

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
October 16, 2017, 5:15 PM in the Community Room**

Call to Order: Michael Latousek called the meeting to order at 5:20 p.m.

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

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

Board Comments: Ann Stephenson spoke with Jen Riffle of the Basalt Town Council about the new Habitat for Humanity Housing in Basalt. Jen said the housing should be open to BRLD employees.

Approval of July 17, 2017 Special Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the July 17 Special Board Meeting Minutes will be tabled until the November meeting.

Approval of August 21, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the August 21 Board Meeting Minutes will be tabled until the November meeting.

Approval of September 18, 2017 Board Meeting Minutes: Karen Barch moved and Heather Manolakas seconded to approve the minutes from the September 18 board meeting. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- Ann is working with the town's public works department to evaluate the back parking lot. The parking lot may need a slurry surface treatment, which is usually required every five years.
- Ann is investigating the possibility of clearing out the library's storage unit at Basalt Mini Storage. Items that need to be stored may be moved to the library's on-site storage.
- One of the library's door counters is still not working and may be replaced with a low-tech version.
- Ann will be meeting with Marmot to discuss replacing some of the ageing technology in the library, including computers and self-checkout machines.
- Ann will also meet with Marmot to ensure that all on-call Marmot staff members know how to lock down the library building, should that be necessary in the case of an emergency.
- The library's AWE literacy computers will be updated before the end of the year.
- Signa is working on the website to make certain features more intuitive and user-friendly.
- The library's marketing process is currently being streamlined to feature more of the library's offerings, including e-books.
- The BRLD marketing department will be meeting with the Pitkin County Library's marketing department to coordinate advertising for the Jane Austen series of events in November.

- Garfield County Libraries staff members may come watch a BRLD storytime and/or technology class as part of their training.
- The library will also be collaborating with The Temporary at Willits on a new film series.
- Special District Training will take place on Friday, December 15 during a working lunch.
- New programming: Halloween parade for toddlers, teen hang-out sessions on Fridays after school, author Reyna Grande will give a public presentation on her book "The Distance Between Us" on Monday, October 23, Ajax Quartet concert on October 17.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* No report.

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

Personnel & Human Relations Committee: *Ann Stephenson, chair.* The Personnel Committee will soon begin working on Ann Scott's contract.

Facilities Committee: *Dick Hampleman, chair.* Dick spoke with commercial painters about the building's siding. The siding may not need to be stained, but could instead be power-washed to remove some of the discoloring. Any action will have to wait until the Spring, however.

Finance Committee: *Heather Manolakas, treasurer.*

- **September Financials:** September marks the 75 percent mark for the fiscal year. Income through September is at 93 percent, with the Pitkin County mill levy still due to arrive. Operating expenses are at 65 percent. Facility expenses are at 60 percent and utility expenses are at 51 percent. Technology and equipment are at 74 percent. Collections are at 72 percent. Payroll is at 66 percent. Bond repayment is due at the beginning of next month. Capital reserve fund contribution has yet to be made for the year.
- **2018 Budget:** The second draft of the 2018 budget has been submitted to the finance committee. The only numbers that may change are the mill levy certification, tax abatement, and liability and workers compensation insurance. This budget includes only a slight increase, under 1 percent, from the 2017 budget. Little has changed in administration expenses, with a budgeted reduction of 7 percent for 2018. The facilities budget has been reduced, and the hope is that prevention will help reduce costs in maintenance. Library programs include grants that are regularly awarded, and a few line items have been changed but do not affect overall totals. Total technology is up 6 percent to cover increases in the Marmot contract and other contracts. Payroll is increasing 3 percent overall, but does not include cost-of-living increases. Health insurance does include the addition of the short term disability. The 2018 budget allows for \$80,000 to be allocated to the capital reserve fund, with a remaining surplus of \$32,719. There are two bond interest payments of approximately \$77,000 each due in 2018. Bond principal payment of \$725,000 due in November 2018. Capital Reserve expenses include asphalt repair, building exterior painting, technology expenses, and a miscellaneous \$10,000.

Action Items:

Discussion and Possible Vote to Approve Changes to the 2017 Budget: The facilities committee proposes reopening the 2017 budget to allocate \$80,000 to the Capital Reserve Fund, as opposed to the \$40,000 originally approved. There is a surplus in the general fund at the moment, which would allow the greater allocation. A resolution was not ready, so the vote will take place at the November meeting.

Adjournment: Heather Manolakas moved, and Dick Hampleman seconded to adjourn the meeting. The motion carried with five ayes. The meeting adjourned at 6:01 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date