

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
September 18, 2017, 5:15 PM in the Community Room**

Call to Order: Michael Latousek called the meeting to order at 5:17 p.m.

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

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

Board Comments: Ann Scott is looking into a Special District Training with the state library. Karen Barch remarked on the current funding shortages for Garfield County Library, with discussion on ways the Basalt Regional Library might be able to help.

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 October 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 October meeting.

Director's Report: *Ann Scott, Director*

- A few interesting changes in the library's statistics: Adult Video statistics have gone down, but Adult New Video has gone up, as well as Juvenile New Video. These collections have been adding more new items. Interlibrary Loan is also up, perhaps as a result of lending out older DVDs.
- Ann spoke with the library building's architects about the history of the building and the materials used.
- The library is collaborating with Pitkin County Library and, hopefully, the Carbondale Library on a series of events to commemorate the death of Jane Austen in November. The libraries will all share marketing for these events. Some planned events include: a storytime tea, Jane Austen films, a scented candle craft for teens called Scents & Sensibility, book clubs, a lace-making demonstration, a dramatic reading of Austen's works by the TACAW players, chamber music, and more.
- New employee handbooks were distributed at the last staff meeting. CEBT came and spoke about health benefits for staff.
- Signa Strom has accepted the marketing position at the library.

Committee Reports:

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

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

Personnel & Human Relations Committee: *Ann Stephenson, chair.* Not present.

Facilities Committee: *Dick Hampleman, chair.* Dick will meet with a commercial painter to discuss cleaning and possibly staining the building's siding.

Finance Committee: *Heather Manolakas, treasurer.* The finance committee is working on the first draft of the 2018 budget. There is a slight increase to the budget, and some changes will be made to maintenance and grant items. The committee is considering doubling the contribution to the capital reserve.

- **August Financials:** Approximately 90 percent of the mill levy has been received. 99.5 percent of the Motor Vehicle has been received. Fines and fees are on budget. Contributions are slightly under budget. The Friends of the Library donated \$1,200 to restricted funds. Total income through August is \$1,366,128.55. Landscaping exceeded its budget due to shrub and tree trimming to help with snow removal. Maintenance is under budget. Utilities are also under budget. Library programs are at 58 percent of the annual budget. Technology and equipment, including the Marmot contract, are on budget. Audio is only at 32 percent of the budget. Adult fiction and nonfiction is over budget, but that can be made up in other areas of the budget. 53 percent of the annual budget for Digital Resources has been spent. The Lynx package is over budget because the library has switched from EBSCO to Gale databases, which were slightly more expensive. Total collections are at 66 percent of the annual budget. Total operating expenses as a whole are under budget at 58 percent. Payroll is tracking under budget, which is anticipated to continue. Nothing has changed on the bond in the past month. No activity with the capital reserve besides interest.

Adjournment: Heather Manolakas moved, and Karen Barch seconded to adjourn the meeting. The motion carried with six ayes. The meeting adjourned at 5:48 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date