

# Lyons Regional Library District Board of Trustees

## Meeting Minutes

July 9, 2019, 6:30 PM

405 Main St, Lyons

Status	Name	Title/Organization	Status	Name	Title/Organization
X	Kathleen Crane	President/LRLD Board of Trustees	X	Brian Donnell	Prospective Board member
X	Darcie Sanders	Vice-President/LRLD Board of Trustees	X	Shirley Sullivan	Prospective Board member
X	Erin Biesiada	Treasurer/LRLD Board of Trustees	X	Christina Wells	Friends of the Library
X	Janet Corson-Rikert	Secretary/LRLD Board of Trustees			LRLD Foundation
X	Lori Adams-Weaver	Member/LRLD Board of Trustees			Town of Lyons
X	Sarah Catchpole	Member/LRLD Board of Trustees			Public
	Sandy Banta	Member/LRLD Board of Trustees			
X	Rebecca Schuh	LRLD Library Director			

1. Open Board Meeting at 6:32 pm

2. Public input - N/A

3. Consent Agenda

- a. Request for items to be removed - N/A
- b. Approval of remaining items – **Motion to approve by Lori, seconded by Erin (5 - 0, 1 abstention)**
- c. Discussion of removed items here or re-assignment to a spot lower down in Agenda - N/A

4. Library Director's Report (written report submitted)

- a. New building
  - i. Cleaning service hired
  - ii. Liability coverage through SDA confirmed
- b. Move logistics
  - i. Books to be moved by contractor July 15-17, re-shelving starting July 16

- ii. Friends sale July 18-21
    - iii. Furniture arriving throughout July except Children's book bins mid-August
  - c. LURA
    - i. Utilization impact will compound that related to new building
    - ii. Will need to plan and budget for potential staff increases to meet demand for services
  
- 5. Friends Report - [Christina Wells arrived after meeting adjourned, to provide details on sale plans]
  
- 6. Foundation Report – Engaged in confirmation of names for Recognition Wall and contact information for July 31 Sneak Peek.
  
- 7. Committee Reports
  - a. Communications Committee (written report submitted)
    - i. BCWC Grant still under legal review
    - ii. Logo revisions accepted, will be forwarded to Director for email and website updates
    - iii. Business cards await Director's confirmation of staff information.
    - iv. Discussion and agreement that programming/presenter inquiries will be referred to applicable librarian
  - b. Building Committee (written report submitted)
    - i. Kathleen signed a Letter of Substantial Completion with Fransen Pittman, with agreement that they will oversee roof re-shingling, currently slated to begin July 22
    - ii. Rebecca to contact vendor and Town re bear-proof dumpster
    - iii. Town issued a Temporary Certificate of Occupancy, requiring the following:
      - 1. ADA compliance
        - a. revision of Depot sidewalk
        - b. construction of ramp at 4<sup>th</sup> & Broadway
      - 2. Transformer wrap
      - 3. Escrow payment of estimated costs + 15%
    - iv. Project remains on budget, with some Phase 1 construction expenses still coming in
    - v. Will need a new building committee to consider Phase 2 priorities
  - c. Finance Committee
    - i. LURA update
      - 1. Lyons Gaddis has provided an analysis of LRLD's situation
        - a. Agrees with Board concern re responsibility to respond to anticipated growth in demand for services, and reliance on property taxes to pay for those services.
      - 2. Timeline
        - a. Discussion of LURA planned for July 25 Town Board meeting. Before then, they would like an update on LRLD preliminary position. Erin will forward the IGA template to Lyons Gaddis for communication to Town, and will also plan to attend the meeting.
        - b. End of September - target for signed IGA
      - ii. Audit – Rebecca will ask for update
    - d. Policy Committee (written report submitted)
      - i. No policies currently under review

- ii. Consider By-Laws change to address current situation of officers leaving Board prior to January Annual Meeting, designated in By-Laws as time for election of officers.
  - 1. In future should consider amending By-Laws to allow appointment of Temporary Officers
  - 2. Kathleen and Lori will research and put on agenda for next meeting
- e. Human Resources Committee (see below)

8. Other Business

- a. Sneak Preview event July 31 for donors of  $\geq$  \$1000
  - i. 68 invited, so far 42 'yes'; reminder to be sent with deadline July 21 for caterer; Sarah to contact those still not responding
  - ii. Rebecca to ask McCourt for contact information of local family members of Park Foundation
  - iii. Catering arranged, we will provide beverages
- b. Grand Opening Sept 7 - Kate Kerr handling for Friends, with Sandy Banta Board rep

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

- a. Meetings:
  - i. Upcoming Friends / Foundation / LACC / LAHC meetings
  - ii. Other important upcoming deadlines not covered in Agenda?
    - 1. CALCon 2019 will be Sept 19-21 in Loveland, CO – same day registration available; \$95/d - **Motion by Kathleen to approve payment of registration fee for up to 4-5 new Board members, seconded by Darcie (6-0)**
    - 2. SDA (Special Districts Association) Annual Conference, September 18-20 at Keystone – apply early for 2 trustee scholarships and discounted member rates

[Brian and Shirley left the meeting at this point, 7:30 pm]

10. HR Committee (report submitted)

- a. Board transitions
  - i. Resignations
    - 1. Kathleen – Sept 2 (2<sup>nd</sup> term expiring); Darcie – Sept 16 (2 years left in 2<sup>nd</sup> term); Lori – Sept 16 (1 year left in 1<sup>st</sup> term); Sarah – December date TBD (9 months left in 1<sup>st</sup> term)
    - 2. Sarah will match incoming Board members to vacating positions
  - ii. Application for Board membership
    - 1. Bill Palmer's application reviewed; **Motion to approve by Sarah, seconded by Darcie (6-0)**
    - 2. All will scout for individuals interested in applying for Sarah's position
  - iii. Officers
    - 1. (See By-Laws discussion)
    - 2. The following have expressed willingness to accept election once the mechanism is clarified: Janet Corson-Rikert, President; Sandy Banta, Vice-President; Brian Donnell, Secretary
    - 3. Erin Biesiada will continue as Treasurer

iv. Committee leads - Shirley is interested in Policy role

11. Meeting adjourned at 8:13 pm. **Next meeting August 20 in the new library!**

**Consent Agenda** (see folder in Next Up for supporting documents)

1. Board Meeting Minutes 2019.06.19