

Basalt Regional Library Board of Trustees Meeting Minutes
Monday, October 19, 2020
14 Midland Avenue
Basalt, CO 81621
Special Meeting
Emergency Circumstances to Allow Teleconferencing

Call to Order: The meeting of the Board of Trustees of Basalt Regional Library District was called to order on October 19, 2020 at 5:18 PM.

Member Attendance: Enid Ritchy, President; Jim Albert, Vice President; Karen Barch, Treasurer; Christi Blish, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee

Also Present: Sue Kiley, Library Director; Sandra Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Kristen Doyle, Teen Librarian; Berenice Forest, Assistant Director; Roger Garret, Citizen; Carolyn Kane, Citizen

Citizen Comments:

None

Board Comments:

Kudos

- Becky thanked Sandy, Sue, and Kristen for putting together the Board packets.
- Becky said it is nice to see the library partnering with the community on so many projects.
- Enid also thanked the staff.

Calendar:

- The December Board meeting has been moved to December 14th in order to meet the deadline to turn in the approved 2021 budget to both Pitkin and Eagle counties by December 15th.
- The public budget hearing was set for November 4th from 5:15 PM – 6:30 PM.

Approval of the September 21, 2020 Board Meeting Minutes: Karen Barch moved and Christi Bliss seconded the motion to approve the September 21, 2020 minutes with no edits or corrections. The motion passed with a vote of 6-0.

Approval of Director's Contract for 2021: Karen Barch moved and Jim Albert seconded the motion to approve the Director's Contract for 2021. The motion passed with a vote of 6-0.

Director Report (Additions to the report that is included in October 19, 2020 Board Meeting Packet), Sue Kiley

- **Teen survey report.** Kristen Doyle presented her teen survey results to the Board. Detailed results are included in the Director report. The purpose of the survey was to determine what services we provide are most important. It also was to determine what kind of programs and times students and parents were most interested in. The survey targeted grades 5-12. Going forward there will be a more targeted effort to get

feedback from high school students as most responses were from middle school age. The survey didn't do a good job of reaching parents whose kids don't come to the library. Kristen will share results with middle and high school librarians. The Board was very impressed with Kristen's presentation.

- **Teen Programming:** Kristen is looking at some in-person programming that can be provided responsibly. There was significantly more participation in Grab n Go activities than in person programming. If this continues, more focus may be placed on Grab and Go activities. Kristen is creating tutorials of databases to send to students. Once per month Kristen is sending a list of recommended YA titles to teachers. Kristen is currently working to create video tutorials of some of the databases and homework help items to send to students and teachers. There are 12 ongoing youth services programs scheduled in December alone. Survey information will be used to determine what kind of programming to offer and where to focus moving forward. Teens need more physical space where they can study and space to be quiet.
- **Crea Tu Cuento (Create Your Story):** This program was Berenice Forrest's unique creation. She and Gaby created their own content so they won't be required to take the recordings down within 24 hours. This is a four-part series that they will run again next year. There have been 11 participants so far. This program fits with the Library's strategic plan. Enid suggested getting permission to publish some of the stories in order to share them with the community.
- **Open Board Seat:** On Election Day, put up a poster advertising the vacant Pitkin County Seat since polling at the Library is for Pitkin County. Also, make it easy for voters to access the application or put their name in.
- **Grants received that have not yet shown up in the financials:** A Cares Act Grant for \$4,667.00. We received \$5,000.00 from the Town of Basalt. We will receive a Reimbursement Grant through the Cares Act for \$8,250 once the internet hot spots connectivity and some grab and go kits are completed. We have received \$1,700 in in-kind donations. We are estimating that when all the grants come in we will be at almost \$27,000. Cathy Click, our Development and Community Engagement Coordinator solicited these grants.
- **Staffing:** Once current staff are back up to their full hours and the two vacant positions are filled, we should have enough staff to open the library on Sundays.

Discussion and Vote for Suspending Library Services on Election Day: There were no additional staff comments. Board members Karen, Becky, and Jim volunteered to be greeters and direct voters on where to go. Becky will be the point person for any board member who wants to volunteer. Jim Albert moved and Becky Musselman seconded the motion to keep the library open on Election Day, November 3rd. The motion passed with a vote of 6-0.

Committee Reports

- **Bylaws Committee:** *Ryan Anslyn, Chair*
 - No update
- **Facilities Committee:** *Ryan Anslyn, Chair*
 - A shed was purchased for overflow storage. Connections for the washer/dryer are complete. There have been some lighting repairs.
- **Finance Committee:** *Karen Barch, Chair*

- **August Financials**
 - We are doing better than we thought and have healthy reserves. Things are looking better than a few months ago. With more revenues coming in, it looks like we will be on the low end of being under budget. We were worried about MVSO, but we may make our budget rather than being under by 13%. Interest rates are still low, but we may not be under budget as badly as previously predicted. Contributions are still below what was forecast. Nothing was reported in September, but Sue's report for the short term is promising. Overall, for revenue, we predicted we would be under budget by 6%, but it may be more like 3-5%. Total Operating expenses are still looking to be under budget by 10%. We had projected a surplus of \$98,000. With the increased revenue it looks like we might be slightly over the \$55,000 we predicted a few months ago. We are better than we thought we might be back in March and April.

- **2021 Draft Budget Version #2**
 - **Revenue:** Last year's increases in Mill Levies were used as a starting point for the 2021 budget. When mill levies were received in October, Eagle County was slightly up, but Pitkin County was down from last year, a big surprise. We learned that a case was brought before the Colorado Supreme Court by a homeowner who made the argument that his vacant lot attached to his property should not be assessed at the commercial rate of 29% but should instead be assessed at this year's residential rate of 5.7 or 7%. The homeowner prevailed meaning that every homeowner state-wide that had a vacant lot next to their property was reassessed. The impact in Pitkin County alone was over \$2,000,000. This brought our projected revenues down from \$1,566,000 to \$1,515,000 more than a \$50,000 drop. Sue and Kim made additional cuts to the 2021 budget, but things that are key to the strategic plan, like publicity, are still included. Payroll is still intact, so staffing hasn't been reduced. The surplus will drop to about \$13,000 after the contribution to Capital Reserves. We will receive the final certification of values in about eight weeks. We still need to balance the revenues and expenses associated with a grant. Other than that, there aren't any other known changes.

- **Personnel Committee:** *Enid Ritchy, Chair*
 - Has not met
 - Sue would like to meet regarding COVID and staff. May need policies specific to COVID.

- **Policy Committee:** *Becky Musselman, Chair*
 - Has not met

- **Strategic Planning Committee:** *Christi Blish, Chair*
 - Reconvene this committee to do an analysis and look at trends to see how we are doing.

- **Ad Hoc 501c3 Committee:** *Enid Ritchy, Chair*
 - Hasn't met. Had conversations and offered incentives to the current Foundation. Having only one foundation will not work. Will proceed with moving forward to set up a second Foundation. Will meet before the next board meeting and get this going quickly to be first in line for 2021 grants that may come up.

- The Foundation author event was a success with 25-28 attendees. The authors sold lots of books.

Motion to Adjourn: Jim Albert moved and Karen seconded the motion to adjourn the meeting. The motion carried with a vote of 6-0. Enid Ritchy adjourned the meeting at 6:41 PM.

Respectfully submitted,

Christi Blish
Christi Blish, Secretary

11/16/20
Date