

Lyons Regional Library District Board of Trustees

Meeting Agenda

August 20, 2019, 6:30 PM

451 Fourth Ave, Lyons CO

1. Open Regular Board Meeting
2. Public input
3. Consent Agenda
 - a. Request for items to be removed
 - b. Approval of remaining items
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda
4. Library Director's Report
5. Friends Report
6. Foundation Report
7. Committee Reports
 - a. Communications Committee
 - b. Building Committee
 - c. Finance Committee
 - i. LURA update
 - ii. Audit
 - d. Policy Committee
 - e. Human Resources Committee
8. Other Business
 - a. Grand Opening Sept 7 - "Save The Date" announcements
 - b. Annual planning items
 - i. August
 1. Begin Budget process for next year, schedule a Strategy Session (Treasurer)
 2. Begin Annual Report for Town of Lyons Board of Trustees (Director)
 3. DOLA monthly reporting (narrative + reimbursement) (Wember, Kathleen, Darcie)
 4. Redstone Review Column (Staff)
 5. Review board member terms (HR)
 6. Who will represent at monthly Chamber meeting?
 7. Set up new members Dropbox and email accounts (Communications)
 - ii. September
 1. Trustee terms renew/new member induction/new officers if necessary
 2. Hold special elections for new officers/committee chairs /liaison as necessary due to personnel changes
 - a. NOTE: The Annual Meeting Elections are in January, so any new elections necessary in September will last only until then, when all positions must be redone
 - b. p.s. - In 2020 please consider revising By-Laws to move Trustee terms into January
 3. Financial Policy Review
 4. Finance Committee meets to plan 4th Quarter 2018 Budget process (Treasurer)

- a. Set a separate meeting for Board to review and approve Budget (Treasurer + Director)
 - b. At that meeting, set a date for the Public Hearing On The Proposed Budget (Treasurer)
 - c. Make the Proposed Budget available in the library for the public (Director)
- 5. Request an October spot on the Town of Lyons Agenda in order to present our Annual Report (Director + Board rep) -- we must present before the end of October
- 6. Plan annual "Letter to Editor" or Advert acknowledging Friends & Foundation (Communications)
- 7. Should see both counties Mill Levy cert at end of month (Treasurer)
- 8. DOLA monthly reporting (narrative + reimbursement) (Wember, Kathleen, + Darcie)
- 9. Redstone Review Column (Staff)
- 10. Who will represent at monthly Chamber meeting?
- 9. Calendars: update vacations & planning calendar* for next month
 - a. Meetings: Upcoming Friends/ Foundation /LACC /LAHC meetings
 - i. Other important upcoming deadlines not covered in Agenda?
 - 1. CALCon 2019 will be Sept 19-21 in Loveland, CO - Brian and Shirley attending?
 - 2. SDA (Special Districts Association) Annual Conference, September 18-20 at Keystone – apply early for 2 trustee scholarships and discounted member rates
 - ii. Next Board meeting September 17, 2019
- 10. Executive Session to consider matters pursuant to Statute §24-6-402(4)(e), C.R.S.), developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations; and Statute §24-6-402(4)(f), C.R.S.), personnel matters.
- 11. Adjourned at:

Consent Agenda (please look in the "Consent Agenda" folder in NextUp for supporting documents)

- 1. Special Board Meeting Minutes 2019.08.05
- 2. Special Board Meeting Minutes 2019.08.08
- 3. Worthy Cause Grant invoice from assistant grant writer J. Jane