

# Pitkin County Library Minutes of the Board of Trustees August 13, 2025

MINUTES of the Annual meeting of the Pitkin County Library Board of Trustees on August 13, 2025. The meeting was called to order at 12:03 PM in the William R. Dunaway Community Room.

1. Roll Call:

# **Trustees Present:**

✓ Pres. John Wilkinson (JW)

✓ V.P. Elizabeth Nix (EN)

✓ Sec. Anna Lookabill Scott (ALS)

✓ Tres. Audrey Ellis (AE)

✓ Ashley Connolly (AC)

✓ Austine Stitt (AS)

✔ Elizabeth Stewart-Severy (ES-S)

#### **Alternate Present:**

✓ Chris Keleher (CK)

#### **Staff Present:**

- ✓ Genevieve Smith (GS), PC Librarian
- ✓ Anna Steinberg, Assistant to PC Librarian

2. Approval of Minutes for July 6, 2025

Moved by Austine Stitt 2<sup>nd</sup> by Elizabeth Stewart-Severy

Passed by the Board, unanimously

- 3. Public Comment:
  - None
- 4. Trustees Comments & Librarian's Report:

### Trustee Comments-

- John Wilkinson commented about the Monday & Friday music performances at the library that have been going on all summer in partnership with the Music Festival. He gave a shout-out to Librarian Nathan for a successful program and would like a letter sent to Alan Fletcher indicating such.
- Anna Lookabill Scott just wanted to remind us all that we are part of the GLAM Industry (Galleries, Libraries, Archives & Museums)

## Librarian's Report-

- Library Overhead Charges & Cost Allocation Plan:
  - Indirect costs for Payroll, Finance, IT and Facilities support from PC- see thick packet of all expenses explained from a third party consultant MGT- reviewed under Audrey Elli's presentation.
  - Costs are based on actual costs from the previous year, but they change depending on the services used by the library.

Accounting increased with changes in staffing, projects related expenses increased,
 Facilities costs generally increased- but with the asset management costs there will be a higher cost in 2026 budget.

# • Budget Update:

- 2026 budget will not be ready for first reading until September's meeting, second reading in October, as admin and facilities allocations from PC for the 2026 budget are still pending. – See calendar which will be followed for future years. Genevieve will be presenting the budget to the BOCC in October.
- o Library Budget & reporting schedule proposal submitted

# • Strategic Plan Update:

- Submission deadline August 13th- Several clarifying questions from interested firms were submitted. This is all going through the PC Procurement team before Genevieve gets access.
- Library Security Cameras/ Guard Update: A security guard will be on the premises from 4:30 pm until 30 minutes after closing all weekdays and all day on weekends. The library has seen an increase in visitors in July. Start date yet still TBD as with protocols.
- Library Pods & Service Desks:
  - o Set to be delivered near the end of September/ early October
- Redstone Arts Sponsorship: PCL has agreed to use remaining allocated budget funds for programs to sponsor/ contribute \$500 to the Redstone Arts Foundation show August 29-31, 2025.
- Friends of the Library- Annual Fundraising Letter: drafted the annual letter- Board reviewed.

#### 5. Old Business-

• Updated Library Privacy & Confidentiality Policy: Second Reading

Moved by Audrey Ellis 2<sup>nd</sup> by Austine Stitt **Passed by Board, unanimously** 

• Budget Update: Presented by Board Treasurer, Audrey Ellis (combined with new business)

#### 6. New Business-

• PCL Governance Q & A: - The PC representatives were not able to attend, so review of Year to Date actuals along with proposed draft budget explained by Audrey & Genevieve after careful review of a very thick packet supplied by the County.

Calendar as presented was moved up by 30 days in order to accommodate the timing of PC budget submissions. Audrey & Geneieve went over each line item and what to expect will increase when actuals are received. They gave a general overview of how we are tracking currently, compared to last year's actuals and as we move into the first draft of 2026 budget to be presented in September.

## 7. Review Future Meetings Schedule 2025

• September 10, October 8, November 12, December 10

## 8. Adjourned @ 1:03 PM