

Lyons Regional Library District Board of Trustees

Meeting Minutes

June 19, 2019, 6:30 PM

451 Fourth Ave, Lyons

Status	Name	Title/Organization	Status	Name	Title/Organization
X	Kathleen Crane	Pres/LRLD Board of Trustees		Jan Vermilye	Building Committee
	Lori Adams Weaver	Member/LRLD Board of Trustees		Joe Meckle	LRLD Building Committee
	Erin Biesiada	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
X	Darcie Sanders	Vice--Pres/LRLD Board of Trustees		Quentin Rockwell	Wember
X	Janet Corson-Rikert	Secretary/LRLD Board of Trustees		Dennis Humphries	Humphries Poli
	Sarah Catchpole	Member/LRLD Board of Trustees			LRLD Foundation
X	Sandy Banta	Member/LRLD Board of Trustees		Christina Wells	Friends of the Library
X	Rebecca Schuh	LRLD Library Director		Shirley Sullivan	Public - Prospective Board members
				Brian Donnell	

1. Board Meeting opened at 6:30 pm
2. Public input: Shirley - Library shelves look nice!
3. Consent Agenda
 - a. Request for items to be removed: None
 - b. Approval of remaining items: **Motion to approve by Sandy, seconded by Darcie (4-0)**
 - c. Discussion of removed items or re-assignment to a spot later in Agenda: N/A
4. Library Director's Report
 - a. Staff
 - i. Vicky Reinhold hired as Library Associate for 25 hrs per week, to start June 19.
 - ii. After reconsideration, decided to proceed with health insurance through SDA, to take effect July 1.

- b. Building Insurance
 - i. Discussed appropriate level of deductible and potential additional equipment breakdown coverage. **Motion by Darcie, seconded by Kathleen, to purchase plan with \$1000 deductible without additional equipment breakdown coverage (4-0)**
 - ii. Rebecca will contact SDA regarding liability and flood coverage.
 - 1. FEMA maps indicate new building will be outside area in which flood insurance mandated, but worth looking into voluntary enrollment with lower premium.
- c. LURA
 - i. LURA Board would like a 25-yr IGA with LRLD to share a portion (or all) of its projected Net Property Tax Increment to help finance development of the Eastern Corridor.
 - ii. LRLD has 120 days from June 15 (October 13) to enter into an agreement, after which mediation would be triggered.
 - iii. Next steps
 - 1. Rebecca, Erin and Kathleen to continue dialogue with LURA counsel and other affected districts (School, Fire, Water), clarifying LURA intentions and projected impact on library services
 - 2. At July Board meeting they will share their data and recommendations
 - 3. LURA Board would like feedback to share at Lyons BOT meeting July 25

5. Friends Report

- a. Sale of un-needed furnishings scheduled for July 18 – 21.
 - i. Friends will take responsibility for arranging mutually agreeable plan for pick-up of equipment currently stored in basements off-site.
 - ii. Also will need someone to haul away unsold items - Lyons Volunteers?
- b. Planning for Grand Opening underway - Sandy available as Board representative, awaiting contact.

6. Foundation Report

- a. Not actively fundraising, but closing out final reports on existing grants
- b. Also finalizing names for recognition wall and donor room plaques.

7. Committee Reports

- a. Communications Committee
 - i. BCWC grant – Negotiations re acceptable language continue. Janaki Jane’s assistance needs to be recognized through a grant-writer’s fee – 5% if grant comes through, 2.5% if not. Capital funds available (grant costs).
 - ii. Email address change - Staff would like lyonslibrary.com. Board agrees.
 - iii. Recognition Wall ‘blokke’ materials shared by Darcie.

Friends Representative Christine Wells arrived at this point.

b. Building Committee

- i. On track for August 1 soft opening

1. Library closure has been posted for July 15 – 31 to accommodate move.
 2. Staff systems training completed
 3. Town Planner met today with design/construction team to review Development Plan Agreement. Identified some discrepancies including ADA compliance issues with the ramp from the Old Depot building that will require ramp revision. Costs TBD.
 4. Certificate of Occupancy - Paul Glasgow willing to do Temporary Certificate of Occupancy by July 1, providing 6 months to complete Town approval process and ramp revision.
 5. Shelving and furniture should all be on site by end of July. Discussed and agreed to use \$3500 of contingency to supplement budget for patio furniture, allowing good quality and installation in time for summer usage.
 6. Sarah Catchpole has suggested Children's Garden equipment as another priority as contingency funds are released. Decision deferred for now, pending estimates on ramp revision.
- ii. Last OAC meeting June 23 at 2 pm; celebration with Fransen Pittman at 3 pm Wednesday at Oskars.
- c. Finance Committee
 - i. Operating and capital budgets both on target.
 - ii. Audit is underway.
 - d. Policy Committee
 - i. Unattended Children Policy discussed. **Motion to approve by Kathleen, seconded by Darcie, with incorporation of minor suggestions (4-0)**
 - e. Human Resources Committee
 - i. Candidates recommended for Board positions (see below)

8. Other Business

- a. Donor Party - July 31, 6:30 – 8 pm. Invitations will go to individual major donors recognized on wall. Greens Point will cater. Kathleen and Sarah working on details.
- b. Grand Opening – September 7. Friends leading planning.

Brian Donnell and Shirley Sullivan left the meeting at this point (~8:30 pm)

- c. Board Membership
 - i. Kathleen Crane (President) and Darcie Sanders (Vice President) have given notice of their planned retirement from the Board in September 2019.
 - ii. Brian Donnell and Shirley Sullivan have submitted applications to fill these anticipated vacancies. They were interviewed and felt to be well qualified.
 1. **Motion by Darcie, seconded by Sandy, to approve Brian Donnell and Shirley Sullivan for Board membership. (4-0)**
 - a. Brian will assume seat #3 currently occupied by Kathleen, effective September 3, 2019.
 - b. Shirley will assume seat #7, currently occupied by Darcie, effective September 8, 2019.
 - iii. Officer positions

1. Janet Corson-Rikert agreed to assume the role of Board president after Kathleen completes her term.
2. Sandy Banta will assume the roles of Vice President and Secretary.
3. Kathleen and Darcie will remain available for consultation as needed.

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

- a. Meetings: Upcoming Friends / Foundation / LACC / LAHC meetings
- b. Other important upcoming deadlines not covered in Agenda?
 - i. AspenCat Regional Conference – July 22nd in Berthoud
 - ii. CALCon 2019 - Sept 19-21 in Loveland - Erin to attend
 - iii. SDA (Special Districts Association) Annual Conference - September 18-20 at Keystone – need to apply early for 2 trustee scholarships & discounted rates
- c. Next Board meeting July 9 (moved up to accommodate library move)
 - i. LURA
 - ii. Liability and flood insurance
 - iii. Board transition planning

10. Meeting adjourned at: 8:51 pm

Consent Agenda (Please look in the “Consent Agenda Items for Your Review” folder in NextUp for supporting documents.)

1. Board Meeting Minutes 2019.05.21