**Lyons Regional Library District Board of Trustees**

Meeting Agenda

May 19, 2020, 6:30 PM

  Zoom Meeting 847 4046 6641(COVID-19 Safer at Home)

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| Status | Name | Title/Organization | Status | Name | Title/Organization |
| X | Janet Corson-Rikert | President  LRLD Board of Trustees | X | 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 : open at 6:33pm
2. Public input: none
3. Check-in : Quick round-table to see how board members and Bonnie are doing in time of COVID and virtual ‘reality’. Library is selling tomato starters, no details provided.
4. Consent Agenda : Sandy moved to approve consent agenda. Janet seconded. All in favor.
   1. Content
      1. Minutes 4/21/2020 Board Meeting
      2. Inclement Weather Policy
   2. Request for items to be removed
   3. Approval of remaining items
   4. Discussion of removed items or re-assignment to a spot later in Agenda
5. Library Director’s Report
   1. Audit: Kara has completed all library action items; we are waiting on Auditor to respond to emails and requesting further information, if needed. March 18th correspondence from the auditor indicated COVID is pushing timeline back.
   2. COVID-19 operational impact / plans
      1. 1,100 items were checked out during first week of curbside pick-up.
      2. Kara and staff are working on and completing operational work (hardware updates, planning etc.)
      3. Library is quarantining items for 7 days. Any item circulated is left for 7 days before being checked-in or circulated out. Staff is using gloves and masks.
      4. No patron complaints; only one comment on when computers will be available to apply for jobs. Staff is exploring opening for tech appointments. Restrooms will continue to be closed (following Town’s closure of public restrooms).
6. Friends Report: Working on member recruitment; exploring a virtual trivia fundraiser; planning on an author talk for September 19th, if library is and state guidelines allow.
7. Foundation Report:
   1. Boulder County Worthy Cause (BCWC): Darcy to reply to an email asking about any changes to funding and project in light of COVID.
8. Committee Reports
   1. Building
      1. BCWC Grant: Darcy to reply to an email asking about any changes to funding and project in light of COVID.
      2. Kutak Rock fee request: Work on BCWC has exceeded agreed upon 4 billable hours. Board agreed to an additional payment if awarded BCWC grant.
      3. Building committee is working on projects to enhance the outdoor work areas. Sunshade for children’s area; fence for east patio. Wifi works outside and enhancing the work areas will be a benefit to community, especially in COVID environment.
   2. Policy
      1. Kara is working on Privacy Policy and Internet and Computer use policy.
      2. Kara to update website with signed [Memorandum of Understanding Regarding Town Use of Library Meeting Rooms](https://lyons.colibraries.org/wp-content/uploads/2020/05/2019-44FINAL-Signed-MOU-Library-Meeting-Room.pdf)
   3. Communications / Community Relations
      1. Recorder articles
         1. Published article on Curbside pickup
         2. Bill to follow up on article on LRLB recruitment
   4. HR / Board Development
      1. Member recruitment
      2. Trustee bios, photos, copy of application: Board members to write 1-2 sentences on why we joined the board and supply a photo for June Board meeting.
   5. Finance
      1. April financials
         1. Kara and Janet to discuss improvements to bookkeeper’s monthly report.
         2. Sandy moved to approve April financials. Bill seconded. All in favor.
      2. State and County budget outlook
         1. Discussion about possible reduction in property taxes for year 2022.
            1. Rough estimate is 18% lower which roughly translates to approximately $100,000 possible budget decrease in 2022.
         2. Discussion about possible repeal of Gallagher.
            1. Businesses are having a tough time with shut down of economy and may push to lower commercial property taxes.
      3. Discussed reviewing budget in August in light of unknowns: cost of operating new library was interrupted with library COVID shutdown.
      4. LURA IGA: Negotiations with library and Town are complete and paperwork is signed and filed. All action items are complete at this time. Will not be operative unless and until Town of Lyons makes a decision to proceed with LURA.
9. Other Business: None
10. Calendars
    1. May
       1. Complete audit and file: Kara is reaching out to auditors. She has completed Libraries action items.
       2. Meet with FP to close out all outstanding Warranty items ahead of June 30.
       3. Who will represent at monthly Chamber meeting. No Chamber meetings scheduled.
    2. June
       1. Ponder Board and staff appraisals
       2. Audit report to Board. Kara to keep us posted if it will be ready.
       3. Revisit Budgets – any amendments needed? Erin suggests possibly a special budget meeting in August to review current budget.
       4. Who will represent at monthly Chamber meeting?
       5. Plans to attend SDA annual meeting (may be virtual) in Sept? Erin, Bill and Shirley expressed interest if held Virtually.
11. Next Board Meeting June 16, 2020
12. Adjourned at 8:13pm