

Lyons Regional Library District Board of Trustees

Meeting Minutes

September 15, 2020, 5:30 PM

Zoom Meeting (COVID-19)

1. Attendees: Director Kara Bauman, President Janet Corson-Rikert, Trustees Sandy Banta, Leigh Williams, Bill Palmer, Erin Biesiada
2. Open Board Meeting: 5:37 pm
3. Public input: none
4. Consent Agenda
 - a. Content
 - 1) Minutes 2020.08.28 Regular Board Meeting
 - 2) Minutes 2020.09.08 Special Board Meeting
 - 3) August Financial Reports
 - 4) Updated Gifts Policy
 - b. Request for items to be removed
 - c. Approval of remaining items: **Vote: Janet moves, Bill 2nd, unanimous in favor**
5. Library Director's Report
 - a. New Youth Services Librarian: Apelles Morales will start Oct. 1. She is from Estes Park and will be an energetic, enthusiastic addition.
 - b. COVID-19 - curbside experience, future plans – indoor event space? Staff is planning on how best to unlock the library doors during open hours to current state-wide standards for “Indoor Event Space”. However, this opening would be without programs or events, maximum capacity of 10. This would be a benefit to the public to be able to walk in and also to free up staff from creating and unlocking doors for appointments. Concerns were raised about prolonged indoor exposure to COVID, family school pods and all day use of older students. Staff is considering and coming up with solutions for all scenarios. None of the libraries in Colorado who have re-opened have had a COVID outbreak. Suggested for staff to have a list of guidelines that can be presented to patrons if needed. Kara will investigate the replacement rate for airflow in our building. It should be adequate as it's a new system with outdoor exchange. Janet recommended cleaning surfaces once per hour rather than every 2 hours. The change could happen as early as October 5.
 - c. Election Polling: The library community room will be a polling place on Election Day. The county election officials will need the community room for 10 days in total. Staff will have to move the quarantined items now housed in the community room, most likely to the staff kitchen.
6. Friends Report: No representative at this meeting, however, library staff has been working with the Friends to set up the author talks throughout the coming year. The first one will be on October 1 at 7 pm.
7. Foundation Report: Leigh will follow up with District Counsel about putting the Foundation on hold until a year or two before a major renovation is planned.
8. Committee Reports
 - a. Building: Discussed the Building Committee report. It was agreed to discuss the Foundation plans in the Board meeting and to remove this from the Building Committee meetings and reports as the discussion has evolved to how the Foundation will operate moving forward vs. funding of individual Phase 2 items.
 - b. Policy: none
 - c. Communications / Community Relations

- 1) BCWC grant update: O&E report is required and is being produced by Ashley from Kutak Rock, the District Bond Attorney. The other remaining concern is that the library building assessment came in at less than \$1M, which is less than the \$1.4M borrowed through COPs. The building possibly needs to be re-assessed. Boulder County thinks they are getting close to being able to disburse the money.
 - 2) DropBox organization: Bill has gone through all of the Dropbox folders. Many of the folders contain historic information that is not being used. A much smaller number of folders are in current use. Bill has made a list of where to find useful items in these folders. This list is in NEXT UP.
 - 3) Lyons Recorder: Local journalist, Kathleen Spring, is going to revive the weekly newspaper, The Lyons Recorder. Bill has agreed to submit a monthly article about the library. His first planned article will be about the Gallagher Amendment and why it should be repealed.
 - 4) Plan for annual October "Letter to Editor" or Advertisement acknowledging Friends & Donors to the Foundation is on our annual calendar. Bill will take this on for the Redstone Review.
 - 5) New Board Member orientation packet was much appreciated by Leigh.
- d. HR / Board Development
- 1) New member recruitment: No interest yet. 2 members are still needed. Vice-president, secretary, human resource committee chair, and building committee chair are all roles that need to be filled.
- e. Finance
- 1) August financials – there is now a column with the current month's spending on the report.
 - 2) Audit
 1. Auditor's responded to our questions. The Foundation portion of the audit report was revised. Leigh believes there are no material weaknesses.
 2. **Vote on approval of Final Audit Report for submission by 9/30 deadline: Leigh moved, Bill 2nd, unanimous in favor.** Erin will let auditors know the audit was reviewed by our board so they can sign it and it can be filed with DOLA by the end of the month.
 3. Plan for identifying a new auditor. Leigh recommends the District resolves the one weakness identified regarding accounts payable bookkeeping before the next audit. Kara has found some great recommendations for better auditors.
 - 3) Budget next steps
 1. Set date for Public Budget Hearing – Nov 17 Regular Board Meeting.
 - Post Budget on Library website and newspaper > a week ahead of Public Hearing
 2. Submit Annual Report to Lyons BOT and request spot on Town Board agenda before October 31. Kara is working toward a slot on the October 5, Town BoT meeting.

9. Calendars

a. September

- 1) Complete EMMA filing by end of month (Director)
- 2) Draft Annual Report for Town of Lyons (Director)
- 3) Extended deadline for Auditor / District submission of Audit Report to DOLA, State Auditor, Boulder and Larimer Counties, Town of Lyons (Treasurer/Director)
- 4) Review Utility Costs

- 5) Plan 4th Quarter 2021 Budget process (Treasurer / Finance Committee)
 - 6) Conduct Board Self-assessment (deferred until spring)
 - 7) Designate representative to attend monthly Chamber meeting?
- b. October
- 1) Certify Mill Levy after tax revenue certified by Counties – Boulder Co. rescheduled to October 15 (Treasurer)
 - 2) Submit Lyons BOT Annual Report (due before or on Oct. 31st) (Director & Treasurer); make sure we are on the schedule and send the Report to Clerk for inclusion in their packet
 - 3) Post Legal Notice of Proposed Budget Hearing for minimum 1 week before scheduled Hearing in Paper of Record —look in Dropbox for examples of past Notices or ask newspaper for sample (Secretary)
 - 4) Send Annual Report to Boulder and Larimer Counties (Treasurer + Director)
 - 5) Verify Benefits Enrollment Period for upcoming year/confirm open enrollment
 - 6) Designate representative to attend monthly Chamber meeting
 - 7) Consider Communications Projects in 2021: (1) Inward-facing – consider upgrading to Business Dropbox/Teams and combining the two expensive Board and Library accounts; or alternatively migrating to Google Drive (pro-con); and (2) Outward-facing = online press kit for the website; the necessary articles archive can be found in Dropbox/Marketing & Advocacy
10. Executive Session
- a. Motion to go into Executive Session at 6:47 pm to discuss a personnel matter pursuant to §24-6-402(4)(f), C.R.S. to discuss the Director’s annual performance review. **Vote: move Erin, 2nd Sandy unanimous in favor.**
 - b. For technical reasons, needed new Zoom call beginning at 6:55 pm. Bill left session at ~7:30 pm, Leigh at ~7:55 pm.
11. Next Board Meeting Oct 20, 2020
12. Adjourned ~8:10 pm