

Lyons Regional Library District Board of Trustees

Special Meeting Minutes

December 10, 2019, 6:00 PM

451 Fourth Ave, Lyons

Status	Name	Title/Organization
X	Brian Donnell	Member/LRLD BOT
	Shirley Sullivan	Secretary/LRLD BOT
X	Erin Biesiada	Treasurer/LRLD Board of Trustees
X	Janet Corson-Rikert	President/LRLD Board of Trustees
	Sarah Catchpole	Member/LRLD Board of Trustees
X	Sandy Banta	Vice President/LRLD Board of Trustees
X	Bill Palmer	Member /LRLD BOT
X	Kara Bauman	LRLD Library Director

1. Open Regular Board Meeting and Public Budget Hearing at 6:05pm
2. Public input: No Public input on 2020 Budget. **Sandy motioned to approve budget, seconded by Janet, all in favor.**
3. Consent Agenda
 - a) Request for items to be removed: None
 - b) Approval of remaining items: **Sandy motioned to approve, seconded by Erin, all in favor.**
 - c) Discussion of removed items or re-assignment to a spot later in Agenda: N/A
- 2) Reminder of Holiday Party to follow this meeting at Oskar Blues: Parites hosted by LRL Board will be a cash bar.
- 3) Meeting prep:
 - a) Reports: Board members agreed to have reports for meetings posted by the Sunday prior to board meeting. If the reports are posted after it was agreed to email the report to the group in addition to posting in Dropbox.
 - b) If there is nothing to report, post a report that states: Nothing to report.
 - c) Email reminder of the meeting will be sent on the Wednesday prior to the meeting.
- 4) Library Director's Report
 - a) Discussion on Qualified Small Employer Health Reimbursement (QSEHRA). A QSEHRA allows small businesses with no health insurance to reimburse employees tax-free for personal insurance premiums. Janet spoke with Lyons Gaddis about QSEHRAs. **Janet motioned to approve a QSEHRA. Sandy seconded. All in favor.**
 - b) Library to be a drop-off for non-perishable items for LEAF. On-going, not only for the holidays. LEAF will pick-up donations every Wednesday.
- 5) Friends Report
 - a) Approved funds for art installation hardware
 - b) Small Business Saturday events were successful. Signed up new members and raised funds through giftwrapping and book sales.
 - c) Trivia night is planned for Jan 8, 2020 at PB66.

- 6) Foundation Report: Bill will work on an agenda for discussion on the role the foundation to have at annual retreat on Jan. 25, 2020.
- 7) Committee Reports
 - a) Communications / Community Relations Committee: Website review in progress. Dana, Tech Librarian, will work on setting up a group contact for board members in gmail.
 - b) Building Committee: Progress being made on Transformer Wrap and ADA ramp and depot sidewalk
 - c) Finance Committee
 - i) LURA update: Waiting for Town Board meeting in January
 - ii) Mill levy certification resolution set for 2020 and 2021. **Bill moved to approve, Sandy seconded, all in favor.**
 - d) Financial policy review
 - i) Postpone approval pending language. Janet to follow-up with Lyons Gaddis regarding wording.
 - e) Policy Committee: Nothing to report
 - i) Shirley & Kara to review: By-Laws, staff handbook, board handbook and bulletin board/Art Policy
 - f) Human Resources / Board Development Committee
 - i) Board applications: 2 applications were received. Bill motioned to approve one candidate contingent no other applications are received; vote would be rescinded if other applicants applied; if other applicants apply a special meeting will be held after December 15th application deadline. Bill motioned to approve, Brian seconded, all in favor.
1. Other Business?
2. Calendars: update vacations & planning calendar* for next month
3. Upcoming items on annual calendar
 - a) **December:** Prepare DOLA Organization annual report (Erin) due by January 31
 - b) **January: Annual Board meeting - January 21**
 - Review and Revise Bylaws as appropriate (Shirley)
 - Elect officers
 - Nominate and approve new Board member
 - Update committee and liaison assignments (Brian – Board Development?)
 - Review website updates (Kara, Shirley)
 - Designate LRLD posting place and paper of record (Bill) (Note: As of Aug. 2, 2019, pursuant to HB 19-1087 a local government is authorized to provide notice of public meetings on its official website but must also have its official website linked in the [Division of Local Government's online local government inventory.](#))
 - c) **Board Retreat - January 25 – HOLD 9am– 3pm, Library**
 - i) Presentation by CSL Public Library Specialist - Crystal Schimpf
 - ii) Review of 2020 Board calendar, Committee and Board development goals
 - iii) Strategic Planning discussion
 - iv) Brief educational session (Kara)
 - v) Preparation
 - vi) Catering
 - vii) Review annual calendar (All)
 - viii) Review 2018 Strategic Plan (All)
 - ix) Develop preliminary committee goals (Finance, Policy, Community Relations, Board Development leads)
4. Consent Agenda (see NextUp for supporting documents)
 - a) Board Meeting Minutes 2019.12.10
5. **Next Board Meeting January 21, 2020 – Annual Meeting**
6. Adjourned at: 7:40pm