

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
May 21, 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, Sandra Dexter, Administrative Assistant to the Director

Board Comments: Tom Stephenson, the husband of former BRLD Board President Ann Stephenson, passed away on May 16. The Board will be collecting donations to give to an organization of Ann's choice in Tom's name.

Induction of New Trustees: The new trustees have been ratified by their respective counties. Becky Musselman formally welcomed Christi Blish and Enid Ritchy to the Board.

Approval of April 16, 2018 Board Meeting Minutes: Enid had a question about the Kindle training for staff that was mentioned in the April meeting. Michael Latousek moved and Roger Garrett seconded to approve the April 16, 2018 Board Meeting Minutes. The motion passed with 6 ayes.

Director's Report: *Ann Scott, Director*

- The library has been exploring potential partnerships with other local organizations; for example: Aspen Hope Center, Writ Large, and Valley Settlement Project.
- Programming: Berenice is developing a series of computer classes that will be taught in Spanish. Matt has developed a Philosophy Club that meets monthly. The Youth Services Department is ready for the Summer Reading Programs to begin.
- Facilities: Ann spoke with a member of the Basalt Police Department about a "panic button" system. There are several companies in the Valley that also use Honeywell, and the Basalt Police recommends having such a system. Several staff members attended a Fire Extinguisher Training with the Basalt Fire Department. Staff completed a scavenger hunt to locate all of the library's fire extinguishers. Grand River Construction will be completing the town's asphalt sealing, and Ann will meet with them to see if they could also re-seal the library's parking lot.
- Staff is no longer checking in items at the Front Desk in an effort to eliminate errors.
- Berenice worked with Marmot to design new hold slips. The new slips offer a greater degree of confidentiality for patron information.
- Ann attended the Marmot Council Meeting in Palisade, where a new executive director of Marmot was chosen. Ann also learned about the shifting priorities of the Marmot organization, and potential impacts on individual libraries.
- Marketing: New formats for the library's newsletters and brochures. There will be a new, touch-screen kiosk in the libby that will display all of the library's news, events, and programs.

- **Statistics:** Sandra Dexter, who compiles the library's statistics, presented the new format for library statistics. Circulation statistics are divided into different groups: Adult, Spanish, Young Adult, Juvenile, and Combined Divisions. Combined Divisions are items that are not split between age groups. There are several new categories: Adult Continuing Education, Adult DVD TV Series. The Express Books section has been discontinued. Electronic Materials include e-books and streaming videos. Digital magazines are considered a database, and are included with the other databases. Database usage, program attendance, as well as door counts and public computer usage are new to the statistics report. Ann and Sandy are working with Marmot on using Tableau to present the library's statistics in different ways. Included in the statistics this month are examples of how Telluride presents some of their data.

Motion to Approve Installation of Panic Button System: After discussing the cost of installing a panic button system from Honeywell (\$300 installation, \$50/month service) and the potential for obtaining grants to recoup some of that money, Roger Garrett moved and Michael Latousek seconded to approve the installation of a panic button system. The motion passed with 6 ayes and Ann Scott will move forward with contacting Honeywell about installation.

Committee Reports:

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

Policy Committee: *Becky Musselman.* No report.

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

Facilities Committee: *Dick Hampleman, chair.* Dick has contacted three companies for estimates on power-washing the building's siding, and is awaiting their bids.

Finance Committee: *Roger Garrett, Treasurer*

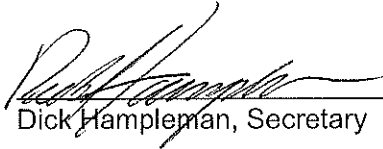
- **April Financials:** As of April 30, 2018, total current assets are \$2,737,415.70. Revenues are as expected. Mill levy funds are ahead so far this year. Total income is at 44 percent, which is ahead (normal percentages through April are usually 34 percent). No major expenses of note. Items at 100 percent are annual contracts that have been paid. Payroll expenses are below budget at 30 percent. Total expenses are at 32 percent. Net General Fund Income is \$231,748.81. Bond interest repayment is at 50 percent, with payments made twice a year. Maintenance expenses included replacing lights and moving shelves.

Discussion & Formation of Committees 2018-2019: Included in the board packets was a handout of current committee formations for 2018-2019. Michael Latousek will remain chairperson for the Bylaws Committee. Becky Musselman will be the chairperson for the Policy Committee, and Enid Ritchy will serve on the committee. Karen Barch will be the chairperson for the Personnel & Human Relations Committee, and Enid Ritchy will serve on the committee. Dick Hampleman will remain chairperson for the Facilities Committee, and Christi Blish will serve on the committee. Roger Garrett will be chairperson for the Finance Committee, and Karen Barch will serve on the committee. A new standing committee has been proposed: a Community

Stewardship Committee (official title TBD) to create a strategic plan for the library, consider outreach opportunities, and assist the Director in the annual review process. Christi Blish will be chairperson for this new committee, and Karen Barch will serve on the committee.

Adjournment: Michael Latousek moved and Becky Musselman seconded to adjourn the meeting. The motion passed with 6 ayes. Becky Musselman adjourned the meeting at 6:03 p.m.

Respectfully Submitted,


Dick Hampleman, Secretary

7/16/18
Date

