

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
November 21, 2016 @ 5:15 P.M. in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:17 p.m.

Members Present: Carolyn Kane, President; Ann Stephenson, Vice President; Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Michael Latousek, Trustee; Karen Barch, Trustee

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Roger Garrett, Finance Committee Citizen Representative; Steve, Library patron

Absent: Dick Hampleman, Trustee

Citizen Comments:

- Friends of the Library: No report in Linda Crossland's absence.
- Library Foundation: No report Helene Siansky's absence.
- Steve, patron: Steve expressed his anger at the noise level in the Library from all age levels and at the circulation desk stating his belief that a library should be a quiet place for patrons. He noted that babies are an exception. Barb said that staff is trying to resolve this. We can lower the volume of staff, but it is more difficult with patrons. It was also noted that things have changed over the years in the way libraries support their communities as far as noise, but that there might be a happy medium that could be reached in regard to noise level. Cell phone usage was also brought up, but isn't as big of an issue as the noise level and is easier to resolve. Cell phone usage is allowed in the lobby and the study rooms.

Approval of the October 17, 2016 Public Budget Hearing Minutes: Ann Stephenson moved and Michael Latousek seconded the motion to approve the minutes of the October 17, 2016 Public Budget Hearing. The motion carried with five ayes, one abstention, and one absentee.

Approval of October 17, 2016 Board Meeting Minutes: Ann Stephenson moved and Karen Hillebrand seconded the motion to approve the minutes of the October 17, 2016 Board Meeting Minutes. The motion carried with five ayes, one abstention, and one absentee.

Director's Report: Barb Milnor:

- Election Reaction: Happy with results.
- New Employee: Matthew Cleer was hired to replace Angelica who has moved.
- New Services for home-bound patrons: As part of her Outreach Services, Berenice will be delivering books to home-bound patrons who live in-district.
- Draft copy of website usage stats: Barb handed out copies of the website statistics that show the number of times per month each page on the website was accessed. Anne Darby is working on overhauling the website. We can use these statistics as a comparison after the website has been overhauled and these statistics have been refined. Ann Stephenson asked if these figures are higher due to the election. There is no way of knowing since we were only able to get statistics back to April 2016. Karen Barch asked if we can get statistics on time spent on each page. Barb will find out. For wifi hits, an IP address is only counted once per month, so if a

patron logs on many times during the month using the same device it is only counted as one hit. As a result, the wifi statistics are not very useful.

- **Telescope Program:** A instruction video is being produced to put on the website. We are aiming for December 7th to have the telescopes ready for checkout.
- **LED Project in rest of building:** All lights in the stacks have been replaced with LED bulbs. A grant was received from Holy Cross Energy for \$2,500 that was put toward the \$9,000 cost to replace all bulbs in the stacks with LED bulbs. Barb has received two bids to convert the remainder of the Library to LED bulbs; one for the east wing (children's area) that includes lighting for the tunnels going into the east wing that are very dark and the other for the west wing (staff area). She recommended having the children's wing completed first. Once Source Lighting, the company that did the LED lighting and applied for the grants in the main stacks, will also apply for a grant for installing LED bulbs in the east and west wings. Although this is an expensive project Barb noted that getting the lighting fixed instead might be even more expensive. Karen Hillebrand asked for the lighting to be discussed at the Finance Committee meeting before making a decision to approve it.

Board Comments:

- Carolyn Kane noted that the Bylaws state that failure of the Legislative Bodies to act on the representatives' recommendations to appoint a trustees within 60 days will be considered a ratification of such recommendations. Therefore, Karen Barch is now a Board Member.
- Carolyn said the Campaign Committee still has some bills to pay and donations to take care of before being disbanded. She would like to have an appreciation party for the campaign Committee. She suggested starting the December Board Meeting at 4:15 and having the appreciation party after. Everyone agreed.
- Barb Milnor, as the election official, must notify the Board of the final vote count. Barb will email the results to the Board Members and post them at the front door. Michael Latousek asked about a breakdown by precincts. Barb will check to see whether it might be possible to get a count by precinct.

Committee Reports

Finance Committee: Karen Hillebrand, Treasurer

- **October Financials:** Karen reviewed the October 2016 Financials, noting that we are about 84% through the year. Most discrepancies from that percentage are due to income or expenses that are received or due at times other than monthly, (e.g. mill levy income, insurance payments, subscriptions, etc.) In the Bond Repayment Fund, both principle and interest payments were made in October. The final payment was made on the 2006 series bonds leaving only the 2012 series bonds to be paid between 2017 and 2026. Carolyn Kane asked Kim to enter the 2006 bond balance on a separate line than the 2012 bond payment, for purposes of keeping track of the final 2006 payment. In October, a transfer of \$40,000 was made from the operating reserve to the Capital Reserve Fund. Restricted Funds from the Friends and Foundation are not budgeted. Carolyn also asked if the Friends and Foundation contributions can be separate line items in the budget since their money goes to different purposes. Kim Clinco said she can do this.
- **Capital Reserve Study Update:** Fifty percent of the cost of the capital reserve study has been paid. The final study will be completed by December 19, 2016.
- **Status of Financial Management Manual Revisions:** Tabled

- **Request to move up December Board Meeting date to December 12th:** Karen Hillebrand requested that the December Board Meeting be moved up to December 12th, because the completed 2017 Budget must be submitted to the counties by December 15th. The approved budget will be Plan A. The Finance Committee Meeting would be moved up, as well, to December 8th, the Thursday before the Board Meeting. This was agreed upon. Karen Hillebrand expressed her appreciation for the all hard work that Kim Clinco, Barb Milnor, Carolyn Kane, and Karen Barch put into preparing for the ballot measure.
- **IRS Notice update:** Peter Pendergast will continue to keep in touch with the IRS on this. Peter is now bonded as well as having a power of attorney to handle this for the Library. Carolyn Kane asked if we need an attorney on this matter. Karen Hillebrand said this is a civil penalty notice under the collections department. Even if the IRS denies the request to have this penalty removed, there is an appeal process and an attorney is not needed.

Personnel and Human Relations Committee; Anne Stephenson, Heather Manolakas: Edits will be made to Barb Milnor's Director Contract and voted on at the December Board Meeting.

Policy Committee; Ann Stephenson, Chair: Revisions to the Holiday Vacation Policy in the Employee Handbook has been tabled and will be put on the December Agenda. The Materials Circulation Policy will also need to be revised since a processing fee is no longer being charged for lost or damaged items. The question arose as to whether resolutions are needed for these changes. Karen Hillebrand noted that, legally, resolutions are not required, but recommended we continue including resolutions since they provide a good paper trail and dates for revisions.

Facilities Committee: No report in Dick Hampleman's absence.

Action Items:

Discussion and vote to approve Barbara Milnor's 2017 Contract: Tabled

Adjournment: Karen Hillebrand moved and Ann Stephenson seconded the motion to adjourn the meeting. The motion carried with six ayes. Carolyn Kane adjourned the meeting at 7:08 p.m.

Respectfully Submitted,



 Heather Manolakas, Secretary

12/12/16
 Date