

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, Nov 15, 2021 5:15 PM
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))

Call to order: Enid Ritchy, President, called the meeting to order at 5:15 PM

Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee

Also Present: Amy Shipley, Executive Director; Berenice Forrest, Assistant Director; Sandra Dexter, Executive Administrative Assistant; Kim Clinco, Bookkeeper & HR; Cathy Click, Development Coordinator; Christy Blish, Citizen; Karen Barch, Citizen; Presenter, Todd Snidow

Citizen Comments

- Christy Blish offered her services to be Strategic Plan consultant. She would like to establish awareness of the strategic plan goals and get the dashboard up to speed. She suggested that awareness and publicity are most important.

Board Comments

- Becky showed a copy of the staff cookbook. She tried one of the recipes and said it's fabulous and fun. It's a good way to get to know some of the staff and their cuisine.
- Carolyn noted that beginning November 22nd there will be free RFTA bus service between Willits and Basalt Town. Beginning January 1, 2022, there will also be dial up service for bus connections between Old Town and Willits.

Approval of Minutes of October 18, 2021 Board Meeting

- Jim moved and Carolyn seconded the motion to approve the October 18, 2021 Board Meeting minutes with edits. The motion carried unanimously.

Bond Balance Presentation: *Todd Snidow from Stifel Nicolaus Bond Firm*

- Mr. Snidow presented options on final years of repaying bonds.

Current and Upcoming Grant Opportunities Presentation: *Cathy Click, Development Coordinator*

- Cathy reviewed grants received and pending.
- Amy asked Cathy to, also, look for grants that provide opportunity, in addition to funding. For example, a few years ago, Amy received a grant to partner with an agency in the community to provide a book club for teens of color about coming of age. The grant provided \$1500 in cash, paid for a trip to Chicago for a 3-day training on a racial healing circle and provided books and supplies for the book club. The partnership was with Yampa High School which made this a required class so students received credit for being in the book club. This was a very successful partnership.

HR and Finance Assessment: *Amy Shipley, Executive Director*

- Kim Clinco is resigning as the Basalt Library Bookkeeper. She read her letter of resignation. Kim will continue doing the library bookkeeping until a replacement is found.
- Amy asked the board to approve \$4,500 to hire a consultant to review library employment practices to determine if there are HR issues that need to be addressed. She has received quotes from Employer's Council and from Cura. Cura is a company located in Glenwood Springs and would be available for ongoing support. Both quotes were below \$4,500. After some discussion it was decided a vote would be taken during the Action Items portion of the meeting.

Director's Report, *Amy Shipley*

- Additions to the Director's report that is included in the board meeting packet
 - Amy invited Board member to attend the Chamber business after hours event at the library on Wednesday, November 17th.
 - Beginning in December and continuing monthly in 2022 Amy is starting a new event called "Chat with Amy." Coffee and pastry will be served. Times will vary and chats will be held in the Library at the fireplace and also remotely in El Jebel and Willits.

Committee Reports

- Bylaws Committee: *Ryan Anslyn, chair*
 - No report
- Facilities Committee: *Ryan Anslyn, chair*
 - Met last week
 - Sandy is now the staff person on the committee
 - We are working on getting quotes for ongoing roofing problems for the winter, quotes for staining the wood siding in the spring and getting the compressors fixed in the spring.
- Personnel Committee: *Enid Ritchy, chair*
 - Will vote on contract for director for 2022.
 - A survey monkey will be sent out to all staff members. A request for comments on leadership and communication will be asked of Basalt Board members and leaders of Basalt Library volunteer organizations. There will be a self-evaluation, as well.
 - Amy and the board will develop Director goals for 2022 from the results.
 - Goals will be presented to the Board on December 14th.
- Finance Committee: Carolyn Kane
 - October Financials
Carolyn's financial report is attached to these minutes.
 - Report on Public Budget Hearing
Budget hearing was uneventful. One citizen attended and Carolyn answered her questions. The Board has been over this budget several times and stated that there was no need to report again.
 - 2022 Budget – The budget will be finalized in December. Kim is still waiting on some information.

- Policy Committee: *Becky Musselman, chair*
 - Becky thanked Amy for her director's report which was excellent
 - Amy and some of her staff are revising some policies, not creating any from scratch.
 - The whole committee aims to meet by the end of the year.

- Ad Hoc 501c3 Committee: Enid Ritchy, Chair
 - Jim and Enid were directly involved with the three trust Board members and with Amy and Cathy from the Library. There are outstanding people on the Library Trust Board.
 - The MOU was revised by Amy and is very well written.
 - This was a very collaborative and positive experience with Amy onboard.

Discussion and possible vote on HR and Finance Assessment

- Carolyn moved that the board approve up to \$4500 for a bench audit for HR services with Cura. Jim seconded the motion. The motion passed with a vote of 5 to 1.

Discussion and possible vote on Memorandum of Understanding between the Library Trust Board and the Basalt Regional Library Board of Trustees

- Jim moved to accept the revised MOU with one edit. Colleen seconded the motion. Motion carried with a vote of 6 to 0.


Executive Session

- Enid moved and Jim seconded the motion to move into Executive Session.
- The Board moved into Executive Session at 7:06, concluded at 9:06 PM and returned to the regular meeting at 9:07 PM/

Adjourn Meeting:

- Becky moved and Carolyn seconded the motion to adjourn the meeting. Enid Ritchy adjourned the meeting at 9:09 PM

Respectfully submitted,



 Colleen Irvin, Secretary

12/14/21
 Date

BRLD November Finance Committee Report

November 15, 2020

October 2021 Financial Report

October represents 83% of the year.

Total INCOME received YTD = 1,671,869.12 or 98.6% Budgeted Income

Total Operating Expense = 79.11%

Total Payroll Expense = 81.21%

Total EXPENSES YTD = 1,288,216.49 or 80.40% Budgeted Expense

2022 Operating Budget

Final line item amounts have been plugged into the budget and it is ready for presentation at the Public Hearing on Monday, Nov. 15 at 4:00pm. Feedback from the public hearing will be presented at the Nov.15 board meeting.

2022 Bond Repayment Budget

The 2012 Series bonds are scheduled to be paid off in 2026. An analysis of the reserves in the bond repayment account shows that we are in financial shape to begin decreasing the amount of funds collected in each of the next four years to pay off the balance. Todd Snidow, a Managing Director at Stifel Investments (formerly Geo. K. Baum, our bond underwriter) will make a presentation in person at the board meeting to discuss options with us.

2022 Capital Reserve Budget – no changes