

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

Call to order: Ann Stephenson called the meeting to order at 5:31 p.m.

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

Members Absent: Karen Barch, Trustee

Also Present: Barbara Milnor, Director; Valerie Welch sitting in for Sandy Dexter; Kim Clinco, Bookkeeper; Linda Crossland, Friends of the Library; Helene Slansky, Foundation; Bonnie Armand, Friends of the Library Treasurer, Carolyn Kane, Citizen; Karen Hillebrand, Citizen

Citizen Comments:

- Friends of the Library: Linda Crossland announced the upcoming retirement party for Barb Milnor on Sunday, May 21, 2017 from 3:00pm – 5:00 pm in the Community Room of the Library. Bonnie Armand reported a balance of \$3551.90 in the Friends Account and passed out the recent P/L statement.
- Library Foundation: Helene Slansky provided more information on the Garden Tour Fundraiser for the Foundation on June 24, 2017. Lynn Nichols will provide a brief history of her property (up the Frying Pan) in her family for 60 years. The event will be from 4:00 pm – 6:00pm. Publicity is in the works.
On June 8, 2017, Nancy Rappaport, a breast cancer survivor, who is touring the country will present her documentary at 5:00pm in the Community Room.

Board Comments:

- Becky Musselman suggested that the Friends/Foundation put together a small flyer or pamphlet to be distributed during the Summer Reading Program to recruit new members to both groups.

Approval of March 20, 2017 Board Meeting Minutes:

Heather Manolakas made a motion, Michael Latousek seconded the approval of the minutes. Approved with 4 ayes.

Approval of March 28, 2017 Board Meeting Minutes:

They were tabled until the next meeting. Heather Manolakas will be reviewing Robert's Rules of Order regarding quorums and eligible voters.

Approval of April 17, 2017 Board Meeting Minutes:

It was moved and seconded to approve with a small typo correction on paragraph 3, line 2.

Director's Report: Barb Milnor:

- Barb pointed out that the statistics speak for themselves. She offered that a decrease is likely due to Pitkin County Library opening after being closed for months.
- The High School Book Club Speaker, A. S. King had to cancel the personal appearance but did do a video presentation with 20 attendees
- The Citizen Test Preparation Program that Berenice recently initiated had 2 attendees (Sweden and Canada). She will likely continue the program to see what future results look like
- There are two new Children's Programs: One Book for Colorado – aimed at 4 year olds; Raising a Reader is a state sponsored valley wide Partnership Program for very young readers.
- Barb elaborated on the Marmot Meeting to be held here at BRL May 18-19, 2017 with approximately 60 technical librarians as well as library directors
- A new audio cd rack, courtesy of the Friends of the Library, has arrived and been installed.

Staff Report:

No Report

Committee Reports:

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

- See hard copy Reports
- Financial Management Manual - Details of the changes, reformatting, updates were reviewed. Heather will present a resolution at the next meeting to adopt the FMM.
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Facilities Committee: Dick Hampleman, Becky Musselman

- No Report

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

- Heather reported that the committee met to discuss 1. The time clock policy and 2. The disciplinary policy. The Materials Circulation Policy p2 sec 4 was changed; Library Services Policy p1& p2 had minor corrections also.

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

- No Report

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

- No Report

Director Search Committee: Ann Stephenson, Karen Barch, Roger Garrett, Barb Milnor, Becky Musselman, Carolyn Kane, Kent Whinnery, Valerie Welch and all Board members who wish to attend. A staff member or two will also participate.

- Becky Musselman reported on progress to date:
- 16 applications, 10 denial letters have been sent, 1 applicant withdrew, 5 phone interviews have occurred, 3 candidates have been invited for personal on site interviews on May 16, 17, 2017

- Discussion commenced regarding the details, format and attendees of the Special Meeting to be held on Wednesday, May 17, 2017 at 5:00pm with an Executive Session on the Agenda for candidates' review and consideration.
- Search Committee members volunteered to call the references before the interviews begin

Action Items:

- Tabled until next meeting

Adjournment:

Heather Manolakas made a motion to adjourn; Dick Hampleman seconded. Approved with 6 ayes

Meeting adjourned at approximately 7:15 pm.

Respectfully Submitted,

Dick Hampleman, Secretary

Date