

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
June 18, 2018, 5:15 PM in the Community Room**

Call to Order: Karen Barch called the meeting to order at 5:20 p.m.

Members Present: Karen Barch, President; Becky Musselman, Vice President; Roger Garrett, Treasurer; Christi Blish, Trustee

Also Present: Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director, Sandra Dexter, Administrative Assistant to the Director

Citizen Comments: None

Board Comments: None

Approval of May 21, 2018 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the May 21, 2018 Board Meeting Minutes will be tabled until the July meeting.

Director's Report: *Ann Scott, Director*

- Honeywell has installed the control and panic buttons for an emergency system. There will be a training on the system at Wednesday's staff meeting.
- Ann is coordinating a fire drill with the Fire Department, as well as an active shooter drill with the Police Department.
- A deposit has been submitted to Summit Sweeping to crack-seal the back parking lot sometime in July.
- The building will be pressure washed at the end of this week.
- Recent plumbing and A/C issues have been resolved: the library's water pressure valve needed to be replaced; the library's swamp cooler was not working properly, and needed to be serviced (the swamp cooler works in conjunction with the A/C unit). Ann is considering scheduling regular service appointments because these systems are aging and to prevent future problems.
- The new lobby kiosk has arrived and will be installed soon.
- Ann hopes to meet with the Facilities Committee to discuss the use of the CLEER system to monitor energy use, as well as other issues.
- Ann also discussed the customization of the statistics report and how to best display the library's statistics. Board input is welcome.

Committee Reports:

Bylaws Committee: *Michael Latousek, chairperson:* Not present.

Policy Committee: *Becky Musselman, chairperson:* The Policy Committee met recently to create a plan for reviewing the library's existing policies and creating new ones. The timeline for this process is 1 year. Some of the library's existing policies need to be

updated and/or corrected for grammatical mistakes. Examples of new policies include eliminating overdue fines for children and teens.

Personnel & Human Relations Committee: *Karen Barch, chairperson:* No report.

Facilities Committee: *Dick Hampleman, chairperson:* Not present.

Finance Committee: *Roger Garrett, Treasurer*

- **May Financials:** As of May 31, 2018, the library had a total balance of \$3,105,551.70. Mill levy income is at 63.65%, which is ahead of schedule for the year. The library received a deposit refund from Holy Cross Energy totaling \$1,007.50. The Library Foundation made \$468.35 in May. Treasurer's fees are at 58.19%. Utilities are slightly under budget, at 37.16%. Payroll is also slightly under budget, at 38.06%. Total income for May was \$179,617.26. The next Bond Interest Repayment is due in November. The Capital Reserve Fund earned interest totaling \$716.70. The largest expenditure from the Capital Reserve was for computers, which will be gradually replaced over the next few years.

Community Stewardship Committee: *Christi Blish, chairperson*

- Strategic Planning Initiation: Christi presented a literature review and the steps for creating a strategic plan for the library.

Additional Business: Karen Barch distributed a list of the board committee membership. Additional community members are needed for several of the committees.

Adjournment: Christi Blish moved and Becky Musselman seconded to adjourn the meeting at 6:39 p.m. The motion passed with 3 ayes.

Respectfully Submitted,


Dick Hampleman, Secretary

7/16/18
Date