

Lyons Regional Library District Board of Trustees

Meeting Minutes April 17, 2018

405 Main St, Lyons

| 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 (Arrived at 6:06) | Lisa Sobieniak | Member/LRLD Board of Trustees | | Cristabell Cardenas | Wember |
| X | 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 |
| | | Trustee/Town of Lyons/Liaison | X (Left after giving Friends Report) | Sandy Spellman | Friends of the Library |
| | | | | | Public |

1. Open Regular Board Meeting at 6:03 pm
2. Public input: none
3. Consent Agenda
 - a. Request for items to be removed: none
 - b. Approval of remaining items: motion to approve by Kathleen, second by Darcie, approved 6-0 (Lisa not present for this vote)
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda: NA
4. Friends Report:
 - a. Annual meeting will be scheduled for May, hope to be selling tomato plants at this time
 - b. Trivia night success with over \$500 raised to purchase "fat boy" beanbag chair for teen area and Duplo table for children's area
 - c. Book sale in progress, will have table at town sale in Sandstone park, mid-May
 - d. See Director's Report for additional details

5. Foundation Report
 - a. Donor has stepped forward to pay for exterior stone
 - b. Extensive planning in progress for two fundraising efforts at Farmette and Planet Bluegrass, additional details as available
 - c. See Communications Report for additional details
6. Library Director's Report:
 - a. See website for link to Novelist, a type of search engine for finding books
 - b. Kara is a Novelist Specialist, who can help with finding books based on genre or key words
 - c. Both Kara and Ian have found part-time employment options at other local libraries, both are career track appropriate and meet their individual goals for advancement; Director continues to keep options open for using contracted assistance as well as evaluating needs for current and future employees
 - d. See Director's Report for additional details
7. Town Liaison Report: Per Mayor Connie, the LRLD will no longer have a specific liaison assigned but she (Connie) will attend and liaison as needed; Sandy suggests a "town staff liaison" to assist in building committee needs
8. Committee Reports
 - a. Building Committee: See Committee Report for details
 - b. Finance Committee
 - i. Discussion held regarding revision schedule for operating and capital budgets; this is an annual occurrence and will occur late summer
 - ii. See Committee Report for additional details
 - c. Policy Committee: no updates to discuss
- meeting room policy preview /Katherine: See below
 - d. Communications Committee
 - i. Plan for outreach to additional local stone companies for patio stone (this will be done by Erin with assistance/direction from Sandy; meeting with architect will be offered
 - ii. Article with finance and building update will be in next paper
 - iii. See Committee Report for additional details
 - e. Human Resources Committee
 - i. Director evaluation forms will be sent to trustees; they will need to be returned so Sarah can consolidate the responses and present at the May 8th meeting
 - ii. Board self-evaluation forms discussed, Darcie proposed a more comprehensive evaluation process; at this time the current forms will be completed and consolidated by Sarah with hopes to discuss at May 8th meeting; with a more comprehensive evaluation to come in the future
 - iii. Lisa plans to not renew her seat (which expires in September 2018); Sarah and Katherine will develop a blurb welcoming those interested in trustee positions to contact her for details/application; this will be posted to the District page on the Library website as well as in the paper (goal is to post in the paper quarterly)
 - iv. See Committee Report for additional details
9. Other business
 - a. Plan for Next Meeting, plus any Special Meetings that might be necessary
 - i. Looking ahead: Regular Board meeting. .. **May 8th - 5:00PM early start!** This will start as a "regular meeting" and will plan to go into executive session for discussion of Director's Evaluation; regular meeting will resume after this discussion
 - ii. Opportunities: Building Committee Meeting April 18th at Crane Home

- b. During Meeting email received from Humphries Poli regarding additional cost to contract for drainage study to include accessibility; this is due to town requirements as well as site issues/drainage that require more indepth study than initially assumed.
 - i. Discussion held; Lisa asked if this was done thru bidding process – no as this is part of the in-house services Humphries Poli provides as Architect of Record; Sandy proposed this be considered as part of contingency funding and not an increase in total cost - which will be a discussion for the building committee
 - ii. Vote proposed by Kathleen, second by Sarah, approved 7-0
- c. Discussion of initial rough draft of meeting room policy was held; this has been developed by Katherine with significant study/input from other libraries of similar and larger size
 - i. Proposed to think of first quarter of opening as "soft opening" and "tuning the building"; will spend 2 months evaluating space use and requests and 1 month completing more comprehensive Space Policy; overall for first quarter use will be limited to Town use (as dictated by IGA) and library/board use
 - ii. Discussion was held on difference between "community" use and "personal" use and how to separate these uses in the future policy
 - iii. Board was in agreement on finding a balance between encouraging community gathering and use while still protecting the space from undue wear/tear and limiting additional cleaning/repair fees

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

Meetings: Upcoming Friends/ Foundation/LACC/LAHC meetings

Other important upcoming deadlines not covered in Agenda?

- Presentation at May Chamber meeting 5/22

Adjourned at: 8:06 PM, proposed by Lori, second by Erin, approved 7-0

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