

MEETING MINUTES

**BASALT REGIONAL LIBRARY BOARD OF TRUSTEES**

**MONDAY OCTOBER 15, 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 October 12, 2018 at 5:17 pm with the following persons present and acting to conduct business.

**MEMBER ATTENDANCE:** Karen Barch --President  
Michael Latousek – Vice-President  
Becky Musselman – Vice-President  
Dick Hampleman – Secretary  
Roger Garrett – Treasurer  
Christi Blish – Trustee  
Enid Ritchy – Trustee

**MEMBERS ABSENT:** None

**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 deferred for approval until the November Board meeting, pending a revised copy.

**DIRECTOR'S REPORT**

Ann Scott reported several grants have been received from the Colorado Special Districts Association for safety related improvements. The money was used to finance the panic button and the monthly monitoring of the system, as well as the purchase and installation of a handrail for the rear entrance. Ann is working with Dick Hampleman to research the cost to install and activate the existing exterior security cameras.

The pending IRS debt of \$63,317 from Director Becker's tenure has been successfully resolved. The total amount due was removed.

Regarding the staff, the most qualified candidates for the Youth Services Librarian position have been resistant in accepting the salary and benefits package. Ann explained she has been transparent with the candidates to ensure they fully understand the pay scale, details of the benefits offered and cost of living. The interview process will continue with 5 new candidates schedule for interviews this week.

Ann also reported the staff is devoting new efforts to provide marketing and programming in Spanish. Storytelling in Spanish is currently being offered. Future programs would include yoga and health related lectures taught entirely in Spanish.

## COMMITTEE REPORTS

### **Strategic Planning Committee:** *Christi Blish, Chair*

Christi reported the committee had their first focus group discussion with parents of young children. A discussion with senior citizens will be held later in the week. The following week will be eventful with two more focus groups; with pizza for teens, a night devoted to middle and high school youth, and a discussion with young adults at the end of the week. The next scheduled focus group discussion will be held with adults ages 31-46 the last week of October. Christi asked the Board members to circulate the discussion schedule with family and friends and encourage them to participate. The survey process has been very successful, with 54 surveys received. 36 of the individuals that responded want to participate in the focus group discussions. Unfortunately, some of the individual contact information was not provided. The largest demographic group of those wishing to participate were parents with small children. Christi noted there are schedule conflicts with some of the individuals and the committee is planning to open up the remaining.

Christi commended Becky Musselman on facilitating the first focus group discussion. The parents of young children provided great ideas and feedback. Some of the priorities they selected included musical offerings for children and play aways (includes a player with a book). The parents also expressed their appreciation for the Youth Services Librarian, Caroline Cares. Yoga for children was also suggested, the possibility of extended morning hours and weekend activities.

### **Bylaws Committee:** *Michael Latousek, Chair*

Michael noted Resolution 2018-04, pertaining to the Bylaws will be reviewed later in the meeting.

### **Policy Committee:** *Becky Musselman, Chair*

No report.

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

Karen noted that there are two documents in the Board packets to review; the updated Director evaluation and employment agreement for Ann Scott. Added to the Director evaluation is a list of goals organized by Karen, Enid and Ann. Karen noted the goals capture the priorities of the Library for the upcoming year.

The changes to the employment agreement include an increase of Ann's salary as of 1/1/19 and an update of the dates of the contract for 2019. There being no further discussion, Enid Ritchy moved to approve the employment agreement and seconded by Becky Musselman. The motion unanimously passed.

### **Facilities Committee:** *Dick Hampleman, Chair*

A webinar is schedule for 10/16/18 to review the exterior security system set up. Dick has been in contact with the original architect and electrical engineering company in order to obtain drawings of the wiring. An installation estimate will be provided by the contractor after reviewing the information.

### **Finance Committee:** *Roger Garrett, Treasurer*

**September Financials:** Roger reported the Library currently has a cash balance of \$3,440,913. Of the amount, \$442,011 is allocated to the Capital Reserve Fund; \$1,357,072 is the balance of the Bond Repayment Fund and the General Operating Fund totals \$1,641,829. He noted the bond principle and interest payment is due November 1<sup>st</sup>. The collection of mill levy revenue continues to decline as the majority of the revenue was collected earlier during the year. There were no unexpected operating expenses incurred in September as the year-to-date expenses reflect 69.35% of the annual budget. The payroll budget still remains slightly under budget as of the end of September by 3.74%. No additional capital expenditures were incurred in September.

**2019 Budget:** Roger reviewed the Gallagher Amendment and noted there will be no impact to the mill levy revenue in 2019, but a reduction in revenue may be realized in 2020.

To obtain further specific information regarding the Gallagher Amendment, Karen and Ann organized several questions in an email format and sent to Don Diones of George K. Baum & Company, Senior Vice-President. Don has worked with the Library in the past to secure the bonds and has extensive experience working with special districts. The correspondence with Don affirms we will not be able to identify the effects of the Gallagher Amendment until the release of the assessed valuations in August of 2019. The Finance Committee will continue to monitor the situation.

The 2019 draft General Operating budget was reviewed. Some of the highlights include:

- The first Certification of Values were received from Eagle and Pitkin Counties, reflecting a very slight increase in mill levy revenue for 2019, less than 2%.
- A 25% reduction of Fines has been budgeted, due to the update of the Materials Collection Policy.
- Interest income increased by 81% based on the 2018 actuals
- Total income reflected is \$1,527,051, .78% increase from the 2018 budget.
- Contract Services has been increased by 10%, due to an increase in the Legal line item. Legal counsel may be needed in reference to the Gallagher Amendment.
- Travel Expenses for the staff has been increased for travel to additional education seminars
- Advertising will be enhanced in 2019 and the budget reflects a 101.25% increase from the 2018 budget.
- Total Utilities have been increased by 7.64% due to an increase in water rates.
- A slight increase in Total Collection of 4.21%
- Overall operating expenses, not including payroll, reflects a slight 1.96% increase.
- The payroll budget reflects a cost of living increase for the staff for an increase of 3.82%
- The total expenses for 2019 are \$1,441,958; a 3.07% overall increase from 2018.
- \$40,000 allocation to the Capital Reserve Outlay has been budgeted. The Finance Committee will review the cash flow projections at the end of 2019 and recommendations will be made if additional funds can be allocated to the Capital Reserve.
- The net 2019 operating budget reflects a surplus of \$45,093.

Roger noted there will be a few minor changes to the budget, to include insurance, utilities and the final Certification of Values which will be received at the end of November. He asked the Board to approve the draft budget as presented for review at the Public Hearing in November. Dick Hampleman moved to approve the 2019 draft budget, seconded by Roger Garrett. The motion was unanimously passed.

#### **RESOLUTION 2018-04**

Resolution 2018-04, A Resolution of the Basalt Regional Library District Amending Article 4, Section 2 of the Bylaws of the District was presented for discussion and possible vote. The Resolution reflects changing the wording Legislative Bodies to Legislative Body and adding a procedural point to provide clarity of the timeline of the appointment. After further discussion, Michael Latousek moved to approved Resolution 2018-04. Second was made by Roger Garrett and unanimously approved.

#### **BOARD CONTACT INFORMATION ON WEBSITE**

The Board email addresses and phone numbers have been removed from the Library website. It seems Karen's email was "spoofed" and a spam email was sent to all of the Board member that was not generated by Karen. If someone needs to contact a Board member, they will need to contact Ann for the information.

#### **ADJOURNMENT**

There being no further business to come before the Board, Christi Blish moved to adjourn and second was given by Becky Musselman. The meeting was adjourned at 6:14 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Dick Hampleman, Secretary

1/21/19  
Date