**Lyons Regional Library District Board of Trustees**

Meeting Agenda

April 21, 2020, 6:30 PM

 Zoom Meeting ID#851 0825 2102

(Zoom meeting required by Colorado States COVID-19 Stay-at-Home Order)

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| Status | Name | Title/Organization | Status | Name | Title/Organization |
| X | Janet Corson-Rikert | President  LRLD Board of Trustees |  | Sandy Banta | Vice Pres  LRLD Board of Trustees |
| X | Erin Biesiada | Treasurer  LRLD Board of Trustees | X | Shirley Sullivan | Secretary  LRLD Board of Trustees |
| X | Bill Palmer | Member/LRLD  Board of Trustees | X | Kara Bauman | LRLD Library Director |
| X | Bonnie DiSalvo | Friends of the Library |  |  |  |

1. Open Board Meeting at 6:35pm
2. Public input: None
3. Check-in: Board members discussed life admidst COVID-19.
4. Consent Agenda
   1. Content
      1. Minutes 3/17/2020 Board Meeting
   2. Request for items to be removed: None
   3. Approval of remaining items: Janet moves to approve minutes from March 2020 meeting. Erin seconds. All in favor.
   4. Discussion of removed items or re-assignment to a spot later in Agenda
5. Library Director’s Report
   1. Audit: Kara is working with auditor and bookkeeper to ensure the audit is stays on schedule. First information deadline is May 1st.
   2. COVID-19
      1. Keeping community informed and entertainment
         1. Virtual storytime with McCourt is a success with 255 viewings!
         2. Facebook postings
         3. YTD eBooks usage is at 100% of last year’s total usage
      2. Reopening plan
         1. Kara and staff are working on a phased reopening plan
         2. Discussion around Staff safety, curbside delivery, computer usage by appointment
         3. Kara is on weekly meetings with other library directors.
         4. Kara, Bill and Janet to meet and review a phased reopening plan and procedures. Kara is asking Boulder County Health Department to also review the plan and procedures.
   3. Action Item: Kara to sign off on Library being used as a 2020 Polling location
   4. Special District: Our membership and IGA requires us to appoint a member representative. Erin Biesiada has volunteered to be our member representative.
   5. Collection Development: discussion pended till Policy committee report.
   6. Inclement Weather: discussion pended till Policy committee report.
6. Friends Report
   1. Planning a Mystery Dinner fundraiser. Target date of Feb 27, 2021
   2. Friends will be covering the 1st year of [Beanstack](https://www.beanstack.com/book). A well-regarded resource to facilitate the summer reading program. Thank you, Friends!
7. Foundation Report
   1. BCWC Grant requires two documents:
      1. A formal Request to UMB to amend our lease purchase agreement
      2. Amendment of Lease Purchase Agreement
      3. Janet moves to approve the amendments. Erin seconds. All in favor.
      4. Documents to be notarized April 24th. Janet will forward the notarized documents to our Kutak Rock attorney who will forward them to UMB and the county. (Shirley, LRL Board Secretary, is unable due to work time constraints.)
8. Committee Reports
   1. Building
      1. Second Phase projects:
         1. Furniture has been ordered and scheduled to arrive in June
         2. Building Committee has started a discussion on estimating a budget for a 10year rehab.
         3. A request has been submitted to extend warranty. A meeting is being organized with all the contractors, subcontractors to determine if it can be extended. Decision pending.
         4. Next Building Committee meeting is May 13th.
   2. Policy
      1. Collection Development Policy
         1. Kara presented a revision to the policy.
         2. Discussion around acquisition and removal of titles
            1. Circulation statistics, condition of books, space, availability in AspenCat are factors considered.
         3. Shirley moves to approve the revised Collection Development Policy as presented. Janet seconds. All in favor.
      2. Inclement Weather / Emergency Policy
         1. Kara presented an updated and detailed policy on a library closure due to inclement weather and/or other emergencies that might cause the library to close.
         2. Approval pended to May 19th board meeting to give board members a chance to review the policy.
   3. Communications / Community Relations
      1. Recorder articles.
         1. Bill gave an update on articles he has written and plans for future articles.
         2. Kathleen Spring, senior news editor for the Recorder, is working on an article that summarizes the commissions and districts in Lyons. Discussion regarding using a separate article to encourage interest in Board membership and as an opportunity to distinguish the Library Foundation, Friends of the Library and Library Board.
   4. HR / Board Development
      1. Member recruitment
         1. LRL Board application to be posted on Library’s website
      2. Trustee bios / photos
         1. Discussion as to whether the board should consider adding a short bio and photo on each of the board members to the library’s website. It was agreed if the format was brief and consistent it might be a nice touch. Janet will present a format to consider at the board’s May 19th meeting.
   5. Finance
      1. LURA IGA: town agreed to minor changes; have not yet seen final signed document
      2. 1st quarter update
         1. We are in a good fiscal position with 70+% of tax revenue received
         2. COVID-19 closure
            1. Majority of library’s expenses continue due to staff payment during closure; do not have some small expenses during closure
            2. Library is not expecting huge expenses to reopen.
         3. Janet moves to acknowledge budget report. Bill seconds. All in favor.
9. Other Business: Agreed to add language to the library’s website about waiving fees for late books.
10. Calendars
    1. April
       1. Revisit Budget after Q1 operations (Treasurer)
    2. May
       1. Complete audit and file
       2. Meet with FP to close out all outstanding Warranty items ahead of June 30
11. Next Board Meeting May 19, 2020
12. Adjourned at 8:15pm