

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
June 19 2017, 5:15 PM in the Community Room**

Call to order: Ann Stephenson called the meeting to order at 5:24 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Heather Manolakas, Treasurer; Dick Hampleman, Secretary; Karen Barch, Trustee; Roger Garrett, Trustee; Becky Musselman, Trustee

Also present were Ann Scott, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Helene Slansky, Foundation; Linda Crossland, Friends of the Library; Carolyn Kane, Citizen Representative

Citizen Comments: Linda Crossland reported that the Foundation made \$440.00 on the Rappaport Event. Helene Slansky had tickets available for the Garden Tour fundraiser that will be at Cap K Ranch up the Frying Pan from 4:00-6:00 p.m. All of the Board Members will be cooking for the event and Lynn will give a history of the property that her family has had for a long time.

Board Comments:

Ann Stephenson, President welcomed the new Director, Ann Scott.

Approval of March 28, 2017 Board Meeting Minutes: The minutes were put into the record unapproved as there was not a quorum for a vote.

Approval of May 15 2017 Board Meeting Minutes: Dick Hampleman moved and Michael Latousek seconded the motion to approve the minutes of the March 28, 2017 Board Meeting Minutes. The motion carried with six ayes and one abstention.

Approval of May 30, 2017 Board Meeting Minutes: Roger Garrett moved and Michael Latousek seconded the motion to approve the minutes of the March 28, 2017 Board Meeting Minutes. The motion carried with four ayes and three abstentions.

Director's Report: Berenice Forrest, Assistant Director:

- There was some decline in circulation statistics in May compared to May 2016. This may be due to Pitkin County Library reopening at this time last year.
- The new door counter started up in mid-May so beginning in June we should have an accurate door count.
- Summer Reading program has 240 age 0-4th grade signed up and we may get more.
- Erin started up a "Lunch at the Library" program in conjunction with the Food Bank for children and teens. The program is on Tuesdays and Thursdays from 11:00 – 1:00 through August 31, 2017. Each participant is provided with a free sack lunch.

Committee Reports

Ann Stephenson reviewed the committee members. They are as follows:

Bylaws Committee: Michael Latousek, Karen Barch, Karen Hillebrand
Policy Committee: Heather Manolakas, Becky Musselman, Maria Palomera
Employee Handbook/Personnel Committee: Ann Stephenson, Roger Garrett, Kim Clinco
Facilities Committee: Dick Hampleman, Becky Musselman
Finance Committee: Heather Manolakas, Karen Barch, Karen Hillebrand

Bylaws Committee: Michael Latousek, chair: no report

Policy Committee: Heather Manolakas, chair: Updates to the Materials Circulation Policy will be voted on today, and the Library Services Policy updates will be on the July agenda for a vote.

Personnel/Employee Handbook Committee: Ann Stephenson, chair: There are three resolutions for discussion and vote under action items that were staff generated to help with internal procedures.

Facilities Committee: Dick Hampleman, chair: Daly Property Services covered up some bad insulation that was showing around the Foundation. The Board needs to do a walkabout soon to look at painting and at refinishing some of the wood siding. We need to find out who did this work before and get some pricing. Roger Garrett noted that Daly Property Services is not doing a good job on the grounds on the east side of the Library.

Finance Committee: Heather Manolakas, Treasurer: Kim Clinco noted that the audit ballot wording will be added into the audit and the audit will be presented at the July 17th Board Meeting.

- **May Financials:** Heather noted that we are at 42% of the budget for the year. She briefly went over the budget. There were no unusual expenditures or income. Roger Garrett asked what is stored in the storage unit. Berenice said mainly extra shelving and some furniture.

Action Items:

Discussion and possible vote on Resolution 2017-02, a resolution of the Basalt Regional Library District to update the Financial Management Manual: The following sentence was added on page 11 under "Internal Controls: "The Audit must be submitted to the Office of State Auditor by July 31." Heather Manolakas moved and Michael Latousek seconded the motion to approve Resolution 2017-02. The motion carried with seven ayes.

Discussion and possible vote on Resolution 2017-03, a resolution of the Basalt Regional Library District to update the Materials Circulation Policy: Heather Manolakas moved and Dick Hampleman seconded the motion to approve Resolution 2017-03. The motion carried with seven ayes.

Discussion and possible vote on Resolution 2017-04, a resolution of the Basalt Regional Library District to adopt a Time Clock Policy: It was determined that this item belongs in the employee handbook. Discussion and vote was tabled until the July 2017 Board Meeting.

Discussion and possible vote on Resolution 2017-05, a resolution of the Basalt Regional Library District to adopt a Disciplinary Action Policy: It was determined that this item belongs in the employee handbook. Discussion and vote was tabled until the July 2017 Board Meeting.

Adjournment: Dick Hampleman moved and Michael Latousek seconded the motion to adjourn the meeting. The motion carried with seven ayes. Ann Stephenson adjourned the meeting at 6:02 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date