

**Basalt Regional Library District Board of Trustees Meeting Minutes**  
**Monday, September 19, 2022 5:15 PM**

**Board Members Present:** Enid Ritchy, President; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee.

**Staff Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Circulation Manager

**Citizens Present:** Yessica Lasso, Citizen; Sophia Clark, Spanish Interpreter; Astrid Recinos, Spanish Interpreter; Matthew Miller, Auditor with McMahan & Associates

**Call to order**

Enid called the meeting to order at 5:16 PM

**Citizen Comments**

None

**Board Comments**

Enid commented on how attractive the poster for the Delbert Anderson Jazz Trio workshop is that Christy Baumgarten designed. The Jazz concert follows the workshop. She encouraged attendance and getting the word out about both the workshop and the concert.

**Approval of Minutes of August 15, 2022 Board Meeting**

Eric moved and Margaret seconded the motion to approve the minutes of the August 15, 2022 Board Meeting. The motion passed unanimously.

**Foundation Update**

Amy Shipley reported for the Foundation. The Foundation had no activities the last quarter. They are keeping a small balance in their bank account to keep it active and have donated the rest to the library for books. Amy suggested not asking the Foundation provide an update if there is no activity. Amy explained the difference between the Trust and the Foundation. The Foundation only supports Library collections and the Trust was set up to allow for grants that are only available to a 501c3. The Trust will continue to give quarterly updates.

**Second Annual "Swap It Like It's Hot" Saturday, October 22, 2022**

Laura Baumgarten reported on the huge success of last year's Swap and how the community has requested a repeat. She gave details for this year's swap. All items are donated and are free to everyone. Socks will be collected and donated to the Aspen Homeless Shelter. Spread throughout the day will be food, drinks, tarot readings, and games. Laura will get marketing links to Yessica. Volunteers and bags are needed.

**Audit Presentation**

Matthew Miller of McMahan & Associates presented the 2021 audit. McMahan & Associates specializes in two main areas of auditing including governments. He explained how his company does audits and detailed each of the three phases of the audit; field work, auditing, and reporting. He noted positive fund balances in all categories which is an indication of fund health. He also walked the Board through the audit letter. There were no significant internal issues found. He did find several transactions that were taxed and several with no receipts. Though these were not in significant amounts, he recommended more complete documentation of purchases and to use our

tax-exempt status on all purchases. He recommended eliminating a few accounts because too many items get posted inconsistently making them not comparable year over year. He stated that the Capital account could be included in the general fund. A vote was taken to approve the audit. Eric moved to approve the audit and Margaret seconded the motion. The motion passes unanimously.

### **Fifth Draft of the 2023 Budget**

Amy went through the budget line by line reporting on changes from the 2022 budget. She noted that the January first balance for 2023 has changed from the previous draft. She did a brief training on how to read certification of values. On the expense side she noted some changes beginning with the increase in health insurance premiums. She recommends that the library pay the full amount of premiums and reviewed the various plans and costs. This would put more money in staff pockets. Amy provided a spreadsheet that compares salaries for Basalt staff between 2021 and 2022 and also compares salaries with other resort libraries. She also provided a living wage calculation for Eagle and Garfield counties. Carolyn noted the need to increase pay scales at this time as staff salaries have fallen behind due to COVID and the turnover of Directors. She said if increases don't happen now, we will keep falling farther behind. The other Board members agreed. Amy stated that the largest increase in costs for libraries is in construction supplies and utilities. Another item of note was the approximate \$5000 savings over the life of the copiers by purchasing rather than leasing them. There was discussion around the \$600,000 cost for a new roof. It was decided to leave this in the budget since it won't be known when the roof replacement will take place until after recommendation from a structural engineer. Amy asked for possible ways to cut the budget. There were no suggestions at this time, but there is still time before the final draft. A copy of the fifth draft of the 2023 budget is included in the Board Meeting packet.

### **Director Report, Amy Shipley**

The following are in addition to the written report that is included in the Board meeting packet.

- June 30<sup>th</sup> incident: The first court date is October 7<sup>th</sup>. She will proceed in trying to get a protection order to keep him from the library. Amy is still working with the attorney on this and will keep the Board posted.
- EveryLibrary conference: Amy, Carolyn, Eric and Elaine have been registered. The agenda is not out, yet, but an email will be sent with the schedule.
- Eagle County Emergency Planning: Amy has been invited to attend this planning session. By participating it allows the library to request FEMA funding if there is an emergency. Amy will be the library representative and will submit a letter of intent to Eagle County on our behalf. Pitkin county planning session is over for this year, but Amy will contact them about participating next year. Even though our building is in Eagle County, it is still worth checking with Pitkin County.
- Charge Ahead Grant: Amy will be taking charge of this grant which is a reimbursable grant for the electric car chargers. The first step is to get bids.
- Board Retreat: Amy provided a handout outlining the Board retreat and a Colorado Public Library Board Pocket Handbook. It was suggested to add the handbook to the Retreat agenda and start the retreat at noon instead of 1:00. Amy will send out a revised agenda. Becky asked if Yessica or any other prospective Board member could attend. It was agreed they could.

### **Committee Reports:**

Bylaws Committee: *Carolyn Kane, chair*

No Meeting

Facilities Committee: *Jim Albert, chair*

Amy reported in Jim's absence. We had our first meeting with Finance committee members in attendance. The committee will make a roof replacement recommendation later in the meeting. We are waiting for parts to come in for spotlight replacement. Staining has been completed on the outside of the building and will be done more frequently in the future to save money and to keep the building looking good. Window cleaning is done.

Finance Committee: *Carolyn Kane, chair*

The August 2022 Financials and the finance report are included in the Board meeting packet. Every month in the Finance Committee meeting the budget is reviewed line item by line item. The report is a summary of this in-depth review.

Personnel Committee: *Enid Ritchy, chair*

No report. The Board will meet in executive session to discuss personnel matters.

Policy Committee: *Becky Musselman, chair*

The Policy Committee will start meeting once per month beginning September 20, 2022.

#### **Discussion and possible vote on roof project recommendation from Facilities Committee**

The combined Facilities and Finance Committees recommended hiring an expert structural engineer to determine the problem with the roof before deciding to replace the roof to avoid mistakes made in the past and to set aside money in the 2023 budget for roof replacement should it be determined necessary. Amy asked permission from the Board to begin a Request for Proposals (RFP) process to get bids from structural engineers. The Board agreed to an RFP. Amy will bring a draft RFP to the Board meeting next month. An architect will help draft the RFP. The Board also agreed to set aside money in the 2023 budget for possible roof replacement. It was determined a vote wasn't needed on either recommendation.

#### **Executive Session**

The Board moved into Executive Session to discuss the Executive Director Evaluation at 7:26 PM and returned to the regular meeting at 8:06 PM.

#### **Meeting Adjournment.**

Enid adjourned the meeting at 8:08 PM.

Respectfully submitted,

  
Margaret Simmons, Secretary

  
Date