

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

Monday, May 18, 2020

14 Midland Avenue

Basalt, CO 81621

Special Meeting

Emergency Circumstance to Allow Teleconferencing

BRLD Bylaws, Article 6, Section 5(d)

A meeting of the Board of Trustees of Basalt Regional Library District was called to order and held on May 18, 2020 at 5:22 p.m. with the following people present and acting to conduct business.

Member Attendance: Becky Musselman - President
Karen Barch - Vice President
Vicki Treece - Treasurer
Enid Ritchy - Secretary
Christi Blish - Trustee
Ryan Anslyn - Trustee
Jim Albert - Trustee

Also Present: Sue Kiley - Library Director
Sandra Dexter - Administrative Assistant
Roger Garrett - Citizen

Citizen Comments: None

Board Comments:

- Roger was thanked for his service on the Board over the past three years. He was a valuable contributor, especially as Treasurer and his work on the Facilities Committee. At meetings, Roger always had input which would cause us to think deeper regarding the situation. He will continue to contribute by being a Citizen member of Board Committees
- Jim Albert was formally welcomed onto the Board. He humbly accepted the position and plans to be a valuable asset to the Basalt Library Board.
- It was suggested that the Library purchase up to date computers that staff can use at home. Roger indicated that we do have computer funds earmarked and available under the Capital Reserve for staff and patron upgrades.

Approval of Minutes from:

April 1, 2020 - Karen motioned to approve the minutes and Vicki seconded the motion. The minutes were approved.

April 20, 2020 - With minor revisions, Karen motioned to approve the minutes and Vicki seconded the motion. The minutes were approved.

May 8, 2020 - With minor revisions, Karen motioned to approve the minutes and Vicki seconded the motion. The minutes were approved.

Director's Report: Sue reported:

Returning to Service:

- Mondays and Thursdays the book drop is open 12-6 pm.
- Mondays through Thursdays there is curbside pick up available for books and wireless printing.
- The staff needs 24 hours to put together any order for the curbside pick up.
- Book and printing requests are taken 10 AM-5 PM Monday thru Friday either by telephone or email.
- Four staff members continue to work from home due to underlying health concerns.
- Two staff members, who share a workspace, rotate on alternating days.
- The library continues to follow local and state orders regarding the Pandemic.
- There are discrepancies with public health directives coming from Eagle and Pitkin Counties. While researching what directives our Library should follow, Karen Barch contacted the Colorado Special District Association and learned that the Library should follow the county in which the physical Library building resides, which is Eagle County.
- In our next re-opening phase (Chapter Three), part of the essential services is computer use. The library will have patrons reserve time to use the computers with time between appointments to disinfect them. Washable keyboards are a possibility. The stacks would remain closed at this time.
- Chapter Four would allow limited numbers of patrons into the library. Small groups may meet in the community room with distancing and masks required.
- Bathrooms and drinking fountains would remain closed at this time.

Summer Programming

- Summer Reading Program: The program will be ready to go the week after Memorial Day. Registration, participants logs, and awards will be on line.
- Chrome books for teens will be available for check out.
- Book Clubs: If there is interest, Book Clubs are planned for 5th and 6th graders, 7th and 8th graders, and high school.
- Story Time for Tots will continue on line.
- Wacky Wednesday, a crafts day, will be hosted by Evelyn.
- Kristin is collaborating with Carbondale Arts for summer programming.
- A digital art class and jewelry making class will be offered.
- Drive-in Movies are scheduled for June 13th and July 11th.

- Christi Blish would like Sue to pursue the Spanish Literature class which would probably come from Mexico City.
- Charlotte is working on a Music Series for the Fall.
- Tunes and Tales will continue this summer. They will be video-taped.
- Staff members are collaborating with TACAW to set up a film program.
- Cathy is working on a \$2,500 grant for the arts from Alpine Bank.
- Cathy is also working on a federal grant which would come from the CARES Act ranging from \$25,000- \$100,000. Library Giving Day brought in \$925.

April Statistics: Electronic materials more than doubled; while Kanopy tripled. Live programming showed 1,706 participants in April. "Creative Bug" usage had 81 participants. Thirty-six digital cards were issued to new patrons.

Committee Reports:

- **Finance Committee: Vicki Reporting**

- The financial report for April was positive in most areas of expenditures with a few areas showing slight increases. Payroll costs, maintenance, and advertising were all above budget for the first four months of the year.

- Income from the mill levy taxes was slightly over the budget and monies from the motor vehicle agency was also slightly more than predicted.

- Income from Pitkin County mill levy taxes had not been received due to the county making a temporary variance, allowing taxpayers to pay their first half of property taxes at the end of April without incurring a penalty. The county did give notice of the amount of money the library would be receiving. The amount reflects an increase over what was projected.

- The library expects to be over budget on its income side at the end of the month.

- The library has received individual donations and hopes these contributions continue. Total contributions year to date are \$945.

- All aspects of the financials remain on track including paying down the bond and setting aside monies for capital improvements.

A motion to adjourn the meeting was made by Karen and Christi seconded the motion at 7:13 p.m.

Respectfully submitted,

Enid Ritchy
Enid Ritchy

6/15/20
Date

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