

MEETING MINUTES
BASALT REGIONAL LIBRARY BOARD OF TRUSTEES
MONDAY, OCTOBER 21, 2019
COMMUNITY ROOM
14 MIDLAND AVE.
BASALT, CO 81621

A meeting of the Board of Trustees of Basalt Regional Library District was called to order and held on October 21, 2019 at 5:15 PM with the following persons present:

Member Attendance: Karen Barch, President; Becky Musselman, Vice President; Victoria Treece, Treasurer; Enid Ritchy, Secretary; Roger Garrett, Trustee; Christi Blish, Trustee

Also Present: Berenice Forrest, Assistant Director; Sandra Dexter, Executive Administrative Assistant; Kim Clinco, Accountant, Carolyn Kane, Citizen, Cathy Click, Caroline Cares Staff Members; Kelly Alford, Citizen, Ryan Anslyn, Citizen; Ryan Anslyn, Citizen

Citizen Comments: None

Board Comments: Roger announced he is resigning at the end of his term. He spoke about the personal value of his term on the Board. The Board expressed his value to the Library, especially his service as Treasurer.

Approval of Minutes: Vicki motioned to approve the minutes as stands and Roger seconded the motion. Minutes were approved.

Director's Report: Sandra Dexter, Administrative Assistant

Statistics:

- Sandy has updated the ILL and website statistics back to January. ILL was not showing up in the circulation statistics and Weebly changed the way they reported their statistics.
- The Seed Library has been changed from "checkouts" to "use count" and is listed on the last two pages of the statistic report.
- Some print items have decreased checkouts and some have increased. Overall print items have increased 12.71%. Circulation of electronic materials has increased 52.09% over September of last year. Overdrive, website, and database usage has increased. New patrons, program attendance, PC reservations, and door counts slightly decreased.

New Teen Librarian:

- Kristin Doyle is the Library's new Teen Librarian. She and Caroline will attend a CLIC Youth Services training tomorrow in Grand Junction.

New Staff Committees Formed:

- The *Sustainability Committee* met and will align with sustainable green practices at the library. The focus now is on reusable party utensils, etc., electronic Board packets, reusable paper.
- The *Safety/Security/Accessibility Committee* is formed but has not met yet. This will focus on both physical and cyber areas.
- Maker Space Committee will begin meeting as a work group in many areas of interest: sewing machines, 3D printers, and other tools that are not in the home.

Annual Fund Raising Event: Cathy Click reported

Scheduled for January 10, 2020 to celebrate the tenth anniversary of the BRL in this building. The plan is to have an annual celebration at the Library with the community.

It will be family friendly with food trucks and music. You can dress as your favorite literary character. There will be activities for story telling (Legends) and opportunities for patrons to state what the library means to them. Cathy shared the design of a logo, Legends of the Library. The copper colored "LEGENDS" represents the copper siding of our building. The teal is the architectural shape of our building. The green pages represent Midland Park, and the blue book mark represents the river.

Miscellaneous:

- Staff recognized that the BRL is out front in some areas such as Youth Programming, cultural offerings, trainings for census and homelessness.
- The two most recent hires, Steven and Maura have blended seamlessly with the staff.

Committee Reports

Bylaws Committee: Victoria Treece, Chair

- The Resolution on 2019-05, as Resolution of the Basalt Regional Library District Amending Article 4, Sections 2 and 6 was passed after clarification and discussion on this second reading. Changes were written in the minutes last month upon its initial reading.

Facilities Committee: Roger Garrett, Chair

Roger, Berenice, and Ryan walked through the library to look for possible improvements and replacements to be entered into the 2020 budget.

Finance Committee: Victoria Treece, Chair

- September Financials
 1. The library's largest expenditure is payroll. We are on target for 2019 which included changes in personnel and costs that included the hiring of a new Director.
 2. Computers, both community and staff, are replaced incrementally. Ten thousand dollars was budgeted for 2019 in the Capital Reserve fund. However, computers that were ordered came to \$18,785. The overage will be a part of the 2020 budget.
 3. The numbers for September and through September year to date show that the Library is operating on budget.
- Presentation of 2020 Budget
 1. Again the biggest expenditure of 2020 will be payroll. A 5% increase is budgeted for in this area. Another noticeable increase in expenditure will be publicity due to the findings and goal setting in the Strategic Plan. The goal is to increase awareness of programming for the community.
 2. Roger, Ryan, and Berenice went through the Library and noted what needed to be replaced, fixed, or improved upon. The improvements (new computers) will come from the Capital Reserve Fund/
 3. On November 4th the 2020 proposed budget will be posted to the public. There will be a Finance Meeting on that date open to the public. Concerns are heard at this time.
 4. December 11th the Library will receive its income numbers for 2020 from the milllevy. December 15, according to a statutory requirement, the 2020 budget will be approved.
 5. A relocation stipend of up to \$7000 will be allocated for the cross country move of the new Director.
 6. A study indicated that looking at Capital Reserves, we are currently funded at 53%. The goal is to increase the Capital Reserve Fund to 100%. The 2020 budget will increase the Fund by \$7000. This will increase our long term funding to 63%.

Personnel Committee: Karen Barch, Chair

- No report

Policy Committee: Becky Musselman, Chair

- No report

Strategic Planning Committee: Christi Blish, Chair

- Through the pasty month Christi took the suggestions from the committee and staff to revise the Plan. Further discussion ensued during the Board meeting, and there were more suggestions for revision. There will be a meeting set for the beginning of November to finalize the document and to talk about how we will share the document with the community.

Director Search Committee: Becky Musselman, Chair

Becky reviewed the Search Committee process:

- The Committee reviewed over 30 applications
- Eight candidates were granted phone interviews; one applicant declined; Seven phone interviews took place, and three candidates were selected.. A fourth candidate, Ann Scott, the former BRLD Director, was granted an interview following a letter of interest.
- Travel expenses for Ian Graham and Kaitlin Tang totaled \$2118.90. They have been reimbursed. Susan Kiley will be reimbursed for \$1500 due to her expenses. Ann Scott did not receive a travel stipend.
- Out of the four finalists, two candidates withdrew their names for consideration: Ann Scott and Ian Graham.

Executive Session

The Committee made a formal recommendation to the Board during the Executive Session. For the purposes of the Executive Session, the Committee members joining the session can only include Board members and citizen reps, not staff. The Executive Session is for the purposes of Personnel matters and is highly confidential.

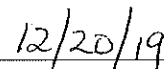
Board Reconvened

Following the Executive Session, the Board voted on the proposed final candidate and compensation package.

Meeting Adjourned at 7:20.

Becky made the first motion to adjourn and Christi seconded


Enid Ritchy, Secretary


Date

