

Basalt Regional Library Board of Trustees Meeting Minutes
Monday, September 21, 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 September 21, 2020 at 5:18 PM.

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

Also Present: Sue Kiley, Library Director; Sandra Dexter, Administrative Assistant; Kim Clinco, Bookkeeper

Citizen Comments:

None

Board Comments:

None

Approval of the August 17, 2020 Board Meeting Minutes: Karen Barch moved and Becky Musselman seconded the motion to approve the August 17, 2020 minutes with no edits or corrections. The motion passed with a vote of 6-0.

Director Report (Included in September 21, 2020 Board Meeting Packet), Sue Kiley: Sue will check with Christy to see if programs can be streamed through our website and to see if it is necessary to sign in to Facebook to watch the live Storytimes. Event marketing includes newspapers and radio ads and eblasts, as well as being placed in the events calendar on the website. Sue will also send the Gallagher Amendment and Amendment B event information to the Basalt Chamber and to teacher's associations. It is also possible to record this event and put it online for later viewing. The Board requested that we have a soft re-opening of the library prior to the scheduled re-opening date of September 28th. Sue will check with staff to see if this is feasible. It is unknown when patrons will be able to sit in the library. Staff will do limited cleaning the last 15 minutes of each hour that the library is open. The role of the welcome desk is to remind patrons to wear masks, use hand sanitizer and to inform patrons of current services and requirement when entering the main library.

Suspending Library Services on Election Day: There was a discussion about whether or not to close the library on Election Day. A vote was tabled until the October 19, 2020 Board Meeting.

Nominations

- **Vice-President:** Enid Ritchy nominated Jim Albert. There were no other nominations. Christie Blish seconded the nomination. Jim accepted the nomination. The motion passed with a vote of 6-0.

- **Treasurer:** Enid Ritchy nominated Karen Barch. There were no other nominations. Jim Albert seconded the motion. Karen accepted the nomination. The motions passed with a vote of 5-0 with one abstention.
- There is now a full slate of officers.

Vacant Pitkin County Board Seat: A Pitkin County Board seat has become vacant due to the resignation of Vicky Treece. Advertising will begin to fill the vacant seat.

A Community Member called in: She said she was listening to get a sense of the challenges being faced during the pandemic. She said we are doing great.

Committee Reports

- **Facilities Committee:**
 - The Committee members did a tour of the library. The benches outside the library need to be refinished. The committee is looking into electric car charging stations. Cameras are on hold.
- **Finance Committee: Chair, Karen Barch**
 - **August Financials**
 - January-August numbers are about where we thought we would be. Kim Clinco has done year-end projections due to tax abatements. We expect to be 3%-5% below our budgeted amount for the year. Income is expected to be under budget by 13% and Expenses about 4%. There are some large bond payments coming up in November. The money is there to cover these. There have been no capital expenses, but Sue is working to replace some laptop and staff computers.
 - **2021 Draft Budget Version #2**
 - **Revenue**
 - The only thing new is an update on the tax abatement. Total income has been increased from the 2020 budget by about \$11,000.
 - **Expense**
 - Maintenance has been increased slightly and music was brought back up to the 2020 level. One new digital resource, Learning Express Library, has been added. With these changes, the total operating expense has increased by about \$9,000. With our \$87,000 allocation to the Capital Account that we try to do every year, we are left with \$63,000 to contribute to the operating reserve. This version of the 2021 budget will change slightly after we receive the evaluations from the counties. The final version of the budget must be submitted to the counties by December 15th. This requires moving the December board meeting up so the budget can be approved.
- **Personnel Committee: Karen Barch, Chair**
 - The Employee Handbook needs to be updated to reflect the wording change regarding holidays that fall on a Monday. The Board approved this change before Labor Day.

- **Ad Hoc 501c3 Committee: Enid Ritchy, Chair**

- There was a discussion to decide if there should be one or two Foundations. The Ad Hoc Committee will meet and present the Friends and Foundation with two possibilities for merging Foundations. Further discussion was tabled until after the next Committee meeting.

The Board entered an Executive Session at 7:29 PM.

The Board concluded the Executive Session and re-convened at 7:59 PM.

Respectfully submitted,

Christi Blish

Christi Blish, Secretary

10/19/20

Date

