

**Basalt Regional Library Board of Trustees Meeting Minutes**  
**Monday, May 17, 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 May 17, 2021 at 5:15 PM by Enid Ritchy, President

**Member Attendance:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

**Also Present:** Staff Members Barbara Milnor, Interim Library Director; Kim Clinco, Bookkeeper; Sandra Dexter, Administrative Assistant; Cathy Click, Development Coordinator and Citizens Karen Barch and Roger Garrett

**Citizen Comments**

- None

**Board Comments**

- Enid introduced Sandra Dexter's new book of poetry, "My Life Song: A Journey Back to Me" and asked her to read a few poems.

**Introduction of new Trust Board Members:** *Cathy Click*

- Cathy introduced the Trust Board Members and asked them to talk a little about themselves, their experience with nonprofits and their plans for going forward. The amended Trust Bylaws have been signed and Cathy sent them to the Library attorney last week.
- Lynn Nichols, President: Lynn is a long-time supporter of the Basalt Library. She has been on the Board of the nonprofit English in Action for about eight years, so she has some experience in fundraising and working with donors. Her interest in being on the Board of the Trust is to support what the Library does and to work with the Library Board in the direction the library is going.
- Katie Schwoerer, Treasurer: Katie is currently the treasurer of the English in Action Board and has some experience in fundraising and working with donors. Her interest in being on the Trust is to support what the Library does and to work with the Board in the direction the Library is going.
- Nina Itin: Nina was unable to attend

**Approval of Minutes of April 19, 2021 Board Meeting**

- Jim Albert moved and Becky Musselman seconded the motion to approve the minutes as amended. The motion carried with 6 ayes with Carolyn Kane abstaining as she was absent from the April 19, 2021 Board Meeting.

**Interim Director's Report:** *Barbara Milnor*

- Additions to the Interim Director's report that is included in the Board Meeting Packet.
- The Basalt Library is following the Town of Basalt Mandate that mask wearing is required indoors. Signs will be posted in the library.

- We will continue the services we have started.
- There is lots of programming coming up.
- A tent has been purchased for outdoor programming.

## Committee Reports

- Bylaws Committee: *Ryan Anslyn, chair*
  - Nothing to report

- Facilities Committee: *Ryan Anslyn, chair*

We had a great facilities meeting last week with myself, Jim Albert, Colleen Irvin, Margaret Simmons, Roger Garrett and Steven Weiler. Steven gave the group a very thorough tour of the library and we discussed items that needed more immediate attention and items for further in the future.

Items for immediate:

1. Find a consistent roofing contractor who will be able to show up in a reasonable time to do repairs as needed. As we manage 100 – 150 buildings, as one HOA can have 2 3 4 5+ buildings, for roof repair and maintenance, I'm going to ask our maintenance managers which companies they think do a good job and will get back on this.
2. The wooden siding, on the west side at minimum, needs to be stained ASAP (I don't know who takes the lead on getting bids). For bids, assume the director does that but any director you hire will need help who to use. Kim should have some records of siding work done before to give us some companies to contact.
3. The wooden benches on the east side all need to be sanded and stained. One may need the wood to be replaced as it's gotten in such bad shape. Bids again, Kim any info you have?
4. Repairs/fix for mouse damage for electrical wiring under the public computer stations. Would library computer service company handle this, I'd start with them. Part II, Steven do you use a pest control company and could they put some things down into that area, assuming there are not board objections to taking out some mice or maybe get a library cat.
5. Need to consider looking at exterior cameras again. We had bids prior to Sue arriving, but the project stalled. Get the board to move forward and I can hunt up the info I have of those who bid and send them to who will get new bids. You do have \$8,000 budgeted for this in 2021. Note, the thing all the cameras are plugged into is maxed at 16 ports and so it would need to be replaced with something with more ports and still work with existing cameras. The new software would also make system easier to view when reviewing a camera.

Items for future:

1. There are a few (8-9) windows with blown seals that are fogged. Luckily none of them are prime windows so replacement does not need to happen immediately. Steven was going to track down the warranty info so we have a basis to know how to proceed in the future. Barb, any files in director office or library, Kim any info?

I didn't hear back from Pitkin or the Town regarding the status of the grant for the fiber project. Updates?

- Finance Committee: *Carolyn Kane, chair*
  - April 2021 Financials, Carolyn presented highlights of the budget.
    - General Fund: Year-to-date we are 33% of our budget.
    - Income: We have received 41.25% of our Mill Levy income and 38.98% of MVSO. Fines and Fees are way under budget, but with the dividend received from CEPT total Fines and Fees is at 67.7% of budget. Contributions is at 24.4% and restricted Grants is at 74% which includes the Colorado Grant for Youth Program. Total Income is at 44.55% of budget.
    - Expenses: Supplies expense is at 36.6% and facilities expense is at 29%. Programs expense is at 22% with the library just reopening. Technology expense is 22.6% with a lot of technology expense being billed later in the year. Collections expense is at 33.5%. Payroll expense is even year-to-date at 33.6%. Total expenses are 31.56%. We are doing very well.
    - Capital Reserve money is available for repairs that were reported in the facilities committee report. A policy recommendation has been made to remove fines as a source of collection. We are the only library on the Western slope that hasn't gone completely fine free. Due to COVID, we are currently not collecting fines and the policy needs to reflect that.
  
- Personnel Committee: *Enid Ritchy, chair*
  - Nothing new to report
  
- Policy Committee: *Becky Musselman, chair*
  - The policy committee will begin reviewing policies next week, beginning with the Materials Circulation Policy and going fine free while keeping intact charges for lost and damaged materials. The library has been fine free since COVID started. The committee will also review other policies including meeting and study room policies, COVID and emergency policies and more.
  
- Director Search Committee: *Carolyn Kane, Jim Albert*
  - Working on interview questions
  - Three applications have been received so far.
  - Applications are being accepted until June 15, 2021
  - Christy Baumgarten will attend the June Board meeting to review how to use Drop Box

**Discussion and Possible Vote on Resolution 2021-02, a Resolution of the Basalt Regional Library District to Approve the Memorandum of Understanding (MOU) between the BRLD and the Library Trust**

- After discussion, Resolution 2021-02 was tabled to the June 2021 Board meeting in order to amend the MOU. Jim Albert will meet with Cathy Click to present the changes agreed upon by the Library Board.

**Meeting Adjournment**

- Becky Musselman moved and Margaret Simmons seconded the motion to adjourn the meeting. The motion passed unanimously with seven ayes. Enid Ritchy, President, adjourned the meeting at 6:46 PM.

Respectfully submitted,

  
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Colleen Irvin, Secretary

7/19/21  
Date