

Lyons Regional Library District Board of Trustees

Meeting Minutes

April 16, 2019, 6:00 PM

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	Member/LRLD Board of Trustees		Joe Meckle	LRLD Building Committee
X	Erin Biesiada	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
	Darcie Sanders	Vice--Pres/LRLD Board of Trustees		Quentin Rockwell	Wember
X	Janet Corson-Rikert	Secretary/LRLD Board of Trustees		Dennis Humphries	Humphries Poli
X	Sarah Catchpole	Member/LRLD Board of Trustees			LRLD Foundation
X	Sandy Banta	Member/LRLD Board of Trustees			Friends of the Library
X	Rebecca Schuh	Director, Lyons Community Library	X	Melinda Wunder	Public
			X	Jocelyn Farrell	Trustee/Town of Lyons

Board Workshop: Opened at 6:05 pm to discuss Meeting Room Policy, with Board members only in attendance.

1. The Board discussed variations on potential policies and considered what approach would be most appropriate for the Lyons Library and community, balancing the interests of community groups with the needs of library patrons and staff.
2. The group’s lengthy discussion will inform the Policy Committee’s work on a Meeting Room Policy.
3. The Policy Committee will return to a future meeting with a revised draft for Board approval.

Regular Board Meeting: Opened at 6:31 pm.

4. Consent Agenda
 - a. Request for items to be removed: None
 - b. Approval of remaining items: Motion to approve by Lori, seconded by Erin (6 - 0)

- c. Discussion of removed items here or re-assignment to a spot lower down in Agenda: NA

5. Public input:

- a. Melinda Wunder, Head of the Lyons Arts and Humanities Council and Jocelyn Farrell, the Town Board's liaison to the LAHC
 - i. Melinda and Jocelyn provided background on the LAHC, arts initiatives in the community, and their potential to partner with the Library Board and Staff in identification of art for both permanent and temporary display in the library and on its grounds.
 - ii. LAHC has developed forms, releases, a relationship with the Town, etc. which may be of help to the Library as it considers how to incorporate art into the new facility.
- b. Sandy and Rebecca offered to give Melinda and Jocelyn a tour of the new building in order to get an early sense of feasible spaces for art installation and/or temporary display.

6. Library Director's Report: Full report submitted.

- a. Assistant Director Job Description reviewed. Motion to approve by Erin, seconded by Lori (6-0).
- b. LRLD Salary Schedule reviewed. Motion to approve by Erin, seconded by Lori.
- c. Rebecca is working on health benefits for 2 FT employees.

7. Friends Report: No report submitted.

- a. Kara Bauman is meeting with the Friends group this evening – she will ask if they can help with moving on old furnishings that will not be needed in the new building.

8. Foundation Report: No report submitted.

- a. Connie Eyster is pulling together a list of donors of >\$1000 for the Recognition Wall and finalized naming rights information for room plaques.

9. Committee Reports

- a. Communications Committee: Full report submitted.
 - i. Transitions
 - 1. Darcie has announced her resignation from the Board, effective September 16, 2019 and has been working on transfer of Communications responsibilities.
 - 2. Staff will be taking on Redstone Review columns and website postings.
 - ii. Boulder County Worthy Cause Grant
 - 1. The County is currently drafting an Agreement document through which the District would guarantee the award for the Foundation.
 - iii. DOLA Grant
 - 1. Darcie will continue to help with reporting, but a Board member will need to be signatory after her resignation.
 - iv. New building signage
 - 1. A Recognition Wall Agreement with Nicholson Associates was approved today via the Consent Agenda.
- b. Building Committee: Full report submitted.
 - i. Construction is on schedule, with the exterior complete and landscaping underway.

- ii. If the BCWC grant comes through, capital finances will be in good shape. Contingency money is gradually being released for FFE, tech and wish list items.
 - iii. Dennis Humphries will resume the project architect role as of April 19 due to Jonathan Fertig's acceptance of a new position.
 - iv. Plans for the Children's Garden are proceeding with many desired components.
 - v. Work on the Community Tile Project has begun.
 - c. Finance Committee: Full report submitted.
 - i. Operating budget is on track at end of first quarter.
 - ii. Capital budget is also looking good.
 - iii. Rebecca now has signatory authority on all Wells Fargo accounts.
 - iv. An audit will be scheduled prior to the end of June.
 - d. Human Resources Committee: Full report submitted
 - i. Administrative transitions are going well, with Rebecca in full swing as Director.
 - ii. The annual Board appraisal will be postponed until after planned Board transitions.
 - iii. A call for new trustees will go out soon on the Library website and in the Redstone Review and Recorder.
 - e. Policy Committee: Full report submitted
 - i. Art Donation / Exhibit policy
 - 1. Reviewed draft policy, which will be revised and brought back to the Board for approval at a future meeting.
 - ii. MOU with the Town of Lyons re Meeting Room Use
 - 1. Kathleen consulted with Mayor Sullivan and Town Clerk Anthony and developed a draft document, currently in legal review, that guarantees Monday night access, to be revised as experience dictates need.
 - 2. Reviewed draft MOU dated 2019.04.19 - Motion to approve by Sandy, seconded by Sarah (6-0).
 - 3. Kathleen will relay date of Town Board discussion once scheduled, so Director and Board members can attend.

10. Other Business

- a. Signage for new library
 - i. Dedication stone
 - 1. Agreed to proceed with engraving on chimney stone of '2019' by Scott Masonry, at no additional charge.
 - 2. Janet will consult Building Committee / OAC regarding next steps.
 - ii. Recognition Wall
 - 1. Reviewed and provided feedback on lists of individuals and organizations for the Recognition Wall.
 - 2. Reviewed draft text for a 'blokke' providing background on 'YaYa' Katechis, and agreed on content, with next step of consulting with vendor re potential character limit.
- b. Donor Appreciation Evening (July date TBD)
 - i. Sarah and Kathleen will plan an event for the evening before the Soft Opening.
 - ii. The Soft Opening itself will not involve a formal celebration.

- c. Grand Opening (Saturday, Sept 7)
 - i. Kathleen will contact Sandy Spellman re the Friends organizing an ad hoc planning committee to include one member each from the Board, Staff, Friends, and Foundation.

11. Calendars: Update vacations & planning calendar for next month

- a. Next Board Meeting: **May 21**
 - i. Possible that a Special Meeting will be needed for resolution of the BCWC agreement.
 - ii. Please update vacation calendars so we know if any meetings need to be shifted to assure quorum.
- b. Humphries Poli Reception - April 25 4:30 – 8, 1655 Grant St. RSVP by April 17 requested.
- c. CALCon 2019 will be Sept 19-21 in Loveland, CO
- d. SDA (Special Districts Association) Annual Conference, September 18-20 at Keystone – need to apply early for 2 trustee scholarships and discounted member rates

Consent Agenda

- 1. Board Meeting Minutes 2019.03.16
- 2. Letter of Agreement with Nicolson Assoc. For Donor-Recognition Wall design + fabrication
- 3. Invoice from Nicolson Assoc. For deposit.

Adjourned at: 8:59 pm