

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, October 18, 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 5:17 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; Sandra Dexter, Executive Administrative Assistant; Kim Clinco, Bookkeeper

Citizen Comments

None

Board Comments

None

Approval of Minutes of September 20, 2021 Board Meeting

- Carolyn moved and Jim seconded the motion to approve the August 16, 2021 Board Meeting minutes as is. The motion carried with a vote of 6 to 0.

2020 Audit Report: *Kim Clinco*

- The audit showed nothing out of the ordinary. The library complies with all of the items required for responsibly reporting the library's financial status. Everything was in compliance. There were a couple of differences in the way books and collections are allocated between the audit and bookkeeping.
- Carolyn asked about the purpose of the audit and why is it necessary that our library be audited annually. As a government special district, we are required under state regulations to submit an audit to the state every year. As a special district, we do not file an income tax return so this is our only way of reporting. We are bound to report government funds received by the library to the state and as a public entity we must make the audit available to the public. The audit must be submitted by October 15th every year.
- Enid asked about surplus in the operating budget. The guideline is to keep 50% of operating budget in a surplus. Our surplus is currently almost 100% of our operating budget.

Director's Report, *Amy Shipley*

- Additions to the Director's report that is included in the board meeting packet
 - The Marmot User Group Conference is this week. They typically do a lot of sessions on how to use Library software. This year they're also doing some new things such as a session on Power, Privilege, and Identity. Marmot does our IT and provides our Library software.
 - The first staff potluck is on Wednesday at noon.

- Amy is attending one library event per week. She would like to see Board members attend library events, as well.
- Amy is working with Adam at Marmot on 360 training. This training might be used to lay the foundation for a 2022 Strategic Plan process. Amy would like two Board members to join the 2022 Strategic Plan Committee. She would like to use the Strategic Plan to measure outcomes, in addition to outputs, such as how an event impacts someone's life, and to use those outcomes to affect decision making. The current Strategic Plan would be used as a foundation going forward with a new plan.
- With the supplemental income ending in 2023, Amy suggested Initiating a ballot measure study early in 2022.

Presentation: Leadership with Emotional Intelligence: *Amy Shipley, Executive Director*

- Amy presented this content at the State Library Conference and wanted to share some of what she has done prior to starting her Director position at the Basalt Library.
- Amy reviewed the four components of emotional intelligence and tools including the self-assessment tool and the feelings chart.

Committee Reports

- Bylaws Committee: *Ryan Anslyn, chair*
 - No report
- Facilities Committee: *Ryan Anslyn, chair*
 - The Committee met a week ago and concentrated on items that need to be addressed in the budget and passed this information on to the Finance Committee.
 - Some compressor units related to the air conditioning are failing and will need to be replaced at a cost of around \$10,000.
 - The next Finance Committee meeting is November 8th.
- Personnel Committee: *Enid Ritchy, chair*
 - The addition to the Employee Handbook will be addressed in action items prior to the vote.
 - Carolyn wants to make sure the Personnel Committee addresses the distribution of PTO to the Director for the 2022 contract. This was not completed when the job offer was made to Amy and will be addressed at the November meeting.
- Policy Committee: *Becky Musselman, chair*
 - Amy and Becky looked at order of operations for updating policies.
- Ad Hoc 501c3 Committee: *Enid Ritchy, Chair*
 - We started out the first meeting with Amy to develop a list of questions to be answered in terms of the MOU. Then we talked about the roles of the different entities; the Library Director, the Trust board and the Library board. Amy will send out a draft of the MOU to the Library Board and there will likely be a vote on it at the next Board meeting.
- Finance Committee: *Carolyn Kane, chair*
 - September Financials
 - Carolyn's Treasurer's report is included in the Board Meeting packet.

- Review of Final Draft 2022 Budget
 - This is Draft #3 – Following are additions to Carolyn’s Treasurer’s Report that is included in the October 2021 Board Meeting packet.
 - Library categories have been reorganized
 - Carolyn reviewed areas of increases and decreases in income and expense.
 - Carolyn and Amy will check into where the Library stands with the \$140,000 increase in payroll due to categorizing staff positions and bringing staff salaries into alignment with other resort libraries.
 - If we accept this budget, we are projecting a shortfall and we would have to dig into our reserves that have been accumulating since we passed our mill levy supplement. Our auditor’s recommendation is that we have a 50% reserve. Our reserve is declining. We passed the mill levy in 2016 to make sure we had funds in our reserve account. We have done a good job and now we are going back toward the 50% reserve which makes it good for us to go back on the ballot in 2023.
 - Bond repayment Fund: The Bond Mill Levy is a floating mill levy that allows us to request what we need each year. If we keep the 2.39% mill levy, we will have a huge surplus in 2026 when the Bond Mill Levy expires. Amy reached out to George K. Baum and Associates and has scheduled a meeting to strategize how to handle or eliminate this overage and will bring answers and options to the next Finance Committee meeting and to put forward at the November Board meeting.
 - Capital Reserve Budget: No report
 - The public budget hearing is scheduled for Nov 15, 2021. Public comments will be taken at that time.

Date changes for December 2021 Finance Committee and Board Meetings

- The December Finance Committee meeting has been moved to December 13th at 5:15 and the Board meeting has been moved to December 14th at 5:15 in order to meet filing deadlines.

Vote on Addition to Employee Handbook

- Amy suggested adding one more paragraph to the addition to the Employee Handbook regarding COVID-19 Vaccinations. The board requested an additional sentence be added to this new paragraph. The paragraph reads “If staff or volunteers experience symptoms of COVID-19, they should stay home, get tested for COVID-19, and follow the instructions of their health care provider after receiving the results of their COVID-19 test. If staff or volunteers experience a known exposure to COVID-19, they should follow the instructions of their healthcare provider.”
- Amy also noted, that previously, from the American Recovery Act there was a requirement that employers provide COVID pay in the incidence that an employee was sick or a person in their home was sick requiring care. That requirement ran out on September 30th. However, the Colorado Healthy Families and Workplace Act also has a requirement for employers to provide 80 hours of sick leave per employee for a 40-hour work week or the equivalent if they are under 40 hours per week when the governor declares a public health emergency. It’s very generally written for any public health emergency not specifically COVID, so employers are required to provide that time off separate from the PTO they would normally provide. This applies to all employers of 15 employees or more, including nonprofits, and it’s on a per year basis. This law makes it unnecessary to add this to the policy, though this could change.

- Currently testing is free. If the free testing goes away, it could become cost prohibitive for the library. Amy will research the local costs for testing for future reference should this issue need to be revisited.
- Becky moved and Jim seconded the motion to approve the addition to the Employee Handbook with Amy's addendum. The motion carried with a vote of 6 to 0.

Move to Executive Session

- The Board moved into Executive Session at 6:54 PM

Return from Executive Session

- Jim moved and Becky seconded the motion to leave the Executive Session at 7:19 PM

Vote on Lodging Stipend for Executive Director

- Carolyn moved that the Board approve a lodging stipend for the evenings of Finance and Board Meetings for October, November, and December 2021 for an amount not to exceed \$500 per month. Jim seconded the motion. The motion carried with a vote of 6 to 0.

Adjourn Meeting

- Becky moved and Colleen seconded the motion to adjourn the meeting. The motion carried with a vote of 6 to 0. Enid Ritchy adjourned the meeting at 7:23 PM

Respectfully submitted,



Colleen ~~Simmons~~, Secretary
Irvin

10-15-21
Date