

Lyons Regional Library District Board of Trustees

Meeting Minutes

August 20, 2019, 6:30 PM

451 Fourth Ave, Lyons

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

1. Regular Board Meeting opened at 6:38 pm
2. Public input – Brian Donnell expressed his appreciation for all those whose efforts contributed to this impressive new building.
3. Consent Agenda
 - a. Request for items to be removed - N/A
 - b. Approval of remaining items **Motion to approve by Kathleen, seconded by Darcie (6-0).**
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda
4. Library Director's Report
 - a. Opening day highly successful with 212 patron visits. Utilization has been up, with high story time attendance and gratifying use after school by children and teens.
 - b. Staffing
 - i. Proposal to hire new a 12 hr/wk page at a cost of ~\$7K/yr to help cover afternoons and weekends. **Motion by Kathleen to approve, seconded by Sarah (6-0).**
5. Friends Report
 - a. Sale of un-needed Main Street Library furnishings netted ~\$1800
 - b. Plans firming up for Sept. 7 Grand Opening – see Building Committee Report
6. Foundation Report

- a. Meeting scheduled for Aug. 11, Bill Palmer to attend and serve as ongoing liaison
 - b. Director to contact Foundation for contact info of bathroom donors in order to facilitate appropriate access and completion of decor
7. Committee Reports
- a. Communications Committee
 - i. Reviewed new Kutak Rock Letter of Engagement for BCWC grant representation.
Motion to approve, conditioned on Lyons Gaddis review and approval. Moved by Darcie, seconded by Erin (6-0).
 - ii. Brian and Shirley have Board emails and DropBox access; Bill in process.
 - iii. Sarah will collect Board contact info to facilitate intra-Board communication.
 - iv. Darcie has generously offered to continue as a committee member and help with DOLA monthly and final reports. Will need to designate new chair at next Board meeting.
 - v. Darcie has also provided a helpful planning spreadsheet identifying ongoing and anticipated communications-related needs.
 - b. Building Committee
 - i. Successful move and opening – special thanks to staff!
 - ii. Fransen Pittman has met GMP contract except for sandbox sand replacement
 1. North side of roof replaced and HVAC repaired
 2. Final payout expected ~ 9/10
 3. Building warranty continues until 7/1/2020
 - iii. Certificate of Occupancy received 8/16/2019
 - iv. Entry safety
 1. Have already had falls, highlighting risk of patrons missing step from entrance level down to sidewalk
 - yellow tape placed on edge of step
 - hand rails to be added as well
 2. Discussed need for incident report system
 - v. Open issues with Town
 1. Depot sidewalk / ADA ramp – FP will revise, under separate contract
 2. Transformer wrap – Gray paint and LCL sign proposed and under review
 3. Trees – more deemed in need of removal and replacement at LRLD expense
 4. Escrow still being held
 - vi. High speed fiber optic internet
 1. Discussions underway between Town and Longmont re extension of Nextlight service to Town facilities.
 2. Mark Browning has written LRLD pointing out value and efficiency of LCL being part of this project, though not currently in the plan.
 3. Sandy will forward Mark’s email to Lee Hall and Brian Donnell, asking them to follow up with Longmont, referencing the Library’s role in ‘bridging the digital divide’ as expressed in the DOLA application.
 4. Grand opening Sept 7
 5. Schedule reviewed
 - Events from 12 - 5 pm

- Ribbon cutting at 1:30 pm – Sandy will emcee
6. Advertising
 - Facebook, E-mail poster
 - Kate Kerr (Friends) putting together program
 - Darcie and Kathleen assembling list of non-Lyons and project-related invitees
- c. Finance Committee
 - i. LURA update
 1. Erin and Rebeca recently attended a meeting with the Town and report continuing distance between Town and LRLD positions.
 2. We remain concerned re staffing costs to meet anticipated increased service demand from both residential and commercial development, particularly on top of as yet unquantified utilization increases in the new facility.
 3. LRLD Counsel will be asked to participate in upcoming meetings.
 - ii. Audit
 1. Deadline 45 days from filed extension – Sept 11; Rebecca to reach out again
 2. Will need to look into other options for next year’s Audit
 - d. Policy Committee - no update.
 - e. Human Resources Committee
 - i. Appreciation of departing Board members President Kathleen Crane, Vice-President Darcie Sanders, and ex-Secretary Lori Adams-Weaver. Special kudos for Kathleen and Darcie for their critical roles in shepherding the LRLD through the complex and challenging work of advocacy, finance, and construction of the new Lyons Community Library.
 - ii. Incoming Board members Brian Donnell, Shirley Sullivan, and Bill Palmer have all been approved by Boulder and Laramie Counties and the Town of Lyons. Welcome!
 - iii. **Motion to approve three new Board members for the following (renewable) terms: Shirley Sullivan replacing Kathleen Crane, effective Sept 3 for 3 yrs; Bill Palmer replacing Lori Adams-Weaver, effective Sept 10 for 1 yr; Brian Donnell replacing Darcie Sanders, effective Sept 10 for 2 yrs. Moved by Sarah, seconded by Erin (6-0).**
8. Other Business
 - a. Annual planning items briefly reviewed
 - 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? (TBD)
 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. Annual Meeting Elections in January, so new elections necessary in September will last only until then, when all positions must be redone
 - b. In 2020 consider revising By-Laws to move Trustee terms to 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 Proposed Budget (Treasurer)
 - c. Make Proposed Budget available in library for the public (Director)
 - 5. Request late October spot on Town of Lyons Agenda to present Annual Report (Director + President)
 - 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 – Shirley may be able to attend – will be in touch w Rebecca.
 - 2. SDA (Special Districts Association) Annual Conference, September 18-20 at Keystone – apply early for 2 trustee scholarships and discounted member rates

Bonnie DiSalvo left the meeting at this point (8:05 pm)

- 10. Incoming Board member invited by Kathleen to stay for Executive Session. Motion to enter into Executive Session to consider grant contractual 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 also Statute §24-6-402(4)(f), C.R.S.), personnel matters. [VOTE IN] **Motion by Kathleen to move to Executive Session at 8:07 pm, seconded by Darcie (6-0).** In-session discussion [record electronically but do not take Minutes]. **Motion by Kathleen to exit Executive Session at 8:35 pm, seconded by Darcie (6-0).**
- 11. Appointment of new Library Director
 - a. Rebecca will amend her resignation letter, requesting to move to an hourly staff position until 11/6 or earlier, by agreement with the new Director, if new staff members are in place to provide needed coverage.
 - b. **Motion by Kathleen, seconded by Darcie to offer Kara Bauman the position of Library Director, effective Sept. 1, 2019 (6-0).**
 - c. Public communication plan to be developed this week, with Grand Opening 9/7 and Redstone Review deadline 9/12.
- 12. Meeting adjourned at: 8:43 pm
- 13. Next meeting Sept 17

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