

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
July 16, 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; Michael Latousek, Vice President; Becky Musselman, Vice President; Roger Garrett, Treasurer; Dick Hampleman, Secretary; Christi Blish, Trustee; Enid Ritchy, Trustee

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

Citizen Comments: None

Board Comments: None

Approval of May 21, 2018 Board Meeting Minutes: Dick Hampleman moved and Michael Latousek seconded to approve the May 21 Minutes. The motion passed with 6 ayes.

Approval of June 18, 2018 Board Meeting Minutes: Christi Blish moved and Roger Garrett seconded to approve the June 18 Minutes. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- The new self-checkout machines have been installed.
- Marmot will be on-site next week to install updates to staff and patron computers.
- Building Updates: The exterior of the building has been cleaned and oiled with a fire-resistant product. The gravel walkways on the front lawn will be replenished to avoid slippery surfaces.
- Summer reviews for staff are ongoing.
- Linda Slaybaugh, Children's Librarian, is retiring in August. She has been mentoring Caroline Cares, who recently received her Master's of Library Science.
- There will be a new position that will focus on curating art for local displays and assist the Youth Services Department with art-related activities. There are eight applicants so far; three have been selected for in-person interviews.

Committee Reports:

Strategic Planning Committee: *Christi Blish, chair*

- Strategic Planning Report: Christi gave a presentation with a literature review and steps for the strategic planning process, including handouts detailing the focus group structure and procedures.

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

Policy Committee: *Becky Musselman, chair:* No report.

Personnel & Human Relations Committee: *Karen Barch, chair:* Karen has reviewed the Director Evaluation Policy, and will begin the process with a self-evaluation for Ann and evaluation surveys for the Board.

Facilities Committee: *Dick Hampleman, chair:* The building was washed and oiled, and the back parking lot was ~~repaved~~. **SEALED**

Finance Committee: *Roger Garrett, Treasurer:* Roger is beginning an evaluation of long-term financial needs.

- **June Financials:** As of June 30, 2018, total current assets were \$3,229,663.63. Total general operating mill levy funds were at 74.5 percent, which will slowly rise over the next 6 months, but at a slower rate. Total income was at 73.61 percent. Total facility expenses were under budget, at 72 percent. Utilities were at 44 percent. Total expenses were 49.39 percent, which is on-target for this time of year. A large payment for the bond is due in November. The cost of the recent facility updates has been deducted from the Capital Reserve Fund.

Audit Report: Brian Blair, with Blair and Associates P.C., called in to go over the 2017 Audit Report. A few adjustments need to be made, and a final copy will be sent to the Board as soon as it is ready.

Adjournment: Christi Blish moved and Becky Musselman seconded to adjourn the meeting at 6:52 p.m. The motion passed with 7 ayes.

Respectfully Submitted,


Dick Hampleman, Secretary

8/20/18
Date