

# BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

## Special Meeting

Emergency Circumstance to Allow Teleconferencing

Friday, May 8, 2020 at 4:00 PM

A virtual meeting of the Board of Trustees of Basalt Regional Library District was called to order on May 8, 2020 at 4:05 PM with the following persons present and acting to conduct business.

**Member Attendance:**

- Becky Musselman - President
- Karen Barch - Vice President
- Vicki Treece - Treasurer
- Enid Ritchy - Secretary
- Ryan Anslyn - Trustee
- Christi Blish - Trustee
- Roger Garrett - Trustee

**Also present:**

- Sue Kiley, Library Director
- Sandra Dexter, Administrator Assistant
- Kim Clinco, Bookkeeper

### **Citizen Comments: None**

**Board Comments:** Jim Alpert has been approved to serve as a Trustee on the Board of Directors by Pitkin County. The formal resolution is expected on this coming Wednesday. Welcome Jim! The next Finance Committee meeting is scheduled at 5:15 PM on Wednesday, May 13th. All are welcomed to attend the virtual meeting. The next Board of Directors meeting is scheduled on Monday, May 18th at 5:15 PM.

### **Follow Up Discussion and Update on Library Services Responses to COVID-19**

#### **Sue reporting:**

- Good news: New babies joined the Library Staff Family, Matt's baby boy Linden, and Caroline's baby boy Henry Vincent. Congratulations to both families.
- The staff is working on a safe reopening.
  - The committee of seven staff members finalized a plan. Messaging for the plan is going out on the web today.
  - 1. Monday, May 11th the book drop will be opened from 10 AM- 2 P.M. To begin, the drop will be open on Mondays and Thursdays. The slow start has been planned to determine volume how to handle it. The book bins will be rolled into the Conference Room, quarantine them for 72 hours, disinfect, check in books,

and then shelve them. The plan is to focus on book returns for the next two weeks. During this time the limited staff inside the building will be getting learn and practice methods for the staff's safe reentry into the building.

2. After May 26th, there will be curbside book pick up available. The committee is working on details for this next phase. Patrons will be putting materials on hold. Staff will pull them and check them out. Runners will bring the materials outside. This is up for revision over the next few weeks due to new recommendations from local and state governments. Sue is keeping an eye on statewide guidelines.
  3. Becky spoke about offering printing and faxing for the patrons. Other libraries are providing this service. Patrons would simply email document as an attachment to [basaltprint@email.com](mailto:basaltprint@email.com). There are other office services that can be included.
  4. Wi-fi service is available directly outside the library in some places. Sue will look into costs to extend the wi-fi and to upgrade access. The State Library is receiving funding and libraries are able to request the funding. Sue will request funding in the technology areas such as increased wi-fi, chrome books, etc. The Library currently has an extended contract with Comcast which will include more speed. Next year, the Library is looking into fiber optics.
  5. Computer use availability is an essential service to our community. Access to computers on an appointment basis is being considered for a Phase 3 opening plan. The model in Florida is that computer access is open for two hours, then closed to clean, and lastly reopened.
- Summer Programming Plans
    - The Student Summer Reading Program will use a virtual sign-up. Registration and reading logs will be online. Students will be using ebooks or possibly hard copies through curbside delivery. Prizes will be gift cards delivered virtually. Christin and Christy are working on this.
    - Christin is visiting the Middle School Food Bank weekly with books that have been weeded out, and she is marketing the Summer Reading Program.
    - Some summer programs will be virtual.
    - Sue purchased a Zoom license for the Library.
    - Charlotte's focus is with local musicians since the cancellation of the Aspen Music Festival.
    - Karen suggested looking for Comedians.
    - Another idea is to consider a TACAW partnership
    - Drive-in movies will continue this summer.
    - Sue will speak with Hudson-Reed Theater Group which was going to perform Shakespeare in the Park. This could possibly be streamed.
  - There is a Self Symptom Check-list, and recommendations from "Safer-at-Home."  
No person on the vulnerable list is required to come into work.

- All the protective material has been ordered.

**The Board moved into EXECUTIVE SESSION at  
The Board concluded the EXECUTIVE SESSION at**

**Next Board Meeting is scheduled for Monday, May 18, 2020.**

**The Special Board Meeting was adjourned at**

Respectfully submitted,

  
Enid Ritchy

  
Date

