

Lyons Regional Library District Board of Trustees

Meeting Minutes

June 16, 2020, 6:30 PM

Zoom Meeting (COVID-19 Safer-at-Home)

1. Attendees: Director Kara Bauman, President Janet Corson-Rikert, Trustee Bill Palmer, Vice-President Sandy Banta, Treasurer Erin Biesiada. Bonnie DiSalvo from Friends of the Library joined the meeting at 6:45 pm.
2. Open Board Meeting: 6:32 pm
3. Public input: None
4. Consent Agenda:
 - a) Content
 1. Minutes 5/19/2020 Board Meeting
 - b) Request for items to be removed: none
 - c) Approval of remaining items: Sandy moves to approve, Erin 2nd, unanimous in favor.
5. Library Director's Report
 - a) Audit: Bookkeeper Christie has been prompt with audit requests. Kara has also spent a lot of times responding to requests. The District would like to have the audit report by the end of June and the audit presentation at the July board meeting. This may not happen because the letter of engagement was not completed. There are audit schedule requirements for DOLA which Erin will confirm.
 - b) COVID-19 - curbside experience, future plans: Curbside is going well. The state is requesting input on the next phase of re-opening, called "Protect our Neighbors", and will come back with recommendations on June 30. The library is planning to give public access to computers by appointment, perhaps by Monday, July 6. Plexiglas was installed today. Appointments will be encouraged, but there will also be a sign-up sheet on the door for walk ups. Up to three customers at once for computers while maintaining social distance. Planning on 45-minute sessions per appointment with 15 minutes closed in between for cleaning. Hours will be added over current curbside hours to accommodate more computer users. Staff is still determining how to safely accommodate families and material browsing.
6. Friends Report from Bonnie DiSalvo: Friends are working on a newsletter and planning for the annual meeting in September. Janet recommends that friends have a **back-up plan** for an alternate virtual meeting.
7. Foundation Report: BCWC grant is still moving forward. When the grant comes in, Janaki and Kutak Rock will be paid out of grant funds. There will also be legal fees to Lyons Gaddis as they will have to review the final contract.
8. Committee Reports
 - a) Building
 1. BCWC Grant, fees: Discussed the possibility of paying Kutak Rock even if the grant does not come in. No decision was made.
 2. Warranty close-out is in process. Fransen Pittman is working through a list of items and has verbally committed to continuing the work after June 30.
 3. Bear sculpture: Local artist Anita Miller is sculpting a large bear with a child reading a book (photos in building committee folder) for possible permanent installation at the corner of 4th and Railroad Ave. The artist will go through the Town of Lyons Arts Commission (LAHC). For permanent installation, the artist would like to cover her costs of \$8k. Discussed placement, material, and routing of irrigation for front porch planters.
 4. Long term capital plans with the Foundation: Leigh Williams of the Library Foundation is working on a plan to raise \$777k in 20 to 30 years for a major

building renovation. He will present a plan to the board for approval at a future meeting.

- b) Policy
 - 1. Patron Privacy: Parts of the policy are statutory. If security cameras are placed, the policy will need to be updated.
 - 2. Computer and Internet Use: updated version is now available that replaces “password harvesting” with more explanatory language. The new version will be in the consent agenda for the next meeting.
- c) Communications / Community Relations:
 - 1. Kathleen Spring has published an article detailing the function and open positions of all Town boards and commissions, including the Library Board in the Lyons Recorder.
 - 2. Longmont High-speed Internet: Bill talked to Town Trustee Mark Browning. Trustee Browning is keeping Lyons on Longmont’s list of requests for access to their fiber network. He will include the library in this planning.
 - 3. Facebook: Bill is planning to post on the Library’s Facebook pages.
- d) HR / Board Development
 - 1. Member recruitment. Bill is working on recruiting Leigh Williams of the Library Foundation. He is interested, but has not yet confirmed. Bonnie recruited attorney Ryan Chiachieri. He intends to apply.
 - 2. Nominating committee. Bill and Janet and Kara will interview applicants.
 - 3. Trustee bios, photos for website – send them in, only 2 sentences required.
- e) Finance: Kara only has checks for the capital account and would like to get a debit or credit card.
 - 1. May financials. Changes to revenue came in late today. It is half what was previously reported. The dates on the fund balances are also not dated May 31. While the dollar amount for the capital fund is correct, the operating fund balance is different than reported. The finance committee will meet and correct the report errors. Financials for May will be approved next month.
 - 2. State and County budget outlook: Gallagher may be repealed as bills have been introduced at both the state and county levels.
 - 3. Budget Amendment: Best practice is to amend mid-year. Finance committee will determine if an amendment will be required.

9. Calendars

- a) June
 - 1. Close-out of warranty on new building
 - 2. Ponder Board and staff appraisals
 - 3. Audit Report due to Board by June 30
 - 4. Revisit Budgets – any amendments needed?
- b) July
 - 1. Consider submittal for attendees to virtual annual SDA meeting in September, may be free this year as it’s on-line.
 - 2. EMMA filing due w/in 60 days of end of July--earlier the better, audit availability dependent (Director)
 - 3. Auditor / District submit Audit Report to DOLA, State Auditor, Boulder and Larimer County, Town of Lyons

10. Next Board Meeting July 21, 2020

11. Adjourned at 8:35 pm.