

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 |
|--------|---------------------|----------------------------------|--------|-------------|---------------------------------|
| | Brian Donnell | Member/LRLD BOT | | | |
| X | Shirley Sullivan | Member/LRLD BOT | | | |
| X | Erin Biesiada | Treasurer/LRLD Board of Trustees | X | Bill Palmer | Member /LRLD BOT |
| X | Lisa Sobieniak | 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 |
| X | Kara Bauman | LRLD Assistant Library Director | | | Town of Lyons Board of Trustees |

1. Open Regular Board Meeting: 6:34pm
2. Public input: None
3. Consent Agenda
 - a. Request for items to be removed: N/A
 - b. Approval of remaining items: **Motion to approve by Janet, seconded by Erin, Vote: 6-0 in favor.**
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda N/A
4. Election of new officers and committee chairs
 - a. Notes: Officers will only stand until January then, according to District by-laws, new elections must be held. Bill Palmer agreed to advise board on Roberts Rules of Order
 - b. President: Sandy nominated **Janet Corson-Rikert, seconded by Bill, Vote: 6-0 in favor**
 - c. Vice-President: Janet nominated **Sandy for VP, Erin seconded, Vote: 6-0 in favor**
 - d. Secretary: Janet nominated **Shirley, Erin seconded, Vote: 6-0 in favor**
 - e. Treasurer is ongoing till January, position is held by Erin
 - f. Committee chairs and Liaisons:
 1. Policy: Shirley
 2. Communications: Bill
 3. Human Resource: Sarah
 4. Finance: Erin
 5. Building Committee: Sandy
 6. Foundation Liaison: Bill
 7. Friends Liaison: Kara

8. Chamber of Commerce liaison: rotating, to be determined at each board meeting
9. Lyons Urban Renewal Authority (LURA): Erin and Kara

5. Friends of the Library Report from Lisa:

a. The friends have a new board: President is Lisa Sobieniak, Bonnie DiSalvo is vice-president, Pam Browning is secretary, Christina Wells is treasurer, New member Tonneva(sp?) is events coordinator, Leslie Reynolds is writing the newsletter and doing communications.

b. Book sale: The library staff will be accepting 1 box of books per person every Tuesday on behalf of the Friends. A member of the Friends will sort books every Wednesday and maintain the Friends bookshelf near the library entrance. Suggested donations will be \$.50/paperback and \$1/hard back.

c. Friends upcoming events:

- Oct. 8 meeting about yearly goals, which may include a mystery theater fundraiser.
- Trivia night in November. Thursdays are good for staff to attend trivia night.
- 2nd Tuesday is regular Friends meeting

d. Sandy thanked Friends for Grand Opening Celebration

Lisa Sobieniak left the meeting at 7:25 pm

6. Library Director's Report from Kara Bauman:

a. September 17 was the last day for former director Rebecca Shuh, except for substituting when needed. Janet gave Rebecca's exit interview. Erin will coordinate with Kara to send a gift from the LRLD board to Rebecca's home.

b. Kara and McCourt will be attending an AspenCat conference on Nov. 7 & 8.

c. Staffing: 2 part time staff positions are posted on LRS. When new staffing is in place there will be 4.5 Full time equivalent employees (FTE), budget is for 5 FTE max. 5 applications received to date, the deadline is next Monday at 4pm, with the idea of being fully staffed in October. Kara would like to revisit the salary schedule later in the year.

d. Requests for additions to Directors Report: Financial Snapshot and proposals for change in services or other items the board may need to be aware of or vote on.

e. Proposal to expand hours: Kara would like to open every day at 10:00 am instead of 10:30, open Tuesday evening until 8:00 pm and shift Saturday hours from current noon – 5:00 pm to 10:00 am – 3:00 pm. This expands hours from 40.5 hrs/week to 46 hrs/week at a cost of \$5k-\$6k per year.

Discussion:

- Concern about evening safety for staff: No one works alone and sheriff will be informed when the library is open. Staff is considering a walk through with the sheriff to discuss security.

- Data will be collected on usage and staff will reevaluate the new hours in the Spring.

- Janet suggested that a survey of the community would be helpful to find out what hours work best for them.

- Saturday morning hours will take education of the public. If it is a problem for the community, the 2 extra hours (3-5) can be added back for \$4k/year.

f. Janet moved to accept the change in service hours: M-F open at 10, Tuesdays close at 8pm, Saturday open 10-3, Sarah seconded, Vote: 6-0 in favor.

7. Foundation Report from Bill Palmer.

a. The Foundation has approximately \$180k to give to the library. While they normally fund capital projects, they are open to funding special events or operations if there is a good case. Bill asked the building committee for a Phase II list. There is not a big time deadline so Sandy recommends coming back to the foundation with a list in the middle of 2020 as this will give more time with the new building to

determine how Phase 2 items should be prioritized. Meanwhile, the foundation money is invested and growing.

b. The Board requests the foundation not to disband.

c. Naming rights on a bathroom plaque have been asked to be changed by a donor. Bill will find out how to get the plaque remade. Sandy will send him information from Darcie.

8. Committee Reports

a. Communications Committee: Darcie provided a written status update.

b. Building Committee from Sandy Banta.

- Building Committee report was reviewed.

- Sandy continues to work with the Town to resolve the Depot ADA access and transformer wrap.

Sarah will provide a recommendation for a painter for the transformer.

- Warranty: The warranty process is ongoing; the warranty list provided by the General Contractor lags somewhat. Kara and Sandy agreed to meet bi-monthly with Dustin from the warranty department to discuss open items. Kara will set up a meeting for early October.

- Handrails have been installed to remedy a trip hazard at the entry.

c. Human Resources Committee from Sarah Catchpole

Sarah recommends background checks be performed on Kara and new employees. Kara will do background checks on all existing employees when she does new hires.

Vote: Sarah moves to approve \$30-\$50/background check, Erin seconds, 6-0 in favor.

d. Finance Committee from Treasurer Erin Biesiada

- Audit update: All data is in and looks good.

- Budget: 2020 Draft is ready. 12% revenue increase is reported in County Tax Forecast. \$100k will be transferred to the capital fund this year, per the 2019 budget, to go toward the COPs lease payments. Erin tentatively scheduled a 2020 budget review meeting on Oct. 1 from 6-7 pm at the library.

- Erin will have an update of the financial policy for the October board meeting.

Sarah left the meeting at 8:25pm.

e. Policy Committee: no update

10. Executive Session to determine Board Direction regarding Lyons Urban Renewal Authority (LURA) Intergovernmental Agreement (IGA) with the Lyons Regional Library District

a. **Motion to enter 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.). Janet moves, Erin seconds, Vote: 5-0 in favor.**

- b. Entering Executive Session at 8:32 pm
- c. Exit Executive Session at: 9:12 pm
- d. **Vote: Janet moves to authorize the LURA negotiators to negotiate the LURA Tax Increment Financing (TIF) split as discussed in executive session. Seconded by Shirley, Vote: 5-0 in favor**

11. Meeting Adjourned at: 9:17 pm

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

- a. Minutes_BoardMeeting_2019.08.20_DraftB