

Lyons Regional Library District Board of Trustees

Meeting Minutes

August 21, 2018, 6:30 PM

405 Main St, Lyons

Present: Trustees Kathleen Crane, Darcie Sanders, Erin Biesaida, Sandy Banta,
Sarah Catchpole, Janet Corson-Rikert
Friends Liaison Lisa Sobieniak
Convened at 6:36 pm

1. Open Regular Board Meeting - Welcome Janet! Approved by all three bodies (Boulder County, Larimer County, and Town of Lyons) as of Sept 2. Janet is present but not eligible to vote until Sept 2, 2018.
2. Public input: none
3. Consent Agenda
 - 3.1. Request for items to be removed: Darcie motions for Audit Request (item #3) to be removed from consent agenda, as it was put in there in error, Sarah seconds; approved (5-0)
 - 3.2. Approval of remaining items: Sarah moves to approve, Erin seconds; approved (5-0)
 - 3.3. Discussion of removed items right here or re-assignment to a spot lower down in Agenda: no discussion. Audit Request was in in there is error (misfiled), and there is no motion on it.
4. Library Director's Report - in absentia
 - 4.1. Discussion of Katherine Weadley's recommendation (in written report) that we not do Passports until we are in new building due to space and security concerns. Agreed to defer as per the recommendation.
 - 4.2. Departing director's Exit Checklist is done.
 - 4.3. Audit status: Katherine has expressed interest in seeing Audit results; draft audit going well with not much feedback or commentary from auditor (which is a good thing because typically this means not doing things wrong); discussion of getting recommendations from auditor. Finance Committee will follow up.
5. Friends Report by Lisa Sobieniak–
 - 5.1. They are getting organized with a whole new set of Board member and setting up committee chairs.
 - 5.2. There is a new Committee called "Volunteers," chaired by Kate Kerr. Structurally the Friends Volunteers will be under the Lyons Volunteers, and therefore will be covered by insurance. This could be very helpful for the big move.
 - 5.3. Friends want to get to know the Interim Director and the new Director. Darcie or Kathleen will contact Friends President Sandy for visioning input on new director search. Friends will invite Kara to their next meeting as soon as they know when that will be.
 - 5.4. Next Friends meeting date unknown at this time. Seven people on Board and @60 members

5.5. Friends Events & Activities

5.5.1. New membership drive will begin in October which will also be a Trivia Night for 2019 membership

5.5.2. Friends offered to help with food/volunteers for Groundbreaking

5.5.3. No Spooktacular face-painting this year, as they have deemed it is a lot of work for very minimal dollars or new members

5.6. Concerns: Lisa expressed concern that a librarian be on the new director search committee and was re-assured that one would be

6. Foundation Report:

6.1. Final net income from Taste of Lyons fundraiser is \$42K. They are considering repeating annually. Caveat: don't expect as much revenue without Dick Ralston's underwriting;

6.2. Foundation account now at \$800K approx.

6.3. Still developing new A-level donors and in-kind donors; there will be a "Final Mile" campaign after the building committee get the guaranteed maximum price (GMP) and final rollup.

6.4. They are open to another member and happy to take suggestions

7. Committee Reports

7.1. Communications Committee

7.1.1. As per written report; Sarah adds that she has made contact with Wells Fargo for a grant; the Tech Tips sheets were emailed to each member for uploading an e-book or audiobook. Feedback welcome.

7.2. Building Committee –

7.2.1. Fransen Pittman working on GMP (guaranteed maximum price)—expecting to get it in September, barring complications.

7.2.2. There is concern about potential delay in permitting. On Aug 20 the Town reviewed the Development Plan agreement and also the list of possible donation items that they had requested from us. The Development Agreement is continued to Sept 4. Quentin, Sandy, and Kathleen will follow up so that Town understands the impact of delay on our ground-breaking and DOLA funding. Going forward Sandy recommends that we always provide a cover letter or notate any document to Town so that they can have the context.

7.2.3. ACTION: Sandy & Darcie to make a checklist of what the DOLA requirements are in this matter.

7.3. Finance Committee

7.3.1. Kathleen moves to remove Katherine Weadley as guarantor of Elevations Card and to replace her with Interim Director Kara Bauman; Darcie seconds; approved (5-0)

7.3.2. Kathleen moves to put Interim Director Kara Bauman on as guarantor; Sandy seconds; approved (4-0, with Sarah abstaining)

7.3.3. Kathleen motions to remove Katherine Weadley as director, Sarah seconds; approved (5-0). [Note: this item was originally further down in the Agenda under HR, but came under consideration earlier here in Finance.]

7.3.4. ACTION: Erin will investigate replacing the Elevations credit card with a Wells Fargo one tied to our account.

- 7.3.5. Discussion of how to handle a Lee Hall IT bill on the capital budget –ACTION: Kathleen & Sandy will investigate
- 7.3.6. “First look” discussion of 2019 operating budget. NOTE: The 2019 Budget needs to be approved by October 2
 - 7.3.6.1. Dropbox costs: ACTION: Erin will talk with Kara about having Ian Hawley or Kara investigate consolidating Dropbox accounts (while still maintaining privacy) for nonprofit rate. (Note: may have to upgrade to Dropbox Teams, which may or may not be cheaper.)
 - 7.3.6.2. Erin asks if our utility costs kick in when we break ground; Sandy says that is on the capital project budget until we occupy
- 7.4. Human Resources Committee
 - 7.4.1. Termination of director [see above in Finance]
 - 7.4.2. Interim director - Letter of Engagement status
 - 7.4.3. Reviewed and revised. Erin moves to approve the revised offer letter to Kara Bauman; Sarah seconds; Approved (5-0)
 - 7.4.4. New Board member support structure - discussion of Sarah’s proposal
 - 7.4.5. Update on Janet’s status as voting member – approved by all three bodies, but cannot vote until Sept 2 which is her official start of term date
- 8. Policy Committee – as per written report
- 9. Other business
 - 9.1. Discussion of New Director Search Committee
 - 9.1.1. Do visioning with stakeholders
 - 9.1.2. Develop Job Description after visioning
 - 9.1.3. Staff member should be on Search Committee (can’t be Kara if she is declaring)
 - 9.1.4. Importance of developing consistent Interview Questions—Janet will bring source material from Ithaca Library which recently went through similar process
 - 9.1.5. Darcie will call CLiC for recommendations and possibly an outside librarian or director to add to Search Committee
 - 9.1.6. Darcie to put a new folder in NextUp to gather relevant material and comments
 - 9.1.7. Kathleen with contact Friends
 - 9.2. CAL Conference on Sept 14 in Loveland
 - 9.2.1. Kathleen gets her Trustee of the Year award at the luncheon (11:30 am)
 - 9.2.2. Kathleen will see about getting a table, costs
 - 9.3. Plan for Next Meeting, plus any Special Meetings that might be necessary -
 - 9.3.1.1. Looking ahead: Regular Board meeting scheduled for September 18th is Annual meeting**
 - 9.3.1.2. Upcoming 10/18 Board, 11/10 Strategy, 11/13 Board, 12/18 Board**
 - 9.3.1.3. Special Meeting: Budget Workshop & Search Committee Update on Tuesday, Sept. 11, 6:30pm at Kathleen Crane’s house.**
- 10. Calendars: **update vacations & planning calendar*** for next month
 - 10.1. Meetings: Friends next meeting is still TBD

11. **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)

Regular Board Meeting Minutes 07.24.18

Special Board Meeting Minutes 08.07.18

Audit Extension [removed]

Adjourned at 9:00pm