

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
April 16, 2018, 5:15 PM in the Community Room**

Call to Order: Becky Musselman called the meeting to order at 5:18 p.m.

Members Present: Becky Musselman, Vice President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Roger Garrett, Treasurer; Enid Ritchy, Trustee; Christi Blish, Trustee; Karen Barch, President (via phone)

Also Present: Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director

Citizen Comments: Ann Stephenson welcomed Enid Ritchy and Christi Blish to the Board and thanked them for their service.

Board Comments: Becky Musselman thanked Ann Stephenson for her years of service on the Board and presented her with a card and gift from board members and library staff.

Welcome and Introduction of New Board Members: Board members and those present introduced themselves and welcomed new members.

Approval of January 15, 2018 Board Meeting Minutes: Because Ann Stephenson and Heather Manolakas are no longer members of the board, a quorum could not be reached to approve the minutes. The minutes will be entered into the record without official approval.

Approval of March 19, 2018 Board Meeting Minutes: Dick Hampleman moved and Michael Latousek seconded to approve the March 19, 2018 Board Meeting Minutes. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- Formal ratification of new board members is expected by the next board meeting on May 21, 2018.
- Staff has scheduled training focusing on different areas or skills each month. Topics covered thus far include downloading digital content, customer service, and using Kindles.
- Ann is continuing to look into having emergency buttons installed in the library for security purposes. She reached out to local companies for quotes, but has not received any responses. Honeywell can install the buttons for approximately \$300, and monitor the service for approximately \$50/month. The time lapse between monitoring the alarms and dispatch is less than two minutes.
- Staff will participate in de-escalation training. Vince Savage with the Aspen Homeless Shelter will lead the training free of charge.
- One Book 4 Colorado is a program that provides free books to every 4-year-old in the state. The library has given away all of our copies, and has asked for more copies. Marc Johnson with Aspen Jazz Festival will lead a camp for teens to digitally create and record music.

- April has been a busy month for programming, with programs such as a workshop on container gardening, the film series, two music programs, an art reception, the Library Foundation fundraiser, and more.
- A new book drop has been installed near the front desk to eliminate the need for staff to check in books at the front desk.

Explanation of Board Committees: Becky explained how the board committees are formed. The chair of each committee offered a brief explanation of what each committee does. In preparation for May's board meeting, each board member should send their committee preferences to Becky.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair:* No report.

Policy Committee: *Becky Musselman:* The committee will be meeting soon to look over and update policies.

Personnel & Human Relations Committee: *Roger Garrett:* No report.

Facilities Committee: *Dick Hampleman, chair:* No report.


Finance Committee: *Roger Garrett, Treasurer*

- **March Financials:** The Friend of the Library submitted their financials, with an income of \$1,806 for the year to date. The Finance Committee received a new bid for workman's compensation, but the new bid was higher than the library's existing policy, so no changes will be made. Total operating funds as of March 31, 2018 totaled \$1,429,668.02. The Bond Repayment Fund had a balance of \$897,350.45, and the Capital Reserve Fund had a balance of \$402,788.59. The library has collected approximately \$554,700 in mill levy funds thus far this year. Total MVSO was \$27,084. Collections of fines and fees are slightly low at 22 percent. Total contributions are at 45 percent. Total operating expenses including payroll as of March 31 were \$349,082.63 and approximately 25 percent. After allocation to Capital Reserve Fund, the Net General Fund Income balance was \$251,262.12. Total Mill Levy Debt Repayment was \$365,795.86, with Net Bond Repayment Fund at \$354,522.30.

Strategic Plan Revision Project: The library's strategic plan has not been revised since the new mill levy was passed. Board members wishing to work on the strategic plan may serve on the Strategic Plan Committee in addition to the other committees. Karen Barch hopes that revisions of the strategic plan will be completed by the end of the year.

Adjournment: Roger Garrett moved and Dick Hampleman seconded to adjourn the meeting. The motion passed with 4 ayes. Becky Musselman adjourned the meeting at 6:05 p.m.

Respectfully Submitted,


Dick Hampleman Secretary

5/21/2018
Date

