

Board Meeting Minutes Monday, March 21, 2022

Board Members Present

Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Ryan Anslyn, Trustee; Margaret Simmons, Trustee, Becky Musselman, Trustee

Also Present

Amy Shipley, Executive Director; Berenice Forrest, Assistant Director/Outreach; Sandra Dexter, Executive Administrative Assistant; Roger Garrett, Citizen Representative; Liz Newman, Citizen Representative

Call to order

Enid Ritchy called the meeting to order at 5:15 PM

Citizen Comments

None

Board Comments

Ryan is rotating off the Board and Enid thanked him for his work on the Board and for the Library.

Approval of Minutes of February 21, 2022 Board Meeting

Jim moved and Margaret seconded the motion to approve the February 21, 2022 Board Meeting minutes. The motion carried with 5 ayes, one abstention and one absent.

Foundation Update, Amy Shipley

All Foundation activities are on hold indefinitely, but funds are still available for staff requests. They are still accepting donations. The Foundation is interested in recruiting new volunteers and Board members.

Discussion about supplemental mill levy ballot measure, Amy Shipley

Carolyn met with Amy and got her up to speed on the entire 2016 ballot measure campaign and also met with John Chrastka of Every Library for advice on a possible ballot measure in 2022 or 2023. Amy then presented the timeline and the work involved in preparing to go on the ballot. After discussion, the Board decided not to go on the ballot in 2022.

Update on Board Vacancies, Amy Shipley

Amy passed out applications to the Board members. There are three applicants for the Eagle County seat and one for the Pitkin County seat. Amy will forward any other applications that come in to Board members. Amy suggested all candidates be interviewed. An interpreter will be needed for the Spanish interview. Jim and Enid volunteered to assist with interviews. Amy will schedule interviews for the first week in April. Eagle has delegated the interviews to the Library Board of Trustees. Amy hasn't heard back from Pitkin County. Amy recommended interviewing all candidates.

Director's Report, Amy Shipley

- Additions to the Director Report that is included in the Board Meeting Packet
 - Amy thanked Ryan for his service on the board. She learned a lot from him about the library and this board.
 - The budget for the annual anniversary event will be used for a Summer Reading launch party for all ages on Saturday, June 4th. This year's theme for summer reading is "Oceans of Possibilities" so the focus will be on watershed events.
 - With Ryan rotating off the Board, a new chair will be needed for the facilities committee. Amy would also like to have another citizen representative on the facilities committee. Board of Trustees applicants can familiarize themselves with the library by being on a committee.
 - Amy will post the Human Resources Manager position when she returns from the Public Library Association (PLA) conference. The Children's Librarian position has been posted. Four applications have been received and interviews will be scheduled when Amy returns from the (PLA) conference.
 - Auditor: Amy contacted three firms; McMahon & Associates, Dalby Wendland, and Reese Henry to let them know that the RFP was posted. McMann & Associates said they will be submitting a bid by the deadline. Dalby Wendland will not be submitting a bid, but gave a phone number for another company that Amy contacted but has not heard back from. She doesn't know if Reese Henry will submit a bid.
 - Program themes: Themes are supplemental to what we've been doing. Amy will email the themes for the year to Board members. Instead of doing programs only for the topic for each month such as Black History, Sustainability, Native American, we looked at bi-monthly or quarterly themes that give a broader overarching view allowing for a broader range of topics, for example, combining African American and Sustainability.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*
Nothing to report or pass on.
- Facilities Committee: *Ryan Anslyn, chair*
No report
- Finance Committee: *Carolyn Kane, chair*
 - February 2022 Financials: We are at 16% of year. Overall income received at the end of February was 3.48% or about \$69,500. Property tax bills have not been paid yet so this is usual for February. The main expenses that exceed the 16% are in the maintenance category. Utility bills are high with winter and the increase in pricing. Heating costs also increased when the broken heater was fixed.
- Officer Nominating Committee, *Margaret Simmons, Becky Musselman*
 - There is one nominee for each of the four officer positions and all have agreed to serve in that capacity. The Board calendar states this is to be done in March, but in the future the Board would like to wait until the new trustees are on board. Amy suggested a discussion and possible vote to change the Board calendar to move the election of officers to the

same month as committee formation and after the new trustees come on board take place at the April 2022 Board meeting.

- The Board decided for this year complete the election of officers at this meeting.
 - President: Nominee, Enid Ritchy. No other nominees. Vote was unanimous
 - Vice President: Nominee, Jim Albert. No other nominees. Vote was unanimous
 - Treasurer: Nominee, Carolyn Kane. No other nominees. Vote was unanimous
 - Secretary: Nominee: Margaret Simmons. No other nominees. Vote was unanimous.

- Personnel Committee: *Enid Ritchy, chair*
 - We will set a date to meet when Amy returns from PLA
 - No one on staff has had background checks, including the Director. Background checks will be performed on all staff once a policy and procedure are in place.

- Policy Committee: *Becky Musselman, chair*
 - The Policy Committee has been meeting every other week. They are making much needed revisions to the policies and are in the process of determining which Board and staff policies to look at next. They will create proper donation and library use policies next.
 - Two policies were looked at in depth this past month; the Library Services Policy and the Electronic Access Policy. These are on the agenda for discussion and vote.
 - Library Services Policy: The recommendation is to eliminate this policy. It states what we do and is not really a Board policy. The "how to" parts such as how to get a library card will be put on the website.
 - Electronic Access Policy: This policy has been significantly revised. All procedural language instructing how to use the library has been eliminated. Technology has changed significantly since this policy was last updated in 2015. One addition has been added since the Board packet went outlining the process should law enforcement come to the library and request information about patrons.
 - Elaine Nagey, citizen representative, is helping to create a style guide for policies to create consistency within the policies.

Discussion and possible vote on Library Services Policy

After discussion, Becky moved to eliminate the Library Services Policy as a Board Policy. Jim Seconded the motion. The motion passed unanimously.

Discussion and possible vote on Electronic Access Policy

After discussion, Becky moved to pass a clean version of the updated Electronic Access Policy with the acronyms written out. Margaret seconded the motion. The motion passed unanimously.

Discussion and possible vote on Bookkeeper Contract

- Amy noted that one firm dropped out. Valerie Harris, bookkeeper and Ken Marchetti, accountant from the other firm were interviewed. We were highly impressed with the way they answered questions. Three references were asked for from each and received. The Finance Committee would like to recommend approving a contract with Valerie and one with Ken with maximum contract amounts and term lengths for each. This will be a remote system for bill paying and will require purchasing QuickBooks. A current in-house computer will be designated for QuickBooks

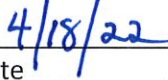
that will be accessed remotely by the bookkeeper and won't be in the Cloud. The Director will approve access. These contracts can be accommodated with the 2022 budget but will need to be added into the 2023 budget. Amy asked for a discussion and vote.

- Motion: Enid moved that Amy enter into contract negotiations with both Valerie and Ken and to sign contracts subject to maximum amounts and term lengths. Margaret seconded the motion. The motion passed unanimously.

Adjournment: Becky moved to adjourn the meeting. Margaret seconded the motion. The motion passed unanimously. Enid adjourned the meeting at 7:05 PM.

Respectfully Submitted,


Enid Ritchy, President


Date