per office there wasn't any pitting of one person against another.
 - President: Enid Ritchy. No additional nominations. Enid was elected unanimously.

- Vice President: Jim Albert. No additional nominations. Jim was elected unanimously.
- Treasurer: Carolyn Kane. No additional nominations. Carolyn was elected unanimously.
- Secretary: Colleen Irvin: No additional nominations. Colleen was elected unanimously.

Recognition of outgoing Board members

- Farewells with many compliments were issued to Karen Barch and Christi Blish as their service on the Basalt Library Board has ended.

Meeting Adjournment

- Karen moved and Christi seconded the motion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 7:05 PM.

Respectfully submitted,

Christi Blish

Christi Blish, Secretary

4/19/2021

Date