

Lyons Regional Library District Board of Trustees
Meeting Agenda
 November 19, 2019, 6:30 PM
 451 Fourth Ave, Lyons

Status	Name	Title/Organization	Status	Name	Title/Organization
X	Brian Donnell	Member/LRLD BOT	X	Randy Watkins	ACM / Auditor
X	Shirley Sullivan	Secretary/LRLD BOT			
X	Erin Biesiada	Treasurer/LRLD Board of Trustees	X	Bill Palmer	Member /LRLD BOT
X	Bonnie DiSalvo	Friends of the Library			
X	Janet Corson-Rikert	President/LRLD Board of Trustees			LRLD Foundation
X	Sarah Catchpole	Member/LRLD Board of Trustees			
X	Sandy Banta	Vice President/LRLD Board of Trustees			Public
X	Kara Bauman	LRLD Library Director			Town of Lyons Board of Trustees

1. Open Regular Board Meeting: 6:30pm
2. Public input: None
3. Consent Agenda
 - a. Request for items to be removed: None
 - b. Approval of remaining items: None
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda: None
 - d. Meeting Sandy moved to approve special meeting on 10.29.19 minutes. Erin seconded. All in favor.
2. Auditor's Report: Randy Watkins presented completed auditors report for 2018.
 - a. One material weakness
 1. Recommended use of QuickBooks to record and track payment of invoices to facilitate accrual accounting.
 2. Management agreed to change in procedure.
 - b. One significant deficiency
 1. Recommended changing bank account closing dates to last day of month to facilitate reconciliation process.
 2. Management has already made the change.
 - c. Healthy funds
3. Library Director's Report: see report for details
 - a. Discussion on bracket system for art shows.
 - b. Discussion on possible art donations/purchases
4. Friends Report: see report for details.
 - a. Actively working on increasing Membership

- b. Participating in Amazon Smile
 - c. Preparing a Newsletter
 - d. Upcoming events: Gift Wrapping; Trivia Night Jan 8th
 - e. Exploring an Author event and Mystery Night
5. Foundation Report: Plaques have arrived.
6. Committee Reports: see report.
- a. Building Committee: see report
 - 1. Discussion on Warranty Report
 - b. Communication Committee: see report
 - 1. Discussion on posting of Library Board vacancy
 - c. Finance Committee: Budget posted and available for public review and will be presented and final approval at the next meeting on Dec. 10th.
 - d. Policy Committee: Shirley and Kara to review policies
 - e. Human Resources Committee: see report; awaiting response to posting of Board opening.
7. Other Business? None
8. Calendars: update vacations & planning calendar* for next month
- a. Upcoming Friends/ Foundation/LACC/LAHC meetings. No decision.
 - b. Who will represent at monthly Chamber meeting? No decision.
- 1) Upcoming items on annual calendar: discussed upcoming items on calendar.
- a. November**
 - i. Budget & appropriate funds & mill rate resolutions (Treasurer)
 - ii. Send Annual report to Boulder and Larimer Counties (Director and Treasurer)
 - iii. Workers Comp, property and liability pool annual renewal (Director)
 - b. December**
 - i. Mill Levy Certification resolution (Treasurer)
 - ii. Prepare DOLA Organization annual report (Treasurer + President) due by January 31
 - iii. **Holiday Party – Dec 10th.**
 - iv. Who will represent at monthly Chamber meeting? Not Discussed.
9. Retreat January 25 – HOLD DATE. Discussion on agenda and time, Jan 25th 9-3pm.

Next Board meeting December 10th, 6pm – Public Budget Hearing

Adjourned at: 8:45pm. Shirley voted to adjourn. Erin seconded. All in Favor.

Next Meeting: December 10th 6:00pm

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

- 1. Minutes_BoardMeeting_2019.11.19_DraftB