

DRAFT MINUTES**LRLD Board Meeting****Feb. 21, 2017, 5:30 p.m., 405 Main St., Lyons****Lyons Regional Library District Board of Trustees**

Called to order at 5:35pm

Status	Name	Title/Organization	Status	Name	Title/Organization
X	Kathleen Crane	Pres/LRLD Board of Trustees		Dan Greenberg	Trustee/Town of Lyons/Liaison
X	Lori Adams Weaver	Vice-Pres/LRLD Board of Trustees		Joe Meckle	LRLD Building Committee
X	Drew Biel	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
X	Darcie Sanders	Sec/LRLD Board of Trustees		Quentin Rockwell	Wember
X	Lisa Sobieniak	Member/LRLD Board of Trustees		Todd McCowin	Wember
X	Sarah Catchpole	Member/LRLD Board of Trustees		Cristabell Cardenas	Wember
X	Sandy Banta	Member/LRLD Board of Trustees	x	Leslie	Friends of the LRLD (arrives 6:30pm)
x	Katherine Weadley	LRLD Library Director	X	Mandy Rigg	LRLD Foundation
	Jan Vermilye	LRLD Building Committee	X	Ian	Library Staff
#	AGENDA TOPIC		ACTION		RESPONSIBLE PARTY
1.0	Public Input: Sarah introduces Erin Biesada		Erin has come to observe		
2.0	Consent Agenda: (a) Items 2,4, & 8 called up (see below) (b) Kathleen reads numbers/names and motions for approval of remaining items; Lori seconds		(a)See below for discussions (b)Approved (7-0)		(b) Darcie to do MInutes, clean out NextUp; get clean signed copy of Foundation MOU; Lori to archive policies
3.0	Correspondence - none				
4.0	Foundation Report: Mandy M Rigg, grants-writer, reports on grants funding cycles and updates on current efforts; Sandy thanks her for an impressive presentation; short discussion of possible far-future Endowment Campaign; discussion of restricted vs. unrestricted gifts (see Gift Policy below)		Data sheets circulated; Mandy's work praised		Done by all
5.0	Library Director's report: "Download an e-book" pilot outreach (out to the public in restaurants, etc.) successful--plans to expand it along with e-blasts. Taxes, HR, payroll up to date. Now at 2.9 max FTE. Positive patron response to extra hours open--hopes to expand more seasonally in summer.				
6.0	Friends Report: (a)First addressed issue of Leslie not having the right start time information--discussed ways to rectify; REPORT: Leslie reports that her org is concentrating right now on building capacity through "Friend-Raising." Membership has gone from 9 to 29 so far. David Williams will be doing tomatoes plus geraniums for annual fund-raiser. The Friends is ready to receive a request for funds from the Library Director; MOU (#4 pulled from COnsent Agenda): Sarah requests additional language on the collaborative nature of the relationship.		(a)Friends, Foundation, & Town Liaison will be added to the Meeting/Reports Due reminder (b) request for funds from Library to Friends (c)MOU will be revised & approved by Friends with intent to come back to LRLD in March meeting		(a)Board liaisons will provide Darcie with the appropriate contact info, and Darcie will add the names tot the distribution list (b)Katherine (c)Leslie & Lisa

7.0	Town Liaison Report: Dan not able to be present, but Kathleen updates us on conversations. Town asks to be present at new building Design Meetings (absolutely OK); no news on lease document, and we need title work for lease document for loan approval. Discussion of timeline.	invite Victoria to 2/28 Design Kick-Off & request help expediting title/lease	Quentin & Sandy
8.0	Committee Reports		
8.1	Communication Committee: Foundation has requested feedback on a preview draft of Gift Policy--LRLD discusses and comments	(a)Provide feedback notes to Foundation on Gift Policy draft	(a)Darcie
8.2	Building Committee: Contract (#8 pulled from Consent Agenda) discussion regarding indemnification and how it might affect phasing; Sandy moves to approve contract with stipulation that we get more clarification on indemnification clause, Lisa seconds; Sandy reminds us of Design KickOff meeting 2/28; favorable report on meeting with Jeff Leland, our 3rd principal on the HP team; notes that first pass at soft/hard costs yield 50/50 ratio. Our ratio is high because our sq. footage (6500 used for estimating purposes) is small. Discussion of costs.	(a)Architect contract approved (7-0); clarification on indemnification Requested (b)More verification of costs/numbers needed	(a)Sandy to get clarification (b)Quentin of Wember
8.3	Finance Committee: Kathleen advises that budget will need to be revised end of Q1/early Q2. Update on financing timeline from GK Baum Financing --could be as early as Apr 27. Sandy recommends we advise Town of this schedule and re-iterate need for lease documents.	advise Town that lease documents need to be fast-tracked due to our financing schedule	Drew will contact Quentin about it
8.4	Nomination Committee - no report at this time	???	Was there and I just missed it??
8.5	HR Committee: Sarah cites lack of health benefits as a concern for staff retention. Sandy asks how many staff we have lost in past year. Per Katherine "none."	None	
8.6	Policy Committee: Discussion of Collection Development Policy (#2 pulled from Consent Agenda). The hearing procedure portion needs clarification. Darcie moves to approve the policy with changes as discussed re: provision #4 in it (the Hearing procedure). Sandy seconds.	(a)Approved (7-0) (b) clarification needed on appropriate struction of Hearing procedure	(a)Lori will post policy as approved; (b)Kathleen will get advice from Legal on Hearing procedure, which will then be considered separately next month
9.0	Other business		

9.1	Review Committee objectives	Do 3/2@Study Session	All who can be present
9.2	Plan for March meetings; next regular Board meeting will be 3/21	Note time change for 3/2	All note: 3/2 will be starting 1 hr later at 3pm; Building Committee will meet at 4pm; Darcie will update Calendar & LRLD Board page and Katherine will Notice
10.0	Calendar update/ other meetings: Lisa's dates not correct	Update with your out-of-town times please	All (Darcie & Lisa to fix Lisa's dates)
10.1	Friends	2/22	Lisa
10.2	Foundation	3/7	Darcie + Drew(?)
10.3	Design KickOff	2/28	All who can
11.0	CONSENT AGENDA	Approved (7-0) except for pulls as noted below	
11.1	Board Meeting MInutes from 01/17/17		
11.2	PULLED: Collection Development Policy		
11.3	Foundation MOU - Pres needs to sign		
11.4	PULLED: Friends MOU		
11.5	Request for Reconsideration of Library Materials Form		
11.6	Special Board Meeting Minutes from 01/26/17		
11.7	Special Board Meeting Minutes from 02/07/17		
11.8	PULLED: Humphries Poli Architect contract		
	ADJOURNED 8:00pm		