

Lyons Regional Library District Board of Trustees

Meeting Agenda February 20, 2018, 6:00 PM

405 Main St, Lyons

Called to Order at 6:02pm

Status	Name	Title/Organization	Status	Name	Title/Organization
X	Kathleen Crane	Pres/LRLD Board of Trustees		Jan Vermilye	Building Committee
X	Lori Adams Weaver	Secretary/LRLD Board of Trustees		Joe Meckle	LRLD Building Committee
X	Erin Biesiada	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
X	Darcie Sanders	Vice--Pres/LRLD Board of Trustees		Quentin Rockwell	Wember
X	Lisa Sobieniak	Member/LRLD Board of Trustees		Cristabell Cardenas	Wember
	Sarah Catchpole	Member/LRLD Board of Trustees		Dennis Humphries	Humphries Poli
X	Sandy Banta	Member/LRLD Board of Trustees		Krishna Mainali	Humphries Poli
X	Katherine Weadley	LRLD Library Director		Dr Liz Early	LRLD Foundation
	Dan Greenberg	Trustee/Town of Lyons/Liaison	X	Kate Kerr	Friends of the Library
					Public

1. Open Regular Board Meeting: 6:02pm
2. Public input: None
3. Consent Agenda
 - a. Request for items to be removed: None
 - b. Approval of remaining items: Simple change made to date at top of Bylaws page; motion to approve by Darcy, Kathleen seconds 6-0
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda: NA
4. Friends Report:
 - a. Trivia Night "research" conducted at Pump House, plans continue for this to occur in Lyons in March time frame; coordinating a MC/trivia leader and discussing how to publicize as a fundraiser/benefit

- b. Plans underway for annual tomato sale
 - c. Board encouraged Friends to send email update to members for annual membership renewal
 - d. See Director's Report for additional Friends updates
5. Foundation Report:
- a. Naming Rights discussed, excellent spread sheet created with donor recognition levels and naming right opportunities/availabilities
 - b. New members added to group bringing fresh energy and skills
 - c. See Communications Report for additional Foundation updates
6. Library Director's Report:
- a. Budget report edited to add comments (via Excell spreadsheet use the "red triangles" to view)
 - b. See Director's Report for additional updates
7. Town Liaison Report:
- a. Liaison absent due to conflict with TOL meeting
 - b. Per email communication with Kathleen IGA pending Mayor signature
8. Committee Reports
- a. Building Committee:
 - i. Board of Adjustments has approved setback waiver request
 - ii. Sketch Plan Review meeting scheduled at Town Hall 2/26 7pm
 - iii. Skilled tradesmen interested in being considered for a "local trades roster" can submit info to Richard Everett with Fransen Pittman: reverett@fransenpittman.com
 - iv. See Building Committee Report for additional updates
 - b. Finance Committee
 - i. Update on Financing; * vote to approve capitalization for one year thus waiving loan payment of approximately \$50,000 for 2018 only: motion to approve by Kathleen, second by Darcie, 6-0
 - ii. Rating presentation meeting was 2/20 with rating return expected 2/27; will be reviewed/approved by Kathleen. See COPS schedule for additional information
 - iii. Excellent report submitted with explanations of budget overages (often due to quarterly payments); see Finance Committee for additional updates
 - c. Policy Committee
 - i. Plan to work on Meeting Room Policy and MOU language with Library Director; MOU will be necessary prior to occupancy permitting of new building
 - ii. See Policy Committee Report for additional updates
 - d. Communications Committee
 - i. Articles continue to be generated for Redstone Review with building and donor updates
 - ii. See Communications Committee Report for additional updates
 - e. Human Resources Committee: See Report for updates
9. Other business
- a. Plan for March 20th Meeting, plus any Special Meetings that might be necessary
 - i. Looking ahead:
 - Regular Board Meeting 3/20 6pm at the Library
 - ii. Opportunities
 - 2/24 2-6pm Chill Fest at Laverne Johnson Park; LRLD will have table/booth with new building info and naming rights/donor recognition levels handouts; assistance at the booth is appreciated
 - 2/26 7pm Sketch Plan presentation at Town Hall

10. Calendars: **update vacations & planning calendar*** for next month

Meetings: Upcoming Friends/ Foundation/LACC/LAHC meetings

Other important upcoming deadlines not covered in Agenda?

Adjourned at:

Consent Agenda (please look in the “Consent Agenda Items for Your Review” folder in NextUp for supporting documents; NOTE: they will NOT necessarily be in same order because that folder is not a list but an alpha-beta sort)

1. Regular Board Meeting Minutes (Jan 16th)
2. Human Resources Handbook introduction
3. LRLD Bylaws