

Lyons Regional Library District Board of Trustees

Meeting Agenda

August 18, 2020, 5:30 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	Leigh Williams	LRLD Board of Trustees
X	Ryan Chicahiere (6:15pm)	LRLD Board of Trustees			

1. Open Board Meeting
2. Welcome to Ryan Chiachiere, Leigh Williams – new Board members
3. Public input : None
4. Check-in
5. Consent Agenda : Sandy moves to approve Consent Agenda items with no changes; Janet seconds; All in Favor (Ryan absent from vote).
 - a. Content
 - 1) Minutes 2020.07.22 Regular Board Meeting
 - 2) Minutes 2020.07.30 Special Board Meeting
 - 3) July Financials
 - b. Request for items to be removed
 - c. Approval of remaining items
 - d. Discussion of removed items or re-assignment to a spot later in Agenda : N/A
6. Library Director's Report
 - a. COVID-19 - curbside experience, future plans
 - 1) Everything is going well, no complaints
 - 2) Staff and Patron are complying with wearing masks with no push-back.
 - 3) Library-by-Appointment is very popular
 - 4) Courier delivery resumed and staff was excited to receive the delivery; staff is calibrating risk and being very careful with 'putting books in a quarantine, using a bleach spray and gloves' before handling books.
 - b. Staffing changes, plans
 - 1) Youth Librarian resigned and a job announcement has been posted as open until filled.
 - c. Salary Grid. Kara presented a salary grid that makes wages fair and competitive, and meet the new minimum wage guidelines. Sandy moved to approve the current salary schedule as presented ; Bill Seconds; All in favor (Ryan was not present).
 - d. Kara and Janet attended an Audit 101 webinar that was let by Finance Officers from the OAS office. Both felt it was informative and successful.
 - e. Audit update
 - 1) Kara has received the Rep Letter and should receive a draft of items that were corrected this week.

- 2) Discussed practice of rotating our auditors
 - 1. Library has used current auditors for 3 years and Board discussed criteria for auditors (timely responses; ability to explain and answer questions; meet deadlines)
 - f. CalCon (9/10-12) and SDA Conference (9/23-25) registrations: Kara will register interested Board members.
- 7. Friends Report:
 - a. Friends are considering having the Annual Friends Meeting on October 1 or 3rd
 - b. Considering hosting a Zoom author talk for the members
 - c. Actively working on a newsletter
 - d. Recruiting for Board members
 - e. Exploring fundraising options in the COVID environment
- 8. Foundation Report: Leigh reported that the foundation is working on a Rehab plan. They would like to present a preliminary draft to the Board. It will have ideas, nothing formal, on how much capital would be needed for the Rehab, how to raise, and division of duties among other things.
- 9. Committee Reports
 - a. Building
 - 1) Working on Phase 2 items
 - 1. Sign is ordered
 - 2. Chairs are in; Outdoor chairs to arrive week of Aug 31st
 - 2) Discussion on outdoor art sculpture and liability and if the library should go ahead with the purchase. Sandy moved to conditional approve to move ahead with the acquisition. Bill seconds. Erin, Sandy, Janet, Bill and Shirley move to approve. Leigh and Ryan abstain (haven't seen sculpture).
 - 3) Discussion on entering a contract with Lyons Lawn & Landscaping. Library will only be charged for services rendered. Bill moves to approve contract; Leigh seconds. All in favor. Ryan abstains.
 - b. Policy
 - 1) Gifts : Please review before September meeting, when it will be included in Consent Agenda.
 - c. Communications / Community Relations
 - 1) BCWC grant update: Lawyers and County are working on agreeable language for how deed of trust is written. Very close to reaching agreement.
 - 2) Redstone article: Bill's article recruiting board members was included in Kara's August Redstone column.
 - d. HR / Board Development
 - 1) New member recruitment: discussed the need for 2 more members with openings coming up in October and January.
 - 2) Trustee bios, photos for website: Trustees to submit a sentence or two and a photo to Kara.
 - e. Finance
 - 1) Preliminary 2021 budget – Operating and Capital: Erin reviewed the preliminary budget.
 - 1. New budget will reduce spending by 6% from what is expected from Mill Levy due to COVID's impact on the economy and uncertain impact on tax collection.
- 10. Other Business: N/A
- 11. Calendars: Was not discussed
 - a. August
 - 1) Consider attendee submittal to virtual annual SDA meeting in September
 - 2) EMMA filing due w/in 60 days of end of July (Director)
 - 3) Begin Budget process for next year, schedule a Strategy Session (Treasurer)

- 4) Begin Annual Report for Town of Lyons Board of Trustees (Director)
 - 5) Review board member terms--who's staying, who's going?
 - 6) Who will represent at monthly Chamber meeting?
 - 7) Begin Director annual review process
- b. September : Was not discussed
- 1) Extended deadline for Auditor / District submission of Audit Report to DOLA, State Auditor, Boulder and Larimer County, Town of Lyons (Treasurer/Director)
 - 2) Financial Policy Review
 - 3) Finance Committee meets to plan 4th Quarter 2020 Budget process (Treasurer)
 - 4) Set a separate meeting for Board to review and approve Budget (Treasurer + Director)
 - a) At that meeting, set a date (usually Nov Regular Board meeting) for Public Hearing on Proposed Budget (Treasurer)
 - b) Post Proposed Budget on Library website (Director/Staff)
 - 5) Request an October spot on the Town of Lyons Board Agenda in order to present Annual Report (Director + President/Treasurer)
 - 6) Should see both counties Mill Levy cert at end of month (Treasurer)
 - 7) Board Self-assessment (deferred until spring)
 - 8) Director Annual Review
 - 9) Annual Meetings – Special Districts Assn, CalCon (Virtual, Sept 10-12)
 - 10) Plan annual “Letter to Editor” or Advertisement acknowledging Friends & Foundation, to appear in October (Communications)
 - 11) Review utility costs
 - 12) Shop for new auditor - Consult Town, Fire Protection District (Treasurer/Director)
 - 13) Who will represent at monthly Chamber meeting?
12. Next Board Meeting Sept 15, 2020
13. Adjourned at 7:50pm