

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
March 19, 2018, 5:15 PM in the Community Room**

**Call to Order:** Ann Stephenson called the meeting to order at 5:16 p.m.

**Members Present:** Ann Stephenson, President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Karen Barch, Trustee; Roger Garrett, Trustee; Becky Musselman, Trustee

**Also Present:** Kim Clinco, Accountant; Erin Hollingsworth, Associate Director

**Citizen Comments:** Several community members who have applied to be on the Board were present to observe the meeting.

**Board Comments:** Heather Manolakas submitted a letter to be read at the meeting. See Attachment A.

**Approval of August 21, 2017 Board Meeting Minutes:** Karen Barch moved and Dick Hampleman seconded to approve the August 21, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

**Approval of January 15, 2018 Board Meeting Minutes:** A quorum was not present to approve the minutes. The approval of the January 15, 2018 Board Meeting Minutes will be tabled until the April meeting.

**Approval of February 19, 2018 Board Meeting Minutes:** Roger Garrett moved and Dick Hampleman seconded to approve the February 19, 2018 Board Meeting Minutes. The motion passed with 5 ayes.

**Director's Report:** *written report submitted by Ann Scott, Director*

- See attachment B

**Committee Reports:**

**Bylaws Committee:** *Michael Latousek, chair.* No report.

**Policy Committee:** *Heather Manolakas, chair.* Not present. Becky Musselman said the committee will meet after the committees have been appointed for the new year.

**Personnel & Human Relations Committee:** *Ann Stephenson, chair.* No report.

**Facilities Committee:** *Dick Hampleman, chair.* Dick will begin scheduling power-washing for the exterior siding, starting with a test section.

**Finance Committee:** *Karen Barch read over the February financials*

- **February Financials:** February financials on track with no significant expenses. The library received a distribution from Eagle County earlier than anticipated. Non-collection expenses are as expected. In Collections, several annual subscriptions were paid in January and February. Payroll is higher than this time last year, due to different staffing levels and an employee who was on sick-leave last year. Cash balance is as expected. The Capital Reserve Fund reflects a refund on the door counter.

**Officer Nominating Committee:** *Becky Musselman and Roger Garrett.* Becky and Roger distributed a slate of nominations to be voted upon (see attachment C).

**Open Discussion of Officer Nominations:** Before voting, board members had the opportunity to discuss their nominations and any potential conflicts or issues. Karen Barch wanted to disclose that she would be out of town mid-April until mid-June, and suggested that perhaps a parliamentarian should be appointed to ensure that the board's actions are in keeping with the bylaws. Roger Garrett said he would be happy to serve as Treasurer, and does not foresee any major issues with the position. Becky Musselman said she feels well-suited for either the position of Vice-President or Secretary, but expressed concern at being nominated for President since she is new to the board. Dick Hampleman said he would be happy to serve as Secretary again this year. Michael Latousek said he is happy to serve where needed, but has a busy schedule outside of the Board.

**Election of Board Officers:** Voting was by a show of hands.

- There were no additional nominations for President. Karen Barch received 5 votes. Becky Musselman received 1 vote.
- There were no additional nominations for Vice President. Michael Latousek received 3 votes. Becky Musselman received 3 votes. Since the bylaws do not explicitly prohibit the sharing of roles, Michael and Becky will act as Co-Vice Presidents, confirmed by a unanimous vote. Since Karen will be gone for the April and May meetings, Becky will lead the April meeting and Michael will lead the May meeting.
- There were no additional nominations for Secretary. Dick Hampleman received 4 votes. Michael Latousek did not receive votes. Becky Musselman received 2 votes.
- There were no additional nominations for Treasurer. Roger Garrett received 5 votes.

**Additional Business:** Board members should submit preferences for committee appointments to Karen Barch.

**Adjournment:** Ann Stephenson adjourned the meeting at 6:00 p.m.

Respectfully Submitted,

  
 Dick Hampleman, Secretary

  
 Date

## ATTACHMENT A

Dear Fellow Board Members, Director Ann, and Staff,

I am sorry that I could not be here for my last board meeting. My absence is illustrative of the reason I decided not to reapply for my board position. I simply am too busy right now and do not foresee my schedule easing anytime in the near future.

I leave feeling that we have accomplished so much over the last three years, in addition to the normal tasks with which the board must deal from year to year. The two accomplishments that stand out are our successful campaign for the mill levy increase and the hiring of a new director, both of which I think will contribute to the continuing success of the library.

I love the library and will continue to offer it my support. I want to thank you all for an exciting and rewarding three years, and in advance for your contributions in the years to come.

Sincerely,

Heather Manolakas

## **ATTACHMENT B**

Dear BRLD Board,

RE: DIRECTOR'S REPORT, Ann Scott

Thank you for the opportunity to attend the Public Library Conference. I look forward to sharing what I am learning about the issues, trends, technology and moments that are shaping the response of public libraries around the country.

We currently have interviews for BRLD Board candidates scheduled for Thurs, Apr. 5, 10-12PM. Please feel free to attend. At this time, we have three Eagle County candidates scheduled, two from the Town of Basalt (including our current trustee Karen Barch). We have two prospective Pitkin County candidates.

To keep you up to date regarding:

### **ADVANCING DIGITAL CHANGES**

We are working with Marmot to schedule installation of the new self-check machines.

Our micro-theatre is near completion and will make the Kanopy digital films available for any visitor who would like a unique experience at the library or who does not have access to digital downloads at home.

### **MARKETING ADVOCACY AND SOCIAL ENGAGEMENT**

The state report has been completed. As soon as the document is published, we will be sharing all the data we collected regarding last year's use of our materials and services. This data will infuse an annual report to be shared with the board and community.

### **UPDATING AND MAINTAINING FACILITY SYSTEMS**

As spring approaches, we have renewed our landscaping contract, and I'll be pursuing getting the building pressure washed and the parking lot reviewed.

I reached out as requested to local security services to compare costs with the Honeywell panic button service. Unfortunately no local organizations have returned my call. An added benefit of Honeywell is that they have experience with other library systems and they provide some strategic safety training.

We are also reaching out to local authorities to do a walkthrough of our building and make suggestions on how to secure both staff and members in the case of an emergency.

## ATTACHMENT C

### 2018 Slate of Officer Nominations:

Position	Nominees	Votes Received
President	*Karen Barch	5
	Becky Musselman	1
Vice President	*Michael Latousek	3
	*Becky Musselman	3
Secretary	*Dick Hampleman	4
	Michael Latousek	
	Becky Musselman	2
Treasurer	*Roger Garrett	5 (1 abstention)

\*Denotes Officer for 2018-2019 year.

