

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

Call to Order: Ann Stephenson called the meeting to order at 5:22 p.m.

Members Present: Ann Stephenson, President; Heather Manolakas, Treasurer; Karen Barch, Trustee; Becky Musselman, Trustee

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

Board Comments:

Status of Applications for Expiring Board Seats: Ann Stephenson has been encouraging citizens to apply to fill her seat on the board, since she will be unable to reapply due to term limitations. Ann's seat is for Pitkin County. Ann suggested that the library advertise the position on the front page of the library's website. The library is also advertising in the newsletter and newspapers. The deadline for applying is March 1. Applicants will be interviewed by representatives of Eagle and Pitkin counties sometime in early March. Any board members who would like to reapply for their position should submit a letter of interest to Ann Scott.

Disclosure of Any Gifts Tendered During 2017: None.

Approval of August 21, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the August 21, 2017 Board Meeting Minutes will be tabled until the February meeting.

Approval of October 16, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the October 16, 2017 Board Meeting Minutes will be tabled until the February meeting.

Approval of December 11, 2017 Board Meeting Minutes: The minutes will be edited to include that Ann Stephenson cannot reapply to the board due to term limits. Heather Manolakas moved and Karen Barch seconded the motion to approve the December 11, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- The library received an estimate of approximately \$500 to replace the outdoor lights with LED bulbs, which will last longer.
- The library is now composting with Evergreen Zero Waste. Staff is excited, and completed a training with Evergreen to learn more about what can be composted.
- Kim Clinco and Ann Scott are trying to get in touch with Pete Blair about an engagement letter for last year's audit.
- Several library computers were recently infected with a virus. Marmot was quick to respond and get the virus under control at no cost to the library. Marmot will conduct a webinar with staff to talk about virus prevention.

- Caroline recently completed her Master's of Library Science degree, and will take over programs and collections for school-aged children. Her new title will be Youth Services Librarian.
- The library has several new marketing campaigns, including "The Places Your Library Card Can Take You." Amnesty Week will be the week of Valentine's Day to forgive overdue fines.
- Volunteer Appreciation Night will be January 30 from 5-7 p.m.
- Circulation statistics have been fairly steady over the past few months.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* Not present.

Policy Committee: *Heather Manolakas, chair.* Several policies on the website need to be updated. Erin will go through them to make sure the website reflects current policies.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* Heather Manolakas sent a Library Director Performance survey to staff. Results are positive. Comments are anonymous and will be given to Ann Scott.

Facilities Committee: *Dick Hampleman, chair.* Not present..

Finance Committee: *Heather Manolakas, treasurer.*

- **December Financials:** As of December 31, total income was at 103 percent. Operating expenses were under budget, at 89.62 percent, including payroll. Administration expenses were down. The budget for insurance was fairly accurate. Professional development was also down, at 71 percent. Treasurer's fees were low, at 91 percent. Facility expenses were at 82 percent. Utilities finished at 67 percent. Library programs finished at 82 percent. Total technology ended at 87 percent. Total collections were at 95 percent. \$87,920 was allocated to the Capital Reserve Fund, including interest and the Holy Cross Energy rebate. \$29,095 was spent, including AWE computers, door counters, and the LED lights. The Capital Reserve Fund balance as of December 31 is \$401,976. The next bond repayment is due in April.
- **DOLA Budget Message:** Heather Manolakas read the DOLA Budget Message for the record. See attached.

Appointment of Nominating Committee: After some discussion, Ann Stephenson appointed Becky Musselman and Roger Garrett to the nominating committee for board position nominations.

Action Items:

Discussion and possible vote on Resolution 2018-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official district map, and setting forth other administrative matters: Heather Manolakas moved and Karen Barch seconded to approve the resolution. The resolution passed with 4 ayes.

Adjournment: Ann Stephenson moved and Heather Manolakas seconded to adjourn the meeting. The motion carried with 4 ayes. The meeting adjourned at 6:21 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

January 15, 2018

Dear Taxpayers and Library Patrons:

Library operations are funded by a mill levy, the proceeds of which rise and fall according to property valuations. In 2016, the voters approved a ballot issue to increase the mill levy to fund the library with a fixed additional sum of \$350,000 per year, starting in 2017 and continuing through 2023. This increase in revenue has allowed the library to maintain its level of service and to address some of the Board's long-term goals.

In 2017, expenses were less than budgeted because of unforeseen savings, primarily in payroll. The 2018 budget reflects only a 1.63% increase in actual operating expenses from 2017, significantly less than the anticipated 3% increase. This slight increase reflects the director's evaluation, with input from the staff, of the overall library operations, including programs, collections, and staffing.

Based on a capital reserve fund study conducted in 2016, the Library Board increased the contribution from the Operating Fund to the Capital Reserve Fund to \$80,000 to keep pace with anticipated capital expenditures. This increase was retroactive for 2017, and will continue in 2018.

The Basalt Regional Library continues to be a center of year-round community vitality, with 13,000 yearly program attendees (class and events) and high demand for computers, meeting spaces, and services. The Library is now under a new Director who is not only maintaining the current level of collections, programs, and overall community use of the Library, but striving to find new ways in which the Library can serve the community.

Please feel free to contact our director, Ann Scott, with any questions or concerns.

Sincerely,

Heather Manolakas
Treasurer