

**Board Meeting Minutes of
Lyons Regional Library District Board of Trustees**

Dec. 13, 2016

Meeting called to order at 6:32pm

Status	Name	Title/Organization	Status	Name	Title/Organization
x	Kathleen Crane	Pres/LRLD Board of Trustees		Dan Greenberg	Trustee/Town of Lyons/Liaison
x	Sandy Banta	Vice-Pres/LRLD Board of Trustees		Joe Meckle	LRLD Building Committee
	Drew Biel	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
x	Darcie Sanders	Sec/LRLD Board of Trustees		Quentin Rockwell	Wember
	Lisa Sobieniak	Member/LRLD Board of Trustees		Todd McCowin	Wember
x	Sarah Catchpole	Member/LRLD Board of Trustees		Cristabell Cardenas	Wember
x	Lori Adams Weaver	Member/LRLD Board of Trustees			Friends of the LRLD
x	Katherine Weadley	LRLD Library Director		Dr Liz Early	LRLD Foundation
#	Agenda Topic		Action	Responsible Party	
1	Public Input		none	-	
2	Previous meeting(s) minutes. Motion to approve by Sarah, seconded by Sandy. Approved (5-0)		post	Darcie	
3	Correspondence		none	-	
4	Foundation Report: Dr Liz gave us an update on Foundation personnel and activities. There is currently \$135k in the account, and they plan to raise \$500-\$1mil. Discussion and strategizing of next steps going forward, expectations, and how to align costs the Board anticipates with the incoming funds the Foundation anticipates.		(a)-Dedicated PO Box for the Foundation (b)-potential donor /Library connections (c)MOU (d) continue info flow at next Foundation meeting 1/12/17 (e) Update RFP/Design	(a)-Dr Liz (b)-everybody email names to Liz (c)-Darcie will liaise (d)- Darcie & Katherine will attend (e)- Kathleen to discuss w/OR	
5	Library Director's Report by Katherine: See written report; highlights: Bazaar & NaNoWriMo events successful; coordinating a Student Study Day w/High School in advance of finals.		None	-	
6	Friends Report: per Katherine, MOU status is that it is still under review at their end		Get update from Friends	Katherine	

7	Town Liaison Report: none	-	-
8	Communications Committee Report by Darcie: reviewed feedback; Preference is for name as first element on naming conventions; Darcie needs more guidance on how to handle new building project financials folders. Darcie moved to make the Annual Designation of Posting Place the Library window, which it currently is. Sandy seconds. Approved (5-0)	(a)- implement new Dropbox architecture over winter break	(a)-Darcie + Kathleen + Sandy
7.	Building Committee Report by Sandy: The committee meeting minutes serve as the report; Wember currently has us scheduled to break ground in 2018. Next step is GeTech survey end of January. Replat still not final. RFP/Design(Architect) scheduled to go out next week. Sample contracts being review by our Legal. Sandy requests support in form of "2nd set of eyes" on documents.	(a)-inform ToL of upcoming GeoTech survey (b) Meet w/Victoria (ToL) re: replat (c) support for Sandy-- pass on candidate names to her if you have	(a)- Sandy (b)-Sandy & Kathleen & Quentin (OR) (c) all
8	Finance Committee Report by Kathleen: review of recommendations from Legal & Bookkeeping on proper way to close out 2016. Katherine details line items in response to questions. Sarah motions to approve end-of-year line item adjustments. Lori seconds. Approved (5-0)	Update budget	Kathleen & Katherine
9	By-Laws & Policy Committee Report by Lori: discussed need and timing for modification of policy on Board check approval. Discussion of which activities come under this committee. Discussion of need/how-to an "order of go" for officer functions in event an officer is unavailable/unable to serve	(a)-Board check approval policy update in the works for Jan/Feb 2017 (b) Foundation MOU (c) order of go for officers	(a)-Lori to continue working on it (b)-Darcie to report to Lori on this project (c)-Lori & Kathleen to draft for Jan/Feb

10	Nominations Committee Report by Sarah: we do not have a firm departure date for Drew; in meantime making informal inquiries. When we have a leave date will Notice & Post. Sandy requests another technically knowledgeable person on Building Committee	(1)-Informal Board inquires until we know Drew's departure date (2)-informal Building committee brainstorming	(1)-all (2)-Sandy + ?
11	HR Committee Report by Sarah: Sarah & Katherine are meeting monthly; compliments on Bazaar	Meet	Sarah & Katherine
12	Other Business: Study Session/Bldg Committee 1/5/17; 2-4pm 2016 & 2017 Goal-setting (by quarter) Annual Library Party Sat. 1/21/17 at the Crane's house	(a)-Notice & post (b)-add to DropBox docs (c)update personal calendar	(a)-Katherine & Darcie (b)-everybody (c)everybody
	Meeting adjourned at 8:57pm		