

MINUTES
Lyons Regional Library District Board of Trustees
January 17, 2017
Meeting begins: 6:33pm

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	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	Lori Adams Weaver	Vice-Pres/LRLD Board of Trustees			Friends of the LRLD
X	Katherine Weadley	LRLD Library Director			LRLD Foundation
			x	Jan Vermilye	public
	Agenda Topic			Action	
				Responsible Party	
1.0	Public Input: welcome Jan				
2.0	Consent Agenda				
2.1	*Items 1-12 (see below)			Items 4,6,7,8 removed	Discussed under their topics
2.2	Items 1,2,3,5,9,10,11,12 Sandy moves to approve, Sarah seconds			Approved (7-0)	Darcie to scan Resolution 2017-01
3.0	Correspondence			none	
4.0	Foundation Report: Positive action report from grant-writer Mandy & Drew; ballpark target amounts have been set for fundraising; available funds will need to be finalized for eventual flyers & grants			(1) flyers & brochures (2) website pages (3) Foundation PayPal account	(1) Mandy (2) Katherine, Darcie, Mandy (3) Drew & Darcie
5.0	Library Director's Report: very positive response to new infographics; receipt of a \$5k grant for Library operations, originally sent to wrong address			Need new Library cards with correct PO Box #	Katherine
5.1	Sandy requests addition of ebook stats to track that type of "hidden" checkout; discussion of support for Kindle Paperwhite			Overdrive support deemed too expensive. Refer patrons to downloads thru Longmont if necessary	Katherine, staff
5.2	2016 Budget reconciliation: on target			none	
6.0	Friends Report: none, but liaison Lisa notes that the draft MOU will need revision. Discussion of potential revisions, desire for collaborative,			Attend next Friends meeting to further process of next draft	Lisa & Katherine

	coordinated program planning with an emphasis on fundraising		
7.0	Town Liaison Report: none, but Kathleen & Sarah (who attended January Town Meeting) note that Town has a lot on its plate.	Don't let the LRLD fall off their priority list	Quentin (Wember), Board as needed
8.0	Communications Committee Report: Darcie reviews how to handle name/date protocols [YYYY.MM.DD]; Sandy requests clarification of New Building file structure; who cleans out NextUp after meeting	Meet to clarify New Building file structure	Sandy & Kathleen and/or Darcie Darcie (the Secretary) cleans out NextUp after each meeting
9.0	Building Committee Report: Sandy revisits phasing/footage goals; more data needed	(1) Architect info needed (2) financing info needed	(1) Pending selection (all) (2) Pending finalized Town lease doc (Wember)
10.0	Finance Committee Report: Kathleen reports that the required DoLA docs have been submitted; see above for Year End under Directors Report		
11.0	Nominations Committee: Sarah reports a potential candidate and expresses desire to keep the "pipeline" full	Preliminary meet to access interest	Sarah
12.0	HR Committee: Sarah advises there may be challenges retaining staff due to lack of benefits; brainstorming of ways to show appreciation	(1) SV Market discount cards (2) PB66 discount (3) Yoga/wellness discount	(1) Kathleen (2) Katherine (3) Sarah
13.0	Policy Committee Report: Lori is looking at Community Engagement for next month; Waiting on Financial Policy updates; Lisa & Kathleen verify that we have what we need to write checks	Policy Committee needs recommendations from Financial Committee to update Financial policy	Finance Committee
13.1	Behavior Policy (#8 called up from consent agenda): What changed was definition of a minor & addition of no sleeping in the Library. Kathleen motions to approve, Sandy seconds	Approved (7-0)	
13.2	Trustee Handbook (#7 called up from consent agenda): discussion of review process; Sandy moves to approve as a "beta" version, Sarah seconds	Try to get Consent Agenda put together earlier than one week prior to meeting; review earlier Approved (7-0)	All
14.0	Plan for January & February Meetings		

14.1	Architect Interviews on 2/3/17 (#6 called up from consent agenda): clarification by Sandy & Kathleen on “small team” in interest of time; review of protocols for Common House location. This will be an Executive Session	Prep location: Common House	Sandy, Kathleen & Sarah will arrive 1 hr early for set-up; Kathleen to pay Sarah for the rental honorarium; Sandy to arrange for the lunch
14.2	Architect Proposal Review on 1/26/17: The written proposals & a scoring rubric will be available in advance; discussion of setting a DEADLINE for comments & scoring. Committee members invited. This will be an Executive Session.	(1)Distribute rubric & proposals on 19th (2) DEADLINE: Return scored rubric w/feedback & questions to Sandy by 1/24/17 (3) distribute to & invite Committee members on 25 th	(1)Sandy (2) Everybody (3) Sandy will coordinate comments & questions <u>UPDATE:</u> Quentin(Wember) provided 8 copies of proposals & rubric; Sandy requests feedback on them
14.3	Regular Board Meeting on 2/21/17 to start 1 hr early (#4 called up from consent agenda): early start due to Wember needing extra time to do a big cost walk-thru.	Order pizza	Kathleen
15.0	Calendars: Kathleen reminds all to keep vacation calendars updated	Update your out of town/unavailable status, please	Everybody
	ADJOURNED at 8:35 pm		
	CONSENT AGENDA BELOW		

*** Consent Agenda for January 17, 2017**

1. Approval of Board Meeting Minutes 2016.12.13
2. Approval of Board Meeting Minutes 2017.01.05
3. Approval of date Special Board Meeting for Architect Proposal Review on Jan 26, 9am (an Executive Session) at the Library
4. REMOVED: Approval of date Feb regular Board Meeting 02/21/17 to start 1 hr. early at 5:30pm at the Library
5. Approval of date Feb Workshop/Bldg Committee Meeting 02/02/2017 at 2pm at the Library
6. REMOVED: Approval of date Architect Interviews, Friday, Feb 3, 2017, 9am (small team, all day)

7. REMOVED: Approval of LRLBoard Handbook_2016.12.17
8. REMOVED: Approval of Behavior Policy_2017.01.13
9. Approval of Inclement Weather Policy_2017.01.17
10. Approval of Officers for 2017 as follows: President Kathleen Crane, Vice-President Lori Adams-Weaver, Treasurer Drew Biel, and Secretary Darcie Sanders.
11. Approval of Officer Designee Procedure 2017.01.07_Draft01
12. **RESOLUTION 2017-01:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LYONS REGIONAL LIBRARY DISTRICT DESIGNATING NOTICE LOCATION. **WHEREAS**, the Lyons Regional Library District (the "District") is a political subdivision of the State of Colorado, organized and existing pursuant Title 24-90-101 et seq. of the Colorado Revised Statutes; and NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LYONS REGIONAL LIBRARY DISTRICT THAT: (1) The District hereby designates the place for posting the board meeting notice as the Library District website page and the front window of the library at 405 Main St.