

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		(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 &		(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

	request for funds from the Library Director; MOU (#4 pulled from Consent Agenda): Sarah requests additional language on the collaborative nature of the relationship.	approved by Friends with intent to come back to LRLD in March meeting	
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 - nothing to discuss beyond the written one	None	
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	(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

	#4 in it (the Hearing procedure). Sandy seconds.		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		