

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
August 21 2017, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:21 p.m.

Members Present: Ann Stephenson, President; Dick Hampleman, Secretary; Karen Barch, Trustee; Becky Musselman, Trustee

Also present: Ann Scott, Director; Kim Clinco, Bookkeeper; Erin Hollingsworth, Associate Director

Board Comments: Karen Barch commended the library on the Eclipse program. It is believed approximately 500 people attended.

Approval of July 17, 2017 Special Board Meeting Minutes: Because Dick Hampleman was not in attendance for the July 17 Special Board Meeting, a quorum was not present to approve the minutes. The approval of the July 17 Special Board Meeting Minutes will be tabled until the September meeting.

Approval of July 17, 2017 Board Meeting Minutes: Dick Hampleman moved to approve the minutes, and Karen Barch seconded. The motion passed with four ayes.

Director's Report: *Ann Scott, Director*

- The library has received two applications from qualified candidates for the open position. Ann hopes to receive several more before interviewing.
- The library is collaborating with Pitkin County Library and the Garfield County Libraries on valley-wide programming.
- The library's circulation statistics reflect a slight dip for the year to date. This is perhaps because Pitkin County was closed for a portion of the previous year.
- The library has a new website. Christy has been trained to update and maintain the website. Feedback is appreciated, as there are many changes in the format.
- The final fire safety check is on August 30th. There will also be a brief staff training on using the AED. Sandy created a maintenance calendar, so that there is a history of previous maintenance issues, as well as a schedule for future appointments.
- Ann asked if the board would be interested in attending a new board member training session or a board member retreat.

Staff Report: *Erin Hollingsworth, Associate Director*

- The Eclipse Watch Party was hugely successful. Approximately 500 people attended. There were activities for children, snacks, and the library's telescopes were set up on the lawn.
- Summer Reading for children and teens finished at the end of July. Enrollment and attendance was on par with previous years.
- The regular adult programs, such as the Yarn Group and Foreign Film Night, have consistent attendance. The Summer Poetry Workshop will be wrapping up with an open-mic event on September 8th. The library will be partnering with Eagle County and Pitkin County Senior Services on a healthy aging initiative.

- The Summer Music Series was also very successful, with full audiences for each performance.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* Not present.

Policy Committee: *Heather Manolakas, chair.* No report.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* There will be a discussion and vote on approving the updates to the employee handbook later in the meeting.

Facilities Committee: *Dick Hampleman, chair.* Dick is coordinating bids for staining the exterior of the building. Maintenance of the building will also inform the finance committee's plan to increase the capital reserve fund.

Finance Committee: *Heather Manolakas, treasurer.* Kim gave the report for the finance committee. The finance committee has discussed increasing the allocation to the capital reserve fund, especially since the library will be receiving extra funding as a result of the increase to the mill levy over the next six years. A draft copy of the plan was distributed to all board members.

- **July Financials:** Cash balance at the end of July was \$3,276,671.51. The motor vehicle increase is running ahead of budget for the current year. Fines and fees are at budget for the first seven months of the year. Interest on bank accounts and late tax payments are over budget. Income for the first seven months is at 89 percent. Operating expenses, which include administration, are under budget at 51 percent. Facility expenses, which include janitorial expenses, maintenance, and utilities, are under budget at 41 percent. Library programs are slightly under budget, due in part because the budget for Community Programming, which is shared among departments, has not been spent. Ann mentioned that the funds in Community Programming may be split among departments in the future. The budget for supplies is almost spent. The second large payment for the Marmot contracts was made. As a result, Technology & Equipment is slightly over budget at 63 percent. Under collections, adult fiction and nonfiction are almost completely spent. The Spanish children's and juvenile books balance each other out, and will be combined next year. The library's new databases cost slightly more than in previous years, but digital resources overall should be under budget. Music and video expenses are within budget. Overall, collection expenses are at 60 percent. Total operating expenses through July are at 52 percent. Payroll is under budget; only 53 percent has been spent. Fund balance at the end of July was \$1,616,382.40. The only capital reserve expenditure through July was on new LED lights.

Action Items:

Discussion and possible vote on Resolution 2017-07, a Resolution of the Basalt Regional Library District to update the BRLD Employee Handbook: Copies of the changes to the employee handbook were previously distributed to board members. No discussion. Karen Barch moved, and Dick Hampleman seconded to approve the changes to the BRLD Employee Handbook. The motion carried with four ayes.

Adjournment: Karen Barch moved, and Dick Hampleman seconded to adjourn the meeting. The motion carried with four ayes. The meeting adjourned at 5:59 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date