

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, November 21, 2022

Board of Trustees Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Elaine Nagey, Trustee, Eric Pelander, Trustee

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Elena Marquez, Spanish Language Outreach Coordinator

Citizens Present: None

Call to order

Enid called the meeting to order at 5:15 PM.

Citizen Comments

None

Board Comments

- Jim was impressed that the statistics show our memberships are going up.
- Amy Shipley, Executive Director, provided name tags to the Board members and recommended they wear them when they are out in the public.

Approval of Minutes of October 17, 2022 Board

Carolyn move and Elaine seconded the motion to approve the October 17, 2022 Board Meeting minutes with two corrections. The motion carried unanimously.

Approval of Minutes of Public Budget Hearing

Carolyn moved and Elaine seconded the motion to approve the minutes of the Public Budget hearing. The motion carried unanimously.

Friends of the Library, Deb McCann

- The Friends of the Library bookstore is thriving.
- The new donation system is working well. We can almost always stay on top of getting books sorted and not having them accumulate in the hall. Many patrons have made an effort to drop books off during the hours we have designated for doing so. The drop box in the Grotto door gets significant use. It is a huge success.
- Linda Crossland, our Founding mother, dedicated and knowledgeable leader for the past 16 years has retired from her position on the Friends Steering Committee and from active involvement with the Friends. She will be greatly missed.
- Jackie Doig, one of our newer members and chair of the ad hoc committee to find solutions to donation issues, has been appointed to the Steering Committee to replace Linda. Her many ideas, her energy, and her enthusiasm are valuable assets for the Friends.
- We have added several new members over the last year and now have 16 active volunteers. We have been able to expand the hours we are open and even add some weekend hours. It is also the addition of capable and dedicated new members that has enabled us to stay on top of donations. We could not keep up without their contribution.

Latino Outreach, *Elena Marquez*

Elena talked about what occurs behind the scenes in the Library including training, tasks and processes required to provide materials and services to patrons. She passed around new Spanish books for the Board members to see what authors and types of books she is adding to the collection and spoke about what she feels is missing in the Spanish collection. She had added 49 new books using grant money. In the future, Elena plans to have bilingual talks & workshops with partners and be closer with other organizations in the valley through attending local community events and gatherings to promote library services. She talked about differences in language and cultural processes that affect interactions and marketing. A Board member suggested that the sign on outside of library be updated to "Library/Biblioteca." The Board members thought this was a great idea.

BRLD annual timeline, *Amy Shipley*

After review and discussion of the annual timeline that was last updated in 2017, a few edits were agreed upon. Sandy and Amy will make the changes and add it to next month's agenda for approval.

Brainstorm list of Community Leaders to talk to about library funding, *Amy Shipley*

At the Board retreat, John Chrastka suggested meeting with 30 people in similar positions in the community to talk to about library funding. Amy and the Board members came up with a list of names.

Accounts Payable list in Board packet, *Amy Shipley*

The Accounts Payable List is included with the October financials. It will be placed on the agenda each month beginning in December stating "Approval of Minutes and Accounts Payable." This will provide an opportunity for Board members to question what has been paid. Elaine suggested not using abbreviations in the financials. A column will be added to the Accounts Payable List that says budget description and the list will be put in numerical order.

Director's Report, *Amy Shipley, Executive Director*

Items not listed in the written report that is included in the Board Meeting packet.

- December is a tight month. The Board meeting is on Wednesday, December 14th at 5:15 PM and the Finance Committee meeting is on Tuesday, December 13th at 5:15 PM. Board meeting packets will go out on December 12th.
- Roof RFP: Amy anticipates receiving two bids
- Labeling breaker panels: Sandy tracked down an electrician who is familiar with our system. It appears that the breakers are labeled. Amy will meet with the electrician to come up with a plan to make sure labeling is accurate. Jim said if Amy understands the finished product that is what is needed.
- A handrail is in the process of being installed on the stone steps.
- Finance manager: Amy has had 3 or 4 inquiries, a good start. She reached out to nonprofits to see if there is any job sharing. Meghan will continue to provide bookkeeping services until we find a replacement for her.
- Tent on bridge coming into Basalt with our Library's logo on it. One of our homeless patrons checked out our camping equipment, that was purchased through an Outdoor Equity Grant, and used it to camp on the bridge coming into Basalt which is illegal. People can't break the law with

our materials. Camping rules and regulations will be added to our camping equipment. Amy will figure out the internal procedures for this and will keep the board apprised. This opens up a conversation the community needs to have about homelessness in our community. After the first of year, Amy would like to convene a community conversation about homelessness that doesn't perpetuate the problem but that will help.

- Court case, civil protection order against a patron. Our attorney has had a difficult time serving the person about the hearing. He was finally served notice of the hearing on Friday, November 18. The court date is set for Friday, December 2nd at 10:30 AM.

Committee Reports:

- Bylaws Committee: *Carolyn Kane, chair*
Nothing to report
- Facilities Committee: *Jim Albert, chair*
Amy talked about facilities earlier in the meeting.
- Finance Committee: *Carolyn Kane, chair*
See Treasurer's report in November Board Meeting packet
 - 2023 Budget – Final Draft, including recent updates
 - Carolyn passed out a copy of the 2023 Bond Repayment Fund budget. At the Finance Committee Meeting it was noticed that some numbers didn't add up. Amy has made the needed revisions. To read this budget correctly don't look at blue column (2022 budget). Skip from the 2021 Year End Actuals to the 2022 Forecast. The bottom number in the 2021 Year End Actuals matches the top number in the 2022 Forecast column. The Bond Repayment Fund Balance at end of 2022 is \$837,168 the same as the Beginning Balance on the 2023 Preliminary Budget. It is anticipated that the Bond Repayment Fund Balance at the end of 2023 will be \$898,610. Amy noted that the Bond Payment Schedule for Interest and principle should be 2023 not 2022.
- Personnel Committee: *Enid Ritchy, chair*
The Board will be doing Amy's evaluation and contract in executive session and the Code of Conduct with Children to be added to the Employee Handbook will be voted on later in this meeting.
- Policy Committee: *Becky Musselman, chair*
 - The Safe Child Policy was revamped to fit our current needs and comply with the law (see Employee Code of Conduct) and is ready for Board consideration.
 - The Committee will use the Style Guide as prepared for policy documents. IT will be updated as needed through use.
 - The meeting room policies were discussed. Study room use and larger space use will be separated into two policies. The two policies will be completed at the same time to be sure that they are congruent with one another. Each one will have a summary that includes an inventory of spaces and fees. When finalized, the study room policy will be posted in each study room.

- The Committee identified the remaining policies still needing review in 2023. The Committee canceled the December 20th meeting. It will next meet on January 17, 2023.

Discussion and possible vote to approve Safe Child Policy

After discussion Eric moved and Jim seconded the motion to approve the Safe Child Policy as written. The motion passed unanimously.

Discussion and possible vote to approve Code of Conduct with Children

After discussion Eric moved and Jim seconded the motion to approve the Code of Conduct with Children as written. The motion passed unanimously.

Discussion and possible vote to add closure to 2023 calendar for All Staff Training Day Wednesday, March 29, 2023

Amy expressed the continuing need for staff training. Jim moved and Carolyn seconded the motion to close for staff training on March 29, 2023. The motion passed unanimously.

Executive Session to Discuss Executive Director Contract


The Board went into Executive Session at 7:21 PM and returned at 8:27 PM.

Discussion and possible vote to approve Executive Director Contract, *Enid Ritchy*

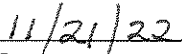
Meeting Adjournment

Eric made a motion to adjourn the meeting, seconded by Elaine
Enid adjourned the meeting at 8:28 PM.

Respectfully submitted,



Enid Ritchy, President


Date