

MEETING MINUTES

BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

**MONDAY NOVEMBER 19, 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 November 19, 2018 at 5:30 pm with the following persons present and acting to conduct business.

MEMBER ATTENDANCE: Michael Latousek – Vice-President
Dick Hampleman – Secretary
Roger Garrett – Treasurer – exited meeting after budget approval
Christi Blish – Trustee
Enid Ritchy – Trustee – exited meeting after budget approval

MEMBERS ABSENT: Becky Musselman – Vice-President

MEMBERS PRESENT BY CONFERENCE CALL: Karen Barch –President

ALSO PRESENT WERE: Ann Scott - Director
Kim Clinco – Accountant

CITIZENS COMMENTS

None

BOARD COMMENTS

None.

MINUTES

The minutes from the September 17, 2018 Board meeting were presented for approval. Karen noted a correction to the minutes; under the Personnel and Human Relations Committee report, 4th line from the bottom, the second sentence. The sentence should read Karen and Enid will meet with Ann, removing Roger's name. Christi Blish moved to approve the minutes with the change noted, seconded by Michael Latousek. The minutes were unanimously approved.

The minutes from the October 15, 2018 Board meeting were presented for approval. Karen and Christi noted changes to the Strategic Planning Committee report. In the 2nd line, delete the words to include and add the wording two more. In the 3rd line, it should read middle and high school. In the 4th line, the word final should be changed to next. In the last sentence of the report, after the word and, the wording should read the committee is planning to open up the remaining. Christi Blish moved approve the minutes with the noted changes, seconded by Enid Ritchy. The minutes were unanimously approved.

DIRECTOR'S REPORT

Ann noted due to the positive feedback from the focus groups, staff has begun to respond with new services and programs. Currently in development are parenting workshops, Socrates café, programs in Spanish, board game nights and community puzzles. Staff is also planning an annual open house and monthly tours. The reader advisory tools are also being updated and improved.

Relating to marketing, the magazine circulation continues to grow and a Spanish version has just been added. Display ads will also be developed to provide awareness for additional resources and services, such as data bases.

The library card application is being updated so patrons can select to receive the weekly e-blasts. Social media assignments for staff are also being planned.

Regarding staff development, Signa just returned from a marketing conference. Ann noted a Spanish instructor will be teaching staff throughout the month of December. Annual staff reviews have been completed.

The Library Foundation will be hosting a Fun Raiser, an event called Solstice Magic with Doc Esten on December 21st.

Ann noted the Facilities Committee has received a proposal for the security cameras and will be further discussed in the Committee report. She emphasized the need for the cameras.

The cost for an electric car charging station has also been obtained. For one charging station, the cost is \$10,000 and \$14,000 for two stations.

COMMITTEE REPORTS

Finance Committee: *Roger Garrett, Treasurer*

2019 Budgets: Roger asked for approval of the 2019 budgets as presented at the Public Hearing. He noted there will be a slight change to the mill levy revenue after the Amended Certification of Values are received from both Counties. Christi Blish moved to approved the 2019 budget as presented, and seconded by Enid. The 2019 budgets were unanimously approved by the Board members. Roger thanked Ann and Kim for their efforts to provide a complete and efficient budgeting process.

October Financials: Roger reported the Library currently has a cash balance of \$2,575,860. Of the amount, \$442,982 is allocated to the Capital Reserve Fund; \$564,591 is the balance of the Bond Repayment Fund and the General Operating Fund totals \$1,5682,87. He noted there was a large decrease in the bond fund balance as the principle and interest payment was made for a total of \$802,015.

He noted only \$8,300 was collected in mill levy revenue for October. Total overall revenue received as of 10/31 is \$1,511,033, 99.72% of the annual budget. There were no unexpected operating expenses incurred in October as the year-to-date expenses reflect 76.06% of the annual budget. The payroll budget still remains slightly under budget as of the end of October by 5.5%. No additional capital expenditures were incurred in October.

Strategic Planning Committee: *Christi Blish, Chair*

Christi reported there have been 6 focus groups that have met, with close to 50 people participating. The Latino group met yesterday, but the participation was small. The Committee will be hosting another Latino group, anticipating more participants with a Santa Day. The next set of focus groups will include educators, librarians, community leaders, representatives from non-profit groups and major employers will be invited by name. Christi noted the focus group for the Board members will be held during the February or March Board meeting. The members of the Library Foundation and Friends of the Library will be invited to participate.

Christi distributed a detailed report of the feedback and comments obtained from each session. The participants expressed their positive support of the Library and the staff. The participants also expressed their desire for more programs and the possibility to be held at more desirable times. Discussions also included ways to create more awareness in the community. Christi noted the Committee will utilize all of the data to help define the mission of the Library and understand the needs of the community.

Bylaws Committee: *Michael Latousek, Chair*

Nothing to report.

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

Karen reported Ann's contract has been signed and is complete.

Facilities Committee: *Dick Hampleman, Chair*

Dick reported the Committee has received a proposal for the security camera system. He has not reviewed the information in its entirety, as there are several options. After the proposal is reviewed and staff feedback obtained, the Committee will provide their recommendation to the Board.

Policy Committee: *Becky Musselman, Chair*

The following Resolutions were presented for review and consideration. A copy of the Resolutions and proposed changes are attached to the minutes.

RESOLUTION 2018-05

Resolution 2018-05, A Resolution of the Basalt Regional Library District to approve changes to the Library Services Policy. After review, Christi Blish moved to approved Resolution 2018-05, seconded by Michael Latousek. The motion was unanimously approved.

RESOLUTION 2018-06

Resolution 2018-06, A Resolution of the Basalt Regional Library District to approve changes to the Meeting Spaces Policy. After consideration, Dick Hampleman moved to approved Resolution 2018-06 and was seconded by Christi Blish. The members unanimously approved the Resolution.

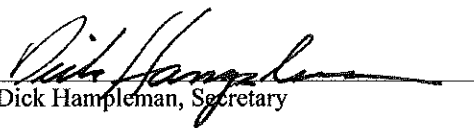
RESOLUTION 2018-07

Resolution 2018-06, A Resolution of the Basalt Regional Library District to approve changes to the Patron Behavior Policy. Specific discussion was held regarding Trespass. Ann explained Trespass is an official police recorded violation. If a patron is cited with a Trespass, they are not allowed in the Library and will be considered in violation if they enter the premises. After further discussion, the Board agreed to include a definition of Trespass in the policy. Consideration of the explanation of animals within the Library was also discussed. The Board agreed to change the wording of the policy to reflect animals in public areas. Michael Latousek moved to approved Resolution 2018-07 with the recommended changes. Christi Blish seconded the motion and was unanimously approved.

ADJOURNMENT

There being no further business to come before the Board, Dick Hampleman moved to adjourn and second was given by Michael Latousek. The meeting was adjourned at 6:36 pm.

Respectfully submitted,


Dick Hampleman, Secretary

1/21/19
Date