

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
February 20, 2017 at 5:15 PM in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:23 p.m.

**Members Present:** Carolyn Kane, President; Ann Stephenson, Vice President; Karen Hillebrand, Treasurer; Dick Hampleman, Trustee; Michael Latousek, Trustee; Karen Barch, Trustee

**Members Absent:** Heather Manolakas, Secretary

Also present were Barbara Milnor, Director; Valerie Welch sitting in for Sandy Dexter; Kim Clinco, Bookkeeper; Roger Garret, provisional trustee; Becky Musselman, provisional trustee

**Citizen Comments:**

- Friends of the Library: No report in Linda Crossland's absence.
- Library Foundation: No report Helene Slansky's absence.

**Board Comments:** Discussion of Election of Officers due to be voted on at the March, 2017 Board Meeting

Carolyn Kane stated that the nominating committee has contacted all board members for nominations of the offices and there are multiples nominations in each category. She then initiated a discussion that included:

- Introducing paper ballots for more comfort, less awkwardness and more confidentiality
- Continuing the historically verbal vote;
- Individual voting necessary because of duplicate nominations in office categories;
- Using a proxy system;
- Availability of all voting trustees to be present;
- By Laws and their directives.

Karen Barch moved and Dick Hampleman seconded scheduling a Special Meeting for March 6, 2017. This meeting would be for the election of new officers for the Board of Trustees. The motion carried with 6 ayes.

Karen Barch then made a motion to use paper ballots at the Special Meeting Election of Officers. Ann Stephenson seconded the motion and it carried with 6 ayes.

**Approval of January 16, 2017 Board Meeting Minutes:**

Carolyn Kane noted a typo in the Mill Levy number that needed to be corrected from **0.094 to 0.904**. Ann Stephenson moved to approve the corrected January Board Meeting Minutes; Dick Hampleman seconded and the minutes were approved with 6 ayes.

**Director's Report: Barb Milnor:**

- Free Legal Clinic offered on a Pro Bono basis has been reduced from 90 minutes to 60 resulting in 4 not 6 persons being served. It is a high demand service and we are hoping the attorney is able to find additional legal representatives
- The State Library Report is due March 15, 2017
- Gallagher Amendment – Barb Milnor and Carolyn Kane watched the Webinar

- Adult Services Librarian- The Library has received 25 applications for the open position.
- Programming – A panel of Physicians Presented How Not To Die in partnership with Valley View Hospital on February 26, 2017 with 70 in attendance. The library’s 10 copies are still circulating. Jean Winkler has emailed that they will be re-launching this program due to its popularity.
- Marmot Executive Board Meeting – Barb attended on February 3, 2017 in Grand Junction
- Auditors – They arrived last week to collect information and may return with any questions.
- People Counter- This new technology has arrived and Door Count statistics should be available by April’s Board Meeting
- Overdrive Advantage Account – Barb opened this account last week having asked the Foundation to allocate some print funds for digital purchases. The Advantage Account provides digital down loads for listening and downloads for reading for Basalt patrons only. She also purchased digital downloads from the Consortia Account that provides for any patron. Based on statistics that need to be regularly monitored, digital downloads (listening vs reading) are more in demand.
- LED Conversion – One Source will file the paperwork for the Grant from Clear as well as paperwork to acquire rebates from Holy Cross
- Flood Insurance - A yearly letter from Neil-Garing Insurance sparked some discussion. Kim will request a quote and the board will then discuss next actions to take.

**Staff Report:**

No Report

**Committee Reports**

**Facilities Committee: Dick Hampleman:** Dick Hampleman and Barb Milnor contributed information regarding the asphalt project, the parking lot seal and repair and office computers. Kim Clinco informed the Board that \$12,400 had been included in the budget for the asphalt and \$14,000 for the office computers. \$

**Policy Committee: Ann Stephenson**

No report

**Personnel and Human Relations Committee: Ann Stephenson, Heather Manolakas**

No report

**Nominating Committee: Michael Latousek, Karen Barch:** All trustees have been contacted and the slate of officers has been completed. The slate will be included with the agenda for the Special Meeting.

**Finance Committee: Karen Hillebrand, Treasurer:**

- January Financials: Please refer to your copy of the Financial Report included in your packet
- IRS Notice: No change in status; The auditors submitted their letter of intent and scanned documents needed to proceed.
- State Library Newsletter – Consensus of Finance Committee was to submit a letter, similar to the one sent to DOLA and Patrons, to give a heads up on a successful ballot issue. This information could be helpful for future campaigns by other libraries. Barb will find who is editing the newsletter.

- Capital Reserve information is on the website in summary form
- Power Point Presentation – Carolyn said revisions to Financial Management Manual will be finished at the next Finance Committee meeting and she and met to bring the Bond section of the FMM up to date. Karen Hillebrand expressed her thought that the calendar was the most important part of the FMM and elaborated on tasks necessary throughout the year for the Board.
- At Carolyn’s request Karen went over in detail the Financials, especially for the new Board members

**Action Items: Unfinished Business:** Carolyn Kane listed items for the 2017 Board Meetings. They are:

- Set three goals for 2017
- Decide what actions to take regarding the Capital Reserve Study recommendations of more allocations than the \$40,000.00 now in the budget; invite the individual who did the study to speak with the Board.
- Continue working on the FMM update
- Revisit the Employee benefits package for possible omissions and/or ways to manipulate/improve the package\*\*
- Discuss obtaining legal representation for the Board
- Review the Gallagher Amendment and how it will affect the overall amount the Library receives from the additional mill levy. It appears Colorado is prepared to assess at a lower percentage per household and commercial property. Having people from the counties come and speak with the Board would be timely and helpful.

\*\*Benefit Package: Barb Milnor, Kim Clinco, Ann Stephenson: Ann brought up finding out how many districts exist and how we can compare benefits rather than using a County/Town Library list.

**Adjournment:** Ann Stephenson moved and Karen Hillebrand seconded the motion to adjourn the meeting. The motion carried with six ayes. Carolyn Kane adjourned the meeting at 6:44 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Heather Manolakas, Secretary

\_\_\_\_\_  
Date