

Lyons Regional Library District Board of Trustees

Meeting Minutes

October 20, 2020, 5:30 PM

Zoom Meeting (COVID-19)

Attendees: Director Kara Bauman, Board President Janet Corson-Rikert, Trustees Erin Biesiada, Bill Palmer, Ryan Chiachiere, Leigh Williams, Sandy Banta

1. Open Board Meeting: 5:35 pm
2. Public input: none
3. Consent Agenda
 - a. Content
 - 1) Minutes 2020.09.15 Regular Board Meeting
 - 2) Minutes 2020.09.29 Special Board Meeting
 - 3) September Financials
 - b. Request for items to be removed: none
 - c. Approval of remaining items: **Sandy moved, Janet 2nd: Vote: unanimous in favor**
4. Library Director's Report
 - a. Annual Report – Kara was on hand to answer questions about the annual report at the Lyons Town Board meeting on October 19. There was tremendous support expressed from many of the Town Trustees for the library and Kara. Typo in report: should be a 105% increase in library usage over 2018. With this correction, the report will now go to Boulder and Larimer Counties.
 - b. New hire: Children's Director Apelles on-boarded quickly and smoothly.
 - c. COVID-19 – update on library operations: Kara would like to reduce the quarantine for materials to 24 hours based on data from Oregon Libraries. Kara and the board considered when would be a safe time to open the library doors, without programs, in-person meetings or gatherings of any kind. Discussion regarding what metrics should be required to open the doors – suggestion to consider the Boulder County 7-day rolling average trend moving downward or staying below 25/day for a specific time. Another suggestion was to use the criteria that the test positivity average for the state should be below 5% for a specific period of time. A decision was tabled until the November meeting with the goal of choosing specific criteria for opening and remaining open as COVID rates fluctuate over the coming months.
 - d. Patrons have not been asking for the library to open and most appointment requests are served within a day, however there is a lot of unused time because many patrons make a shorter visit than the 45-minute scheduled slot. A suggestion was made to consider making a portion of in-person appointments for a shorter time period to serve more patrons by appointment until the doors are open.
5. Friends Report - Kate Kerr, new president, reporting: The Friends' board is full with lots of renewed energy. Looking for ideas for things to do and things to spend money on. 12 people came to the 1st Colorado author talk on October 1. Local author, Pam Houston, is speaking on November 17. A writing workshop is being held on-line. Future programs the Friends are considering are on-line games and a community conversation about racism.
6. Foundation Report – no report
7. Committee Reports
 - a. Finance – finances look good.
 - 1) Audit submitted. In November the Board will discuss remediating the single material weakness and hiring a new auditor.
 - 2) 2021 Budget
 1. Certified tax revenue has been approved

2. Capital budget revision: Sandy discussed changes from the previous version, see building report for details. **Vote to approve the 2021 Draft Operating and Capital Budgets with the edit of raising Foundation Donations to \$220k. Sandy moved, Erin 2nd, Vote: unanimous in favor**
 3. Public Budget Hearing – Nov 17 Regular Board Meeting
 - **Post** on website and in Longmont Times-Call > 1 wk ahead. Bill will take care of this
- b. Policy
 - 1) Open Records Policy: As the board does not currently have a policy chair, Kara worked on this revision. Most of the open records policy is statutory. Kara explained that there is a cost and an amount of work required to pull records. A proposed change is to move the custodian of record from the Board Secretary to the Library Director. Janet requested that the policy include board consultation regarding records requests. The policy and a resolution specifying the Custodian of Record will be up for a vote in our November meeting.
 - c. Communications / Community Relations
 - 1) BCWC grant update: The grant is still tied up because some exhibits were not included for legal review by LRLD attorneys Lyons Gaddis. Kara will need to add Boulder County to the insurance policy. Funds may be received as soon as November 1.
 - 2) Recorder letter: Bill wrote an article in support of the Gallagher Amendment Repeal on the ballot (Amendment B) for the Lyons Recorder, online newspaper.
 - d. Building
 - 1) Bear sculpture: waiting for the Town legal to approve a contract. When it comes through, Lyons Gaddis, the LRLD attorneys can turn it around quickly. The artist is leaving Town for 2 months starting mid-November, so it would be nice to have installation before then.
 - 2) Solar: Preliminary investigation details are in the Building Committee report. Sandy will look into the process for hiring an owner's rep for a solar project to discuss at November's Board meeting.
 - e. Board Development
 - 1) New member recruitment priorities
 - 2) If time: Board roles for 2021 consider board roles before our next meeting. Ryan asked what the roles entail. Janet will write up duties for secretary and president. Committee chairs to write up similar brief descriptions.
8. Calendars
 - a. November
 - 1) Public Hearing on Budget—verify appropriate newspaper Notice
 - 2) Budget & appropriate funds
 - 3) Mill rate resolutions (Treasurer)
 - 4) Make and file Budget Resolution (Treasurer)
 - 5) Board roles for coming year
 - 6) Plan Holiday party
 - 7) Set/save date for 2021 Board Retreat (Feb '21)
 9. Next Board Meeting Nov 17, 2020
 10. Adjourned at 7:10 pm