

**Basalt Regional Library District  
Board of Trustees Meeting Minutes  
Monday, May 16, 2022**

**Members Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary

**Also Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Christy Baumgarten, IT & Marketing Manager; Berenice Forrest, Assistant Director & Outreach Manager; Elaine Nagey, Prospective Board Member, Roger Garrett, Citizen; Deb McCann, Friends of the Library

**Call to order:** Enid called the meeting to order at 515.

**Citizen Comments**

None

**Board Comments**

Enid made a change to the order of the items on the agenda. The action items will follow the Summer Reading presentation.

**Approval of Minutes of April 18, 2022 Board Meeting**

Jim moved and Carolyn seconded the motion to approve the April 18, 2022 Board Meeting minutes with no revisions or corrections. The motion carried unanimously.

**Friends of the Library Update, *Deb McCann***

The Friends received a check from Sheri Scruby of the Book Grove in Glenwood for \$225.00. They have a children's honor paperback rack next to the adult honor paper back rack in the library lobby. Books that aren't in perfect condition to sell are put on the honor paper back rack. Young adult books are placed on either the kids or adult rack. The Friends will continue to accept donated books through June, but will not accept donations during July and August. They now have more volunteers who can sort books which is something not everyone can do.

**Summer Reading Presentation, *Christy Baumgarten, Berenice Forrest***

The summer reading theme is "Oceans of Possibilities." Christy, Kristen and Gaby created an excellent video of how the summer reading program works that Christy played for those present. The video explains how to sign up for and participate in the summer reading program. It is available in both English and Spanish and has been presented to the local schools. There is a summer reading webpage that is accessible from the Library website detailing how the program works with links to all of the reading logs and activity sheets.

**Appoint Personnel Committee, *Enid Ritchy***

Enid asked for a second Board member volunteer for the Personnel Committee. She noted Becky may be a possibility and will contact her. Jim will volunteer if Becky is not available. Enid asked that no more than two Board members be on the committee so that open meetings won't be required because much of what the Committee does is personal and cannot be made public. The Committee will begin working on the director evaluation.

### **Update on Board Vacancies, *Enid Ritchy***

There is one applicant for the Pitkin County position. On Thursday, Carolyn is meeting with someone who is interested in hearing more about the board and what the job entails. After that they will consider when to set up interviews. Amy and Elaine will meet with the Eagle County Commissioners to get Elaine ratified.

### **Bookkeeper update, *Amy Shipley***

The bookkeeper is well settled. She and Amy have a streamlined workflow set up. A six month to one-year learning curve would be expected. Amy is happy with their arrangement.

### **Director's Report, *Amy Shipley***

- Amy made one correction to her written report. The next Library Trust meeting is scheduled for Thursday, July 7<sup>th</sup> at 9:00 AM. Board members asked questions about various items on the written report for which Amy provided more detail.
- Additions to written report.
  - Legislative Bill 22-238: Amy expects this bipartisan bill to pass. This is a bill to temporarily reduce residential and commercial property tax assessments. SB-238 would also reduce the taxable value of a home by \$15,000 and the taxable value of some commercial properties by \$30,000. SB-238 would direct the state to backfill \$400 million of the lost property tax revenue for local governments, with about half of that coming from refunds that the state was expected to have to issue to taxpayers in 2024. Therefore, even though less property tax would be collected in 2024, with the backfill, Basalt Library District won't have reduced revenue. In 2026, tax assessments will revert back to the way it was before this bill was passed.
  - FMLI: Colorado's medical leave insurance program. Similar to FMLA, but covered workers would be allowed 12 weeks of paid leave. FMLA is unpaid leave and Short and long-term disability insurance is only available to full-time employees. It may pay a larger benefit than short and long-term disability insurance. FMLI would be a payroll deduction similar to Social Security. If an employer declines participation, employees can still opt in individually. Amy will check further into benefit and cost comparisons between FMLI and current coverages. Payroll deduction would begin in January 2023 with use beginning in January 2024. A decision will have to be made in 2022.

### **Committee Reports**

- Bylaws Committee: *Carolyn Kane, chair*
  - Enid volunteered to be the second Board member on this Committee. Carolyn would like the Committee to discuss various parts of the Bylaws, specifically looking at the legal aspects for Zoom meetings and quorums. Amy will do some research and the Committee will meet in June.
- Facilities Committee: *Jim Albert, chair*
  - Amy noted that two bids were received on the roof. Amy completed reference checks on the chosen staining contractor and will contact them next week to get this on the schedule.
  - It was suggested that we go out for an RFP. Amy will get with Ryan to get educated so we know what to put in the RFP. The Facilities Committee will meet on June 2<sup>nd</sup>.

- Finance Committee: *Carolyn Kane, chair*
  - April 2022 Financials
    - We are at 33.3% of year at end of April. Total income is \$739,882.15. Total expenses is \$328,663.52. Amy is on top of expenditures. We are in good shape financially.
- Personnel Committee: *Enid Ritchy, chair*
  - Enid already spoke to this under "Appoint Personnel Committee."
- Policy Committee: *Becky Musselman, chair*
  - Amy reported that the Committee is currently working on creating a donation policy for physical and financial gifts and working on a patron behavior policy. These will be on the June Board meeting agenda.
  - Enid has been meeting with board candidates who did not become board members to see if they will participate on committees.
  - In revisiting the possibility of hiring an interpreter for Board meetings, Enid noted that there is a program called Language Justice that provides interpreters. Their presentation is 1½ hours. It was suggested that this could be part of a half day Board work session for bringing on new Board members once we are fully boarded up, perhaps in August.

**Discussion and possible vote on auditor contract, *Carolyn Kane***

After Carolyn presented the audit proposal from McMahan & Associates and Board discussion, Jim moved to approve the letter of engagement subject to a background check. Carolyn seconded the motion. The motion carried unanimously.

**Discussion and possible vote on changing credit card company and increasing available credit,**


*Amy Shipley*

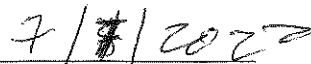
After explaining how changing to the credit card company, Divvy, would streamline workflow, reduce time commitment, and reduce errors, Amy asked for authorization to apply for the new credit card and raise the credit limit to \$20,000. Margaret moved and Carolyn seconded the motion to allow Amy to get this credit card and raise the credit limit to \$20,000. The motion carried unanimously.

**Adjourn Meeting**

Jim moved and Carolyn seconded the motion to adjourn the meeting. The motion passed unanimously. Enid adjourned the meeting at 6:58 PM.

Respectfully Submitted,

  
 Margaret Simmons, Secretary

  
 Date