

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, September 20, 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 5:15 PM

Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Becky Musselman, Trustee; Margaret Simmons, Trustee

Also Present: Amy Shipley, Executive Director; Berenice Forrest, Assistant Director; Sandra Dexter, Executive Administrative Assistant; Kristen Doyle, Teen Services Coordinator, Katelyn Schimpff, Children's Librarian; Roger Garrett, Citizen

Citizen Comments

None

Board Comments

None

Youth Services Presentation, *Kristen Doyle and Katelyn Schimpff*

- Kristen and Katelyn did a slide presentation of what their jobs as youth services librarians entail including teen and children's programming, working with the Spanish and music librarians on programming and other tasks including collections, outreach and coordination with schools, mentoring capstone students (teen volunteers), creating the monthly newsletter, working with parents and working on developing new partnerships. They answered questions from Board members throughout their presentation.
- Kristen and Katelyn also asked the Board members to consider a policy change to make it easier for youth to get a library card stating that the only legal consideration is that the library can't provide access to the internet for 12 years of age and under without a parent signature. They suggested some possible alternatives to a full access library card. Becky Musselman is the policy chair and will meet with Amy Shipley, Director, when they look at the library card policy

Approval of Minutes of August 16, 2021 Board Meeting:

- Margaret Simmons moved and Jim Albert seconded the motion to approve the August 16, 2021 Board Meeting minutes as is. The motion carried with a vote of 5 to 0.

Director's Report, *Amy Shipley*

- Statistics are included in the Board packet
- Working on first staff meeting.
- Amy is delighted at how appreciative all staff are of each other and their accomplishments.
- Amy had her first shift at the circulation desk. There were only little differences from her previous position.
- It's time to reboot the COVID task force. We are calling it the COVID response task force.

- Cataloging and Metadata position: A hiring team was created. There are 14 applications, 10 with qualifications. Screening interviews are next week.
- Amy is working with Becky on vaccine and testing requirements, what kinds of tests and how to get tested.

Committee Reports

- Bylaws Committee: *Ryan Anslyn, chair*
 - No report
- Facilities Committee: *Ryan Anslyn, chair*
 - Roger Garrett reported in Ryan's absence
 - The Committee will meet later this month and look at things they will spend money on in 2022. They will meet with Amy to go through the building with them as she may see things they didn't to put on the spending list for 2022. Not sure where we are with getting quotes for painting the outside of the building since the staff person that was calling for quotes is no longer with us. Amy will check on a staff replacement for the facilities committee. Computers are being purchased.
- Finance Committee: *Carolyn Kane, chair*
 - August Financials
 - Carolyn's financial report is included in the Board Meeting packet.
 - Preliminary Certification of Valuations from Pitkin and Eagle counties are included in the Board packet.
 - Pitkin receivables were 5% over last year. Eagle was 12% over last year. The increase in dollars was \$98,860 for both counties. Property valuations cut off at the end of June so the amount of increase wasn't as high as expected. Possibly in two years will see a big increase.
 - 2022 Budget timeline between now and end of year.
 - Finance Committee will meet on October 12th to review the 2022 budget
 - A rough budget will be delivered to board by Oct 15th to meet a statutory requirement.
 - Public budget meeting the first week of November to present the budget to the public.
 - Deadline to approve the 2022 budget is the December 13th Board Meeting (second Monday).

- Staff Salaries: The budget was extensively overhauled before Amy arrived. Our library had not previously classified employees. Kim and Barbara were able to put each staff person into categories and created a salary or hourly range for each position using salary comparisons with other Colorado resort libraries to stay competitive. Once everyone was put into the correct category a wide disparity was found among staff within the same category. Adjustments were made and those will be costly. This needs to be addressed as soon as possible, therefore, salary adjustments will be reviewed at the October 12, 2021 Finance Committee Meeting. It is very important for board members to attend this meeting. The possibility of donations and fundraising will be looked into. It was asked if the library can deficit spend to cover this and take it out of reserves. There is a precedent

for the library to present a deficit budget. Between 2012 and 2016 we had deficit budgets. Deficit spending is legal and those budgets were approved by our auditor.

- Personnel Committee: *Enid Ritchy, chair*
 - Will meet on how to address COVID policies in the Employee Handbook if the resolution on the Pandemic and Emergency policy passes.

- Policy Committee: *Becky Musselman, chair*
 - No report

- Ad Hoc 501c3 Committee: *Enid Ritchy, Chair*
 - A meeting is scheduled for Thursday with the Ad hoc committee trustees in regard to the 501c3 MOU and Bylaws. Jim Albert noted that the language making the director of the Library the Director of the Trust will be removed from the MOU so that she is not pulled away from her Library duties. The sentence will be changed to read "The Library will provide services of the Development Coordinator, Cathy Click, to assist the Trust in grant writing applications and community outreach. It is understood that the library retains the discretion as to the extent of personnel and services it will approve." There needs to be a purpose section that specifies what the Trust is, it's duties and responsibilities. It also needs to be mandated that the Trust is a conservator of the funds it collects. This might be in the Trust Bylaws. A protocol is needed for transfer of money from the trust to the library. Jim & Enid will meet with Margaret's husband, who was president of a 501c3 and has 50 years' experience, to discuss to proper way to transfer funds.
 - A second meeting will be schedule to discuss what can be expected for 2022 that will help with our Library budget.

Discussion and possible vote on Resolution 2021-05, a resolution of the Basalt Regional Library District amending the Pandemic and Emergency Policy

- After a brief discussion and answering of questions, Carolyn Kane moved and Margaret Simmons seconded the motion to approve Resolution 2021-05, a resolution of the Basalt Regional Library District amending the Pandemic and Emergency Policy. The motion carried with a vote of 5 to 0.

Adjourn Meeting

- Jim Albert moved and Margaret Simmons seconded the motion to adjourn the meeting. The motion carried with a vote of 5 to 0. Enid Ritchy adjourned the meeting at 6:36 PM

Respectfully submitted,



Enid Ritchy, President in Secretary's absence



Date

