

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, October 17, 2022

Board of Trustees Present: Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Elain Nagey, Trustee, Eric Pelander, Trustee

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Kristen Doyle, Cataloging & Collection Librarian

Citizens Present: Roger Garrett, Sophia Clark; Nina Itin

Call to order

Jim called the meeting to order at 5:15 PM

Citizen Comments

None

Board Comments

- Elaine stated that she knows people a little better after attending the Board retreat.
- Amy asked to have an action item added to the agenda. She would like to have Christmas Day and New Year's Day observed. She will provide more detail under action items.

Approval of Minutes of September 19, 2022 Board Meeting

Elaine moved and Margaret seconded the motion to approve the minutes. The motion carried unanimously.

Library Trust, Nina Itin

The Trust is continuing to sign up kids to the Dolly Parton Imagination Library. Kids up to age five receive one book per month. People who want to donate electronics to the Trust can now do that. The Trust has \$5,000.00 in the bank. The focus of the Trust is grants, people may now donate electronics to the Trust. The Trust is working on setting up a recurring meeting time.

Collection Management Presentation, Kristen Doyle

Kristen reported that Gaby Lagos and Nathan Child work with her in technical services. She talked about each of the various tasks in Technical Services which includes book repair, cataloging, adult collections, book displays, book bundles and weeding of the collection and who performs each of those tasks. Kristen is also training the youth librarians on book ordering and is working on a monthly and annual workflow plan and streamlining various aspects of cataloging to make things more efficient.

2023 Budget, Carolyn Kane, Amy Shipley

Carolyn talked about the timeline. In mid-November the treasurer is required to give a public budget presentation. Before that time the Board must come to an agreement on what budget will be presented for 2023. The budget in the Board packet is not quite what the budget will be. The bookkeeper is still bringing things up-to-date in the budget so a final budget can't be presented to the Board this evening. The beginning operating fund balance and payroll are higher than the

preliminary budget and \$5,000 was added for Spanish translation. Thus, the Board needs to meet and vote on the change. Carolyn requested that the Finance Committee meet in the next two weeks and have a quorum of Board members attend to approve the preliminary draft budget. The public budget hearing is November 14th, the second Monday, the latest allowed as it has to be 30 days prior to the December Board meeting to allow the public time to comment. A Finance Committee meeting was set for October 25th at 5:15 PM with all Board members to receive an invite in order to have a quorum for a vote.

Discussion – Roof Engineer RFP, Amy Shipley

The Roof Engineering Consultant RFP is in the back of the Board Meeting packet. Amy will correct the square footage in the RFP and add some standard RFP language. The RFP includes architectural drawings and a proposed schedule.

Director's Report, Amy Shipley, Executive Director

Additions to the Director report that is included in the Board Meeting Packet

- Feria Internacional del Libro (International Book Fair): This book fair in Guadalajara is an amazing opportunity for one of our staff to attend and purchase Spanish books that have been written in Spanish and not translated from English to Spanish. We can't get these books here. Gaby Lagos will attend with a budget of \$2000-\$3000 for books, including shipping. Amy intends to send someone every year or two.
- The Library will be covered by both the Eagle County and Pitkin County hazard response programs.
- We currently get our property & liability insurance through Colorado Special Districts Liability Pool. This does not include flood insurance. The Library sits in a 500-year flood plain. Five million dollars of flood insurance would be a good amount as a flood could wipe out everything in the Library and seriously damage the Library. Amy is investigating the cost. If we can get 100% staff participation in online training we can get a 10% discount on property & Liability insurance which would help to mitigate the cost of flood insurance.
- Amy answered questions about the statistics report and how the statistics measure goals. Some Board members would prefer to see the statistics in graphic format. Amy suggested that a couple of Board members sit with her and Sandy to look at detailed statistics and let us know what the Board wants and how to display that in the Board packets without overwhelming the Board with too much detail. She asked to have an agenda item added to the December Board meeting to define a statistic working group. The Board agreed to adding this to the December agenda.

Committee Reports:

Bylaws Committee: *Carolyn Kane, chair*

Nothing to report.

Facilities Committee: *Jim Albert, chair*

Compressors, window cleaning, staining have been completed. The roof project is in progress.

Finance Committee: *Carolyn Kane, chair*

Carolyn didn't have anything to add to her Treasurer's report that is included in the Board Meeting packet.

Personnel and Policy Committees: *Amy Shipley*

The Personnel Committee Plans to meet in November and present the Safe Child Policy to the Board in December. A new code of conduct is being added into the employee handbook regarding child safety and is referred to in the Safe Child Policy. Until this is completed the Safe Child Policy can't be presented to the Board. The Policy Committee is also working on the study room and meeting room policy.

Review of Final Draft 2023 Budget

This was covered earlier in the meeting

Vote on date for November Finance Committee Meeting and Budget Hearing

Eric moved that the Public Budget Hearing be held on Monday November 14th at 4:00 PM and the finance committee meet at 5:15 PM on Monday, November 14th. Margaret seconded the motion. The motion carried unanimously.

Additional library closures

Christmas Day and New Year's Day fall on a Sunday this year. The eleven people not scheduled to work on Sunday are required to take another day off during that two weeks. In addition, some staff are also taking PTO during the holiday season. This means the library will be short staffed causing scheduling difficulties. Amy asked the Board for permission to close the Library on Monday, December 26th and Monday, January 2nd for holiday observed. This would be a closure, not an additional paid holiday. Those who don't work Sunday and would need to take another day off for the paid holiday, would all get Monday off. That would leave only three people who work Sunday and Monday that would need to take another day off during the week. There is no difference to payroll. This is only an issue when the holidays fall on a weekend so it won't be an issue next year as the holidays fall on a Monday. Elaine moved, Margaret seconded the motion for the additional closures. The motion carried unanimously.

Executive Session for Discussion of Executive Director Contract

The Board moved into the Executive session at 6:21 PM and exited the Executive session at 6:47 PM.

Adjourn Meeting

Jim adjourned the meeting at 6:50 PM.

Respectfully Submitted,


Margaret Simmons, Secretary

11/23/2022
Date