

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
October 17, 2016 @ 5:15 P.M. in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:35 p.m.

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

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper;

**Citizen Comments:**

- Friends of the Library: No report in Linda Crossland's absence.
- Library Foundation: No report Helene Slansky's absence.
- Ann Stephenson read a letter from Paul Hiltz in favor of the Basalt Regional Library District Ballot Measure. Carolyn Kane asked if Paul would consider submitting this as a letter to the editor in the newspapers. Ann will ask Paul.
- Barb Milnor said Helene Slansky successfully filed our election quarterly statement with the state. The quarter ended on September 30th so we are up-to-date.

**Approval of the September 19, 2016 Regular Board Meeting Minutes:** Three errors in spelling were noted. Karen Hillebrand moved to accept the minutes with the corrections as noted. Dick Hampleman seconded the motion. The motion carried with 6 ayes.

**Director's Report: Barb Milnor:**

- Grant for LED installation: The lights have been installed and the installers will write grants to Holly Cross Energy and CLEER for the Library.
- Status of audio/visual replacement and people counter: The intent is to replace the audio/visual equipment pedestal and the sound system, but not the projector. We will be purchasing this equipment from the same company that Pitkin and Mesa counties use, because they will provide the service agreement that we requested.
- Library as a movie set: A Hollywood Production Company contacted Barb about using the Library to film their movie. Barb turned them down because the Library would need to be staffed while we are closed for Thanksgiving. Concern was also expressed over what condition the Library would be left in after the filming.
- Interviews for Circulation staff: Thirty-five applications were received for the entry level position to replace Angelica who left last month. Barb thought this may indicate the economy is not very good since we had only two applications to replace Chris.
- Barb read notes she received stating appreciation of staff to the Board.

**Board Comments:**

- Carolyn Kane said the Farmers' Market is finished. We had people stop by our booth every week. It was a good enterprise.
- We quickly went through almost all of the first 100 yard signs for the ballot measure and another 100 have been ordered. We are really pushing yard signs. These are assembled and stored in a closet just outside of Happy Realty for anyone who wants to pick one up.

- There is a Facebook page and website for the ballot measure with a boost to get us out to more Facebook customers.
- Carolyn Kane gave Ballot Measure buttons to the Board Members. They were made by Shayla Groves. Board Members cannot wear these inside the Library or to the voting booth. They can be worn anywhere else.

#### **Committee Reports**

**Finance Committee: Karen Hillebrand:** Karen reviewed the September financials, noting we are three-quarters of the way through the year. Income and expenditures may vary from the 75% of the budget due to when purchases are made or when income is received. There are some items of note. The cost of the Audio Visual equipment being purchased will be taken out of the Capital Reserve Account to allow for depreciation. The LED lamps that were installed throughout the Library will be left in expenditures and not depreciated because grants are being submitted to C.O.R.E and Holy Cross Energy to help cover the cost. The purchase of a new people counter was approved at the Finance Committee Meeting but hasn't been purchased yet. Barb Milnor will be setting up shelving for the archived National Geographic Magazines and the Book Club Kits outside the Business Center. She already has shelving but will need to order the glass end panels. The table that is currently in this location will be moved into the Business Center along with the electrical outlets for the table.

**Facilities Committee: Dick Hampleman:** No updates.

#### **Personnel Committee: Ann Stephenson:**

- Committee Members met with Barb Milnor to discuss continuation of her contract. The terms of her contract will depend on the outcome of the election and what funds are available. The Director Contract will be on the November agenda.
- The Personnel Committee will work on changes in the Employee Handbook to clarify staff scheduling around Thanksgiving and Christmas vacations.


#### **Policy Committee: Ann Stephenson:**

- Barb Milnor noted that we no longer charge the \$10.00 processing fee for replacement of lost or damaged materials. The policy needs to be changed to reflect this.
- Karen Hillebrand noted that at the Public Budget Hearing a community resident pointed out that the beginning balance on the financials is not the same as those posted online. Kim Clinco said that the balance can change twice; the end of the year actuals may be different than the approved budget and the amount can change again as a result of adjustments made during the audit. It was agreed that a line item will be added to the Financial Management Manual stating that the budget will be reposted with each revision and each update will be dated. The explanation of changes will be stated in the Financial Management Manual. Pete Blair will be contacted to assist with the wording for the Financial Management Manual.
- Carolyn Kane noted that year end contracts need to be reviewed before the end of the year. Barb Milnor is working on these. Daly Property Maintenance is a big contract. They bled the irrigation system last week. They also do the shoveling and snow removal. The winter contract is the same cost as last winter. The summer contract will be reviewed in the spring. The Waste Management contract will stay the same with no increase in cost. Barb had looked into getting a separate dumpster to recycle books, but decided against this since all covers would have to be torn off. The other contract is for cleaning. Barb thinks we are served very well with all the contracts we have now.

**Action Items:** None

**Adjournment:** Ann Stephenson moved and Heather Manolakas seconded the motion to adjourn. The motion carried with six ayes. Carolyn Kane adjourned the meeting at 6:31 p.m.

Respectfully Submitted,

  
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Heather Manolakas, Secretary

11/21/14  
Date