

MEETING MINUTES

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

**MONDAY DECEMBER 10, 2018 AT 5:15 PM
COMMUNITY ROOM
14 MIDLAND AVE
BASALT, CO 81621**

A meeting of the Board of Trustees of the Basalt Regional Library District was called and held on December 10, 2018 at 5:17 pm with the following persons present and acting to conduct business.

MEMBER ATTENDANCE: Karen Barch –President
Becky Musselman – Vice-President
Roger Garrett – Treasurer
Christi Blish - Trustee
Enid Ritchy – Trustee

ALSO PRESENT WERE: Ann Scott - Director
Kim Clinco – Accountant
Carolyn Kane – Basalt Library Foundation Representative

CITIZENS COMMENTS

Carolyn Kane made an announcement on behalf of the Basalt Library Foundation; they will be hosting a fundraiser on Friday December 21st at 6:00 pm. The event is a Solstice with magician Doc Easton. Food and drink will be provided.

BOARD COMMENTS

Karen Barch noted the first term for Board members Dick Hampleman and Mike Latousek will expire in March. A nominee committee will be appointed.

MINUTES

The minutes from the November 19, 2018 Board meeting were presented for approval. A quorum was not present of those members in attendance at the November 19th meeting. The minutes were deferred for approval to the January meeting.

DIRECTOR'S REPORT

Relating to new services and programs; Ann reported Matt has received a great deal of positive support regarding his monthly philosophy group. Some patrons are unable to attend the sessions, so he has started taping his talks and will post them as a YouTube series. If the series is well received, additional programs may be added to YouTube.

Spanish classes have started for the staff every Friday from 8:30-10:00 am, taught by Sarah Leidner. The classes have been well attended by the staff and will continue in 2019.

The parenting classes and Socrates Café are still on schedule to begin after the first of the year.

Regarding marketing, the BRLD magazine statistics continue to improve. The print distribution is up over 160 copies in November. The digital version is averaging 100 reads per month.

The staff is also working on posters, similar to the Temporaries posters, based on feedback received from the Strategic Planning committee. All of the programs are unable to be listed on the limited space of the poster, so each division has an opportunity to submit a program to be listed. The poster has been named the Sampler.

The revision of the library card is still in process. Patrons will have an opportunity to sign up for e-blasts on the applications and also request a tour of the Library. The tours will be given monthly or by appointment.

Pancakes with Santa is scheduled for the weekend of December 15th. The Latino community is targeted for this event, sponsored by the Strategic Planning Committee. The parents will meet with focus group members in one room and the kids will be served pancakes and work on writing letters to Santa. At the end of the session, the kids will be able to place their letters in a mail box and meet and take their picture with Santa.

The new teen librarian, Jeanna Austin, will begin work on January 2nd. The position was previously held by Erin Hollingsworth. Jeanna is moving to the Roaring Fork Valley from North Carolina and has a variety of knowledge and experience to add to the Library team.

Karen encouraged the Board members to review the statistics report. She noted some of the positive information in the report such as the year to date attendance of programs is 13,143 patrons; 7,700 were children. Also, circulation of electronic material is up 37%.

COMMITTEE REPORTS

Strategic Planning Committee: *Christi Blish, Chair*

Christi reported in addition to Pancakes with Santa; a focus group for educators and other libraries is scheduled to be complete by the end of January. Group sessions for community leaders and board members are scheduled to follow by the end of March.

Bylaws Committee: *Michael Latousek, Chair*

Nothing to report.

Policy Committee: *Becky Musselman, Chair*

Nothing to report.

Personnel & Human Relations Committee: *Karen Barch, Chair*

Nothing to report.

Facilities Committee: *Dick Hampleman, Chair*

In Dick's absence, Ann reported she is meeting with Dick this week to review the security cameras proposals and select a proposal that will fit the needs of the Library.

Finance Committee: *Roger Garrett, Treasurer*

November Financials: Roger reported the Library currently has a cash balance of \$2,499,526. Of the amount, \$443,954 is allocated to the Capital Reserve Fund; \$568,784 is the balance of the Bond Repayment Fund and the General Operating Fund totals \$1,486,788.

He noted the small amount received in mill levy revenue for November, \$4,442. Total overall revenue has exceeded the annual budget as of 11/30 at 101.38% for a total of \$1,536,232. There were no unexpected operating expenses incurred in November as the year-to-date expenses reflect 76.84% of the annual budget, \$431,463. Roger noted there are a couple of large expenditure items to be paid in December to include approximately \$22,000 for the general liability insurance, and the 4th Marmot contract installment of approximately \$23,000. The payroll budget still remains slightly under budget as of the end of November by 3.9%. No additional capital expenditures were incurred in November.

Discussion was held regarding the cost of the security cameras. There is currently \$5,700 remaining to use of the 2018 capital reserve fund budget. It was suggested to include the cost of system in 2018 to utilize the balance of the budgeted funds.

2019 Budgets: Roger reviewed the Amended Certificate of Values received by both Counties at the end of November. There was a slight change in the property valuation amount, which increased the mill levy revenue by \$3,831 as reflected on the final revision of the 2019 budget. There were no additional changes to the 2019 budget as presented at the November meeting.

RESOLUTION 2018-08

Resolution 2018-08, a Resolution of the Basalt Regional Library District Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Calendar Year Beginning on the First Day of January 2019 and Ending on the Last Day of December 2019. Roger Garrett moved to approved Resolution 2018-08, seconded by Christi Blish. The motion was unanimously approved.

RESOLUTION 2018-09

Resolution 2018-09, A Resolution of the Basalt Regional Library District Appropriating Sums of Money to the Various Funds and Spending Agencies for the 2019 Budget Year. After review, Roger Garrett moved to approved Resolution 2018-09 and was seconded by Enid Ritchy. The members unanimously approved the Resolution.

RESOLUTION 2018-10

Resolution 2018-10, A Resolution of the Basalt Regional Library District Levying Property Taxes for the Year 2019 to Help Defray the Costs of Government for the Basalt Regional Library District, Colorado, for the 2019 Budget year. After consideration, Roger Garrett moved to approved Resolution 2018-10 with the recommended changes. Christi Blish seconded the motion and was unanimously approved.

ADJOURNMENT

There being no further business to come before the Board, Becky Musselman moved to adjourn and second was given by Roger Garrett. The meeting was adjourned at 6:00 pm.

Respectfully submitted,



Dick Hampleman, Secretary

1/21/19
Date