

Lyons Regional Library District Board of Trustees

Minutes

May 21, 2019, 6:30 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 | | Quentin Rockwell | Wember |
| X | Darcie Sanders | Vice--Pres/LRLD Board of Trustees | | Dennis Humphries | Humphries Poli |
| X | Janet Corson-Rikert | Secretary/LRLD Board of Trustees | | | LRLD Foundation |
| X | Sarah Catchpole | Member/LRLD Board of Trustees | X | Christina Wells | Friends of the Library |
| X | Sandy Banta | Member/LRLD Board of Trustees | | | Public |
| X | Rebecca Schuh | LRLD Library Director | | | Trustee / Town of Lyons |

1. Meeting opened at 6:30 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 Sandy, seconded by Sarah (7-0)**
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda:
N/A
4. Library Director's Report: Full report submitted
 - a. Stats - Patron visits up 16% in past year, 75% over 3 yrs
 - b. Staff
 - i. Ian Hawley and Karen Selden have resigned and will be replaced with a 20 hr/wk Library Associate, with search underway.
 1. Rebecca will post opening on library website in addition to current on-line posting.
 2. Proposal to change job title from Assistant Librarian to Library Associate discussed. **Motion to approve by Kathleen, seconded by Sarah (7-0)**

3. Library Associate job description reviewed. **Motion to approve by Kathleen, seconded by Darcie (7-0)**
4. Salary Schedule reviewed. **Motion to approve by Kathleen, seconded by Darcie (7-0)**
 - ii. Changes to staff handbook discussed relating to time-keeping and paid time off. **Motion to approve by Kathleen, seconded by Erin (7-0)**
 - iii. Health insurance options through SDA reviewed, with decision not to pursue at this point, but Rebecca will continue to research HSA option for future reference.
 - iv. RFP for cleaning services discussed, with recommendation to change to cleaning doors but not windows. **Motion to approve, with recommended changes, by Kathleen, seconded by Erin (7-0)**

5. Friends Report

- a. Book sale at Lyons community recycling event was more successful as book drop than sale. Some books will go on Friends sale shelf in new library, others to Bookworm. Revenue \$150 between book sale and tomato plant sale.
- b. Friends will manage sale of library furnishings not being moved to new library – tentatively scheduled for July 18-20.

6. Foundation Report

- a. Group not actively meeting, but Connie working to confirm names for new building door plaques and Recognition Wall.

7. Committee Reports

- a. Communications Committee: Full report submitted
 - i. Grants
 1. Boulder County Worthy Cause – Amendment to Lease-Purchase Agreement with Town, Bank and LRLD still being explored by our legal bond counsel Kutak-Rock.
 - ii. New building signage
 1. Work on donor room plaques, Recognition Wall and cornerstone all proceeding on schedule.
 - iii. Revised logo, Infoline, Board and staff email addresses discussed with consensus that goal should be to simplify while consistently using either facility name ‘Lyons Community Library’ (LCM) or district name ‘Lyons Regional Library District (LRLD).’
 1. All were comfortable with recommended logo, with correction of street name.
 2. Rebecca will investigate feasible options for simplified email addresses, following which business cards will be ordered for staff.
 - iv. Dan Greenberg toured new library space with Darcie, and expressed enthusiasm re potential use by K - 12 students. Rebecca will talk with McCourt about serving as school liaison.

- b. Building Committee: Full report submitted

- i. Construction and landscaping are ahead of schedule, but furniture and shelving will hold opening to end of July.
 - ii. Signage on the west face will be considered in phase 2.
 - iii. Move logistics and timeline reviewed. Board recommended hiring help with clearing and cleaning of rental space so staff can focus on getting settled and ready for operation in the new facility with the shortest feasible suspension of operations. There is likely to be contingency money available for this purpose. **Motion to approve library closure July 15 – July 31 by Kathleen, seconded by Erin (7-0).**
 - iv. Building Insurance must be in effect as of the July 1 transfer of the facility from Fransen Pittman to the Library. Rebecca will research options through SDA and other sources.
 - v. MOU with Town - As a condition of issuance of the Certificate of Occupancy, the Town will require a signed MOU regarding access to Library meeting rooms. Kathleen and Rebecca presented the draft MOU to the Town Board and reached verbal agreement to revise the MOU to allow the Town to switch its meeting night if needed and to grant the Town priority access for occasional special meetings. The following wording was deemed appropriate to comply with the request of the Town while maintaining consistency with the principles of access outlined in the Library's Meeting Room Policy: 'The Library will prioritize requests from the Town of Lyons when considering public reservation of these spaces.' **Motion to approve, with revision as noted, by Darcie, seconded by Erin (7-0)**

- c. Finance Committee: Full report submitted
 - i. Operating budget looks good.
 - ii. Capital budget on track, with \$665K in anticipated remaining expenses.
 - iii. LURA – Per Victoria Simonson, development of IGA may begin toward end of May, with legal counsel involved.
 - iv. Audit has begun. Price up significantly, to \$15K, to cover both capital and operating budgets. Not clear if we will be successful in reducing cost this year, but agreed that it would be good practice, regardless, to explore other options for next year.

- d. Human Resources Committee: Full report submitted
 - i. One strong application so far for upcoming Board openings. Other individuals have been approached and are considering applying. Application deadline of May 31 may be extended if needed. Rebecca will also post on Library website and FaceBook.

- e. Policy Committee: Full report submitted
 - i. Revised Meeting Room Policy reviewed with insertion of same language as that inserted in revised MOU. **Motion to approve, with inserted language, by Kathleen, seconded by Erin (7-0)**
 - ii. Art Donation Policy reviewed. **Motion to approve by Janet, seconded by Darcie (7-0)**
 - iii. Art Exhibit Policy reviewed with agreement to allow price lists to be provided and kept with artist's statement at circulation desk. **Motion to approve, with agreed-upon changes, by Sarah, seconded by Darcie (7-0)**

- iv. Behavior policy reviewed with agreement on clarifying changes. **Motion to approve, with changes as discussed, by Sandy, seconded by Erin (7-0)**
- v. Unattended children policy discussed briefly. Agreed to delay detailed discussion and approval until next meeting.

8. Other Business

- a. Events associated with opening of new building
 - i. Drinks/celebration with Fransen Pittman team – Sandy will consult Bernardo and Dan
 - ii. July 31 ‘Sneak Preview’ for donors – Kathleen and Sarah will lead planning
 - iii. August 1 soft opening – no ceremony planned
 - iv. Sept 7 Grand Opening with ribbon cutting, program, cake, etc.
 - 1. Friends will take lead – Kate Kerr and Bonnie DiSalvo, with Sandy as Board representative, and Rebecca or Kara from Staff
 - 2. Foundation may be appropriate sponsor, for permit reasons – Sarah to confirm with Town.
 - 3. Budget - ? \$1500 for grand opening – Erin and Kathleen to confirm
 - 4. Will need ‘Save the Date’ announcements soon

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

- a. Meetings: Upcoming Friends / Foundation / LACC / LAHC meetings
 - i. Other important upcoming deadlines
 - 1. CALCon 2019 will be Sept 19-21 in Loveland, CO – Erin to attend, perhaps Janet
 - 2. SDA (Special Districts Association) Annual Conference, September 18-20 at Keystone – need to apply early for 2 trustee scholarships and discounted rates on hotel rooms.
 - ii. Upcoming Regular Board meetings
 - 1. June 18 – anticipate a quorum, though Lori and Sarah not available
 - 2. **July 9 – date shift to avoid interference with move**
 - iii. **Possible Special Board Meeting this month** if needed for approval of Amended Lease-Purchase Agreement

Adjourned at: 9:10 pm

Consent Agenda

- 1. Board Meeting Minutes 2019.04.16