

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
February 19, 2018, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:20 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Karen Barch, Trustee; Roger Garrett, Trustee

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

Board Comments: None.

Approval of August 21, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the August 21, 2017 Board Meeting Minutes will be tabled until the March meeting.

Approval of October 16, 2017 Board Meeting Minutes: Karen Barch moved and Michael Latousek seconded to approve the October 16, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Approval of January 15, 2018 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the January 15, 2018 Board Meeting Minutes will be tabled until the March meeting.

Director's Report: *Ann Scott, Director*

- The graffiti on the copper siding of the building was removed using paint thinner, with little to no damage to the siding.
- Ann is looking into possibly installing panic buttons at the service desk in the library. She spoke with staff at Cook Memorial Library in Illinois about their system and annual plan with Honeywell. Honeywell's average cost for installing a system is approximately \$300, with service plans around \$50/month to monitor the system. Ann will also consider local options.
- Library staff is reviewing policies and looking at ways to remove barriers to access for patrons, such as new options for applying for a library card or renewing accounts, protecting patron privacy (changing hold slips), eliminating fines for youth, and changing the minimum age for getting a library card.
- In regard to eliminating fines for youth, overdue fines for youth only accounted for 25 percent of total fines collected in 2017.

Committee Reports:

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

Policy Committee: *Heather Manolakas, chair.* Not present.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* No report.

Facilities Committee: *Dick Hampleman, chair.* Dick will begin scheduling power-washing for the exterior siding, starting with a test section. At the next Facilities Committee meeting, the committee may discuss installing exterior security cameras.

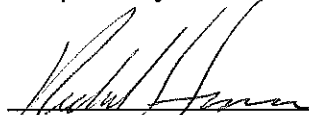
Officer Nominating Committee: *Becky Musselman & Roger Garrett.* Becky began requests for nominations via email. A meeting of the committee has been delayed. Voting for officers will take place March 19. Karen Barch and Heather Manolakas may reapply to the Board, and should submit a letter of interest to Ann Scott. In addition to advertising on the library's website, board openings will be posted to the Basalt Community Facebook page and a number of other local pages.

Finance Committee: *Kim Clinco, Accountant.*

- **Finalized 2017 Year End Report:** The final financials will be sent to the auditors. The library finished 2017 with \$2,160,000 in cash. The library finished the air with total operating expenses of \$1,237,824, which was approximately \$138,000 under budget. \$80,000 was allocated to the Capital Reserve Fund. The General Fund Balance at the end of the year was \$1,248,943. The Bond Repayment Fund finished the year at \$542,828. As of the end of 2017, the Capital Reserve Fund balance is \$401,976.
- **January Financials:** Total cash at the start as of January 31 is \$2,063,722. No mill levy funds were received for January. Total income for January was \$18,242. The first payment to Marmot was sent in January, for total technology expenses of \$24,119. Total operating expenses excluding payroll for January were \$65,887. Payroll for January was \$62,171. Total expenses were \$128,059. Bond Repayment Fund and Capital Reserve Fund have earned interest.

Adjournment: Karen Barch moved and Roger Garrett seconded to adjourn the meeting. The motion carried with 5 ayes. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,



Dick Hampleman, Secretary

3/19/18
Date