

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
March 20, 2017 at 5:24 PM in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:24 p.m.

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

**Also Present:** Barbara Milnor, Director; Valerie Welch sitting in for Sandy Dexter; Kim Clinco, Bookkeeper; Roger Garrett, provisional trustee; Becky Musselman, provisional trustee; Linda Crossland, Friends of the Library; Helene Slansky, Foundation; Bonnie Armand, Friends of the Library Treasurer.

**Citizen Comments:**

- Friends of the Library: Linda Crossland introduced Bonnie Arnett as the new treasurer for the Friends of the Library. Bonnie reported that the balance in the Friends treasury was \$2692.50 and the Friends had given \$2683.00 for library furniture and \$1000.00 for the Music Program.
- Library Foundation: Helene Slansky announced that a Garden Tour Fundraiser for the Foundation will be held on June 24, 2017.

**Board Comments:**

- Carolyn Kane read a statement as she retired from the Board after 6 years. (See attached)
- Karen Hillebrand read a statement as she retired from the Board after 6 years. (See attached)
- Ann Stephenson, on behalf of the other Board members expressed gratitude to both Carolyn and Karen for their unbelievably dedicated service.
- The new officers for 2017 were then inducted following the March 6, 2017 vote of all Board Members:
  - Ann Stephenson-President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Heather Manolakas, Treasurer

**Approval of February 20, 2017 Board Meeting Minutes:**

Michael Latousek made a motion, Carolyn Kane seconded the approval of the minutes. There were 6 ayes and 1 abstention

**Approval of March 6, 2017 Special Board Meeting Minutes:**

It was moved and seconded to accept the minutes with the correction of Roberts not Rogers Rules of Order. 7 ayes

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

- Barb offered her letter of retirement as of June 1, 2017 and then outlined a proposed exit timeline. **See Attached**
- A Discussion by the Board of how to proceed with the Library Director Search included advertising (Library Job line, Library website, Dropbox), criteria (MLS from Accredited School, budget knowledge primary, community engagement required), timeline for application process, salary range (to include or not in the ads), interview criteria and who will comprise the Search Committee and Search committee meeting time.
- People Counter is here but software was required to complete setup and the system should be operational by the end of March.
- The State Library Report was submitted March 3, 2017
- The New Adult Services Librarian, Nathan Child, has started and while he will have a long learning curve, he is going to be fabulous.
- The Community Room Shade will be replaced after it's collapse off the window last month
- BRL will be hosing the Marmot Council Meeting on **May 18-19, 2017**. 60-70 attendees expected

**Staff Report:**

No Report

**Committee Reports: New Committee Members:**

**Finance Committee: Heather Manolakas, Treasurer, Karen Barch, Karen Hillebrand (citizens' rep)**

- February Financials: Please refer to your copy of the Financial Report included in your packet
- IRS Notice: Still no change in IRS status; Auditors have sufficient information and will complete audit by June and forward to the State.
- FMM Manual – revision and review are continuing
- Capital Reserve information is on the website in summary form

**Facilities Committee: Dick Hampleman, Becky Musselman**

**Policy Committee: Becky Musselman, Library Director, Assistant Library Director, Heather Manolakas, Maria Palmaria (citizens' rep),**

**Personnel and Human Relations Committee: Ann Stephenson, Roger Garrett, Becky Musselman, Kim Clinco, Library Director**

**By Laws: Michael Latousek, Vice President, Karen Barch, Karen Hillebrand (citizens' rep)**

**Director Search Committee: Ann Stephenson, Karen Barch, Roger Garrett, Barb Milnor, Becky Musselman, Carolyn Kane**

**Action Items: Unfinished Business:**

- Flood Insurance: Kim hasn't received a quote yet and will contact Neil Garing again
- Salary Range Discussion for new Library Director

**Adjournment:**

Karen Barch made a motion to adjourn; Michael Latousek seconded. All in Favor 7 ayes

Meeting was adjourned at approximately 7:20 pm.

Respectfully Submitted,

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Dick Hampleman, Secretary

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Date