

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
November 13, 2017, 5:45 PM in the Conference Room**

Call to Order: Ann Stephenson called the meeting to order at 5:45 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Heather Manolakas, Treasurer; Becky Musselman, Trustee; Roger Garrett, Trustee

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

Board Comments: The December Board Meeting has been moved to December 11. The Finance Committee will meet on December 7, and the Special District Training for board members is scheduled for December 15. The Finance Committee will adjust the bookkeeping procedures to allow for autopay.

Approval of July 17, 2017 Special Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the July 17 Special Board Meeting Minutes will be tabled until the December meeting.

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

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

Director's Report: *Ann Scott, Director*

- The storage unit is in the process of being emptied. Shelves that were stored there will be used in the staff area of the library.
- The library's flag is torn and will be replaced. A solar-powered light will be installed so that the flag is lit at night.
- Matt completed the first library podcast, in which Becky, Erin, and Matt discussed November's Jane Austen-themed events. The podcast is available on the website.
- Area libraries plan to collaborate on promoting e-resources at bus stops.
- Signa is working on the new website, with a goal of launching at the beginning of 2018. The new website will include staff bios, and if board members would like to include a bio, that would be appreciated.
- The circulation statistics for the Spanish collection have increased by approximately 30 percent, in part due to a partnership with English in Action to provide materials for their students.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* No report.

Policy Committee: *Heather Manolakas, chair.* No report.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* The Personnel Committee will soon begin working on Ann Scott's contract.

Facilities Committee: *Dick Hampleman, chair.* Not present. No information yet on a course of action for staining or cleaning the exterior wood of the building.

Finance Committee: *Heather Manolakas, treasurer.*

- **October Financials:** As of October 31, the library is at 83 percent of the budget. Total income is at 95.7 percent, but still missing some Pitkin County revenue. Total administration expenses are 65 percent. Total facility expenses including utilities are at 61.53 percent. Library programs are at 70 percent. Total technology is at 84.26 percent. Total collections are at 78.87 percent. Total operating expenses, less payroll, are at 71.26 percent. Payroll is at 74.67 percent, with total expenses including payroll at 73.28 percent. For the bond, the second interest payment and principal payment were made, totaling \$784,015.63. The bond repayment fund balance, as of 10/31/17 is \$615,815.30. Nothing has changed in the capital reserve fund.

Action Items:

Discussion and possible vote on Resolution 2017-08, a Resolution of the Basalt Regional Library District for Supplemental Budget and Appropriation: Capital Reserve Additional Allocation: Heather Manolakas moved and Michael Latousek seconded to approve Resolution 2017-08. The Resolution passed with 5 ayes and 2 absentees.

Discussion and possible vote on Resolution 2017-09, a Resolution of the Basalt Regional Library District for supplemental budget and appropriation: Capital Reserve Fund Balance: Heather Manolakas moved and Roger Garrett seconded to approve Resolution 2017-09. The Resolution passed with 5 ayes and 2 absentees.

Discussion and possible vote on Resolution 2017-10, a Resolution of the Basalt Regional Library District summarizing expenditures and revenues for each fund and adopting a budget for the calendar year beginning on the first day of January 2018, and ending on the last day of December 2018: Since some totals may change, the resolution to adopt the 2018 budget will be tabled until the December meeting.


Discussion and possible vote on Resolution 2017-11, a Resolution of the Basalt Regional Library District appropriating sums of money to the various funds and spending agencies for the 2018 budget year: Since some totals may change, the

resolution to appropriate sums of money to the various funds and spending agencies for the 2018 budget year will be tabled until the December meeting.

Discussion and possible vote on Resolution 2017-12, a Resolution of the Basalt Regional Library District levying property taxes for the year 2018 to help defray the costs of government for the Basalt Regional Library District, Colorado, for the 2018 budget year: Since some totals may change, the resolution to levy property taxes for the year 2018 will be tabled until the December meeting.

Adjournment: Heather Manolakas moved and Michael Latousek seconded to adjourn the meeting. The motion carried with five ayes. The meeting adjourned at 6:15 p.m.

Respectfully Submitted,



Dick Hampteman, Secretary

12/13/17
Date

