

Lyons Regional Library District Board of Trustees

Meeting Agenda

July 22, 2020, 6:30 PM

Zoom Meeting (COVID-19)

| 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 | X | Randy Watkins | Auditor |
| | | | X | Mike Waite | Auditor |

- 1) Open Board Meeting opened at 6:31pm
- 2) Public input : None
- 3) Check-in
- 4) Consent Agenda
 - a) Content
 - i) MinutesBoardMeeting_2020.06.16
 - ii) StaffHandbook_2020.07
 - iii) Policy_ComputerInternetUse_2020.06
 - iv) Policy_PatronPrivacy_2020.07
 - b) Request for items to be removed : None
 - c) Approval of remaining items : Sandy moved to accept Consent Agenda. Janet seconds the motion. All in favor.
 - d) Discussion of removed items or re-assignment to a spot later in Agenda. N/A
- 5) Audit Report Presentation

Auditor Randy reviewed the Audit Wrap document. All is well; the only recommendation for process improvement is to pay bills through Quickbooks rather than writing checks first, then recording later. Erin felt this would be expensive for so few checks per month. Auditor recommends a service called bill.com as being very cheap per transaction and time-saving. Erin and Kara will discuss with the new bookkeeper.

Randy then reviewed the financial statements. The accrual accounting method is used and all assets are capitalized and depreciated per a schedule. Randy recommends that we consider eliminating the capital fund and create a debt service fund now that the building is complete.

Questions were raised regarding the large negative balance in the capital fund. The auditors will review and get back to us with an amendment. The audit must be approved by the end of the month, unless an extension is filed. The finance committee will review the amended audit and be ready to make a recommendation before calling a special meeting to approve. This should happen next week.

After the auditors signed off, there was discussion regarding the desire for an auditor who can answer questions in lay person's language. This audit company has been consistently challenging to work with for both the staff and the board.

- 6) Library Director's Report
 - a) COVID-19 – Visits by appointment going well.
 - i) 80 appointments a week are available in 45 min blocks
 - ii) Masks required. No complaints from Public.
 - b) Position upgrade: Library Aide to Technology Coordinator
 - i) Part-Time position (25hrs)
 - ii) Shirley moves to approve the position upgrade. Bill seconds the motion. All in favor.
- 7) Friends Report : No report. July meeting was not held due to technology/wifi issues
- 8) Foundation Report
 - a) BCWC Grant update : submission to responses were accepted; everything looks in order and we should hear from back next week on final status.
- 9) Committee Reports
 - a) Building
 - i) Warranty close-out
 - ii) Landscaping. Contract stated 26 weed mitigation visits and they never occurred. A possible solution involves payment from the original landscaping contractor and hiring a new landscaper.
 - iii) Section of curb on the west-side of parking lot is cracked. Dustin and Bill discussed reasons. Dustin agreed to submit a request to the sub-contractor to request it be fixed.
 - iv) Bear sculpture. Discussion about location prepwork/landscaping required; insurance; installation.
- 10) Policy:
 - a) Gift policy to be reviewed for August meeting.
- 11) Communications / Community Relations
 - a) Diversity / equity – what more could we be doing?
 - b) Janet asked Bill to draft a diversity statement to be used for recruitment of board members and send it around for review.
- 12) HR / Board Development
 - a) Candidates for the Board:
 - i) Ryan Chiachiere
 - ii) Leigh Williams
 - b) Janet discussed the qualifications of both candidates and reviewed their applications. **Vote to approve the 2 candidates: Sandy moved, Janet 2nd, unanimous in favor.** They will be invited to the August meeting and should be fully approved by Town and Counties by the September meeting.
 - c) Advertisement for next opening: Bill will have a sidebar in Kara's next Redstone Article.
 - d) Trustee bios, photos for website: Please send your photo and bio to Bill.
 - e) SDA and CSL Annual Meeting Registration: All trustees who want to attend CAL should let Kara know. If she can register trustees, she will. Janet plans to attend both, but would like at least one other trustee to attend each.
- 13) Finance: Erin reviewed her finance report.
 - a) Bookkeeping: The library's bookkeeping service is replacing the previous bookkeeper with a new one who should be able to provide the type of reporting required. SOT tax = special ownership tax.
 - b) June financials: There is now 6 months of data for 2020 which will be useful to estimate the 2021 budget.
 - c) Amendment consideration: No amendment is required. Kara and Erin will submit DOLA reports as required.

14) Other Business?

a) August

- i) Begin Budget process for next year, schedule a Strategy Session (Treasurer)
- ii) Begin Annual Report for Town of Lyons Board of Trustees (Director)
- iii) Review Board member terms
- iv) Begin Board assessment process – review forms
- v) Begin Director evaluation process – review forms
- vi) September will be a board evaluation as well as Kara’s review.

15) Zoom meeting to follow up with auditor TBA. Next Regular Board Meeting August 18, 2020 at 5:30pm

16) Adjourned at 8:47pm