

Lyons Regional Library District Board of Trustees

Meeting Minutes

November 17, 2020, 5:30 PM

Zoom Meeting (COVID-19)

Attendees: Director Kara Bauman; President Janet Corson-Rikert, Trustees Erin Beisiada, Bill Palmer, Leigh Williams, Ryan Chiachiere (joined at 6:00pm) and Sandy Banta; Wember, Inc. representatives Paul Wember and Quentin Rockwell (left at 6:00pm) ; Friends of the Library President Leslie Reynolds (left at 6:45)

1. Open Board Meeting: 5:31 pm
2. Public input: No public input.
3. Public Hearing on 2021 Budget – Postponed to December 1 to allow for a proper legal posting period in the Longmont Times Call.
4. Building Committee Report
 - 1) Solar project
 1. The idea of using Boulder County Worthy Cause Grant funds on a rooftop PV solar project was discussed. Although there will be significant electricity cost savings from this project, it is not predicted to completely pay for itself over the lifetime of the solar array. The reason for this is the low municipal electric rate the District is currently charged by the Town of Lyons. The lack of payback was cause for concern for a few of the trustees. However, the majority felt that it was worth moving forward, when the grant funds were in hand, to realize the original sustainability goals for the building.
 2. Proposal from Wember for project management: Sandy Banta, Paul Wember, and Quentin Rockwell discussed the advantages of using an Owner’s Rep to manage the solar project and why Wember would be a good fit. The District has a history of positive experience working with Wember on the Community Library building completed last year. Wember put forth a proposal for \$22.5k. This is over 20% of the estimated project cost which was considered too high for the proposed services. No vote was taken. Sandy was asked to go back and negotiate with Wember for a better price and if not forthcoming, consider putting out an RFP for the job.
 - 2) Bear sculpture
 1. Installation plans: Dave Papuga from Lyons Lawn and Landscaping will be doing the installation on Thursday or Friday of this week. Kara has an invoice in hand to pay the artist’s material costs. The artist’s time and talent are being donated as are Dave’s services.
 2. IGA with Town of Lyons for Display of Outdoor Public Art: approved by Town on 11/16 **VOTE to approve: Janet moved, Erin 2nd, unanimous in favor**
5. Friends Report: President Leslie Reynolds reported tonight. Friends’ Liaison to the Board of Trustees will be rotating monthly. Over 100 people have signed up to hear Author Pam Houston speak on-line this evening. The Friends are planning a virtual trivia event as a fund raiser.
6. Consent Agenda
 - a. Content
 - 1) Minutes 2020.10.20 Regular Board Meeting
 - 2) October Financial reports

- 3) Boulder County Worth Cause Contract
 - 4) Revised Open Records Policy
 - 5) Resolution – Custodian of Records
 - b. Request for removal of any items for additional discussion? **Item 3 pulled for discussion.**
 - c. Approval of remaining items – **VOTE for approval: Bill moved, Sandy 2nd unanimous in favor**
 - d. Discussion of removed items or re-assignment to a spot later in Agenda: The Boulder County Worthy Cause grant is for \$175k to be used on capital projects. The Library Foundation is the recipient of the grant and they will turn it over to the District Capital Fund. Boulder County will request an annual report from the District to verify that the library is still in operation. The LRLD is being asked to sign a promissory note agreeing to repay Boulder County \$175K + 5% interest if the LRLD defaults on the agreement that the facility will operate continuously in a library or public service capacity for 99 years. Provision is made for renegotiation of the agreement In the event that the library's evolving program needs require a move to another facility. **Vote to approve: Bill moved to approve, Leigh 2nd, unanimous in favor.**
7. Library Director's Report
 - a. COVID
 - 1) Update on operating status: Because of increased COVID-19 infection rates, the library has returned to curbside service only. This service is enhanced from the previous closure because the courier service for inter-library loans will continue to operate. The state had previously classified libraries as falling under indoor-event restrictions; however Lyons Library had been using retail restrictions as a better fit. As of today, libraries are now considered essential services by the state with fewer restrictions.
 - 2) Criteria for future shifts in status. The library will stay on curbside-only service at least through the end of the year and continue to monitor and comply with county guidelines.
 - b. Accounts payable system plans – Discussed material weakness from the 2019 audit regarding the District's bill-paying procedure. The bookkeeper, while willing to follow the more complicated procedure recommended, felt that it would create more work and expense that is unnecessary. The volume of bills is small. Every bill is payed immediately so there are no month-to-month payables. As this is the 3rd year in a row that this material weakness has been reported on the audit, Leigh recommends either complying or making a response from management to the auditor as to why correcting this material weakness is not necessary. Leigh will consult with Kara on the best course of action moving forward.
 - c. Auditor options – Kara has reviewed 2 new audit firms, McMahon firm in Avon seems like a great fit. No location concerns as they can meet online. Waiting for a response from one more firm.
 - d. Library inter-library loan options are increasing by adding Prospector to AspenCat, another inter-library consortium.
8. Committee Reports
 - a. Communications / Community Relations
 - 1) Bear sculpture publicity: articles are going into the Lyons Recorder and Redstone Review. Bill and Anita are working on a naming contest for the bear. Bill also wrote an article about Dana's tech support services available on-line to patrons.
 - b. Finance
 - 1) Combined Resolution Adopting Budget and Appropriating Funds for FY2021
 - 1. VOTE deferred until 12/1 for proper noticing in the Longmont Times Call. Notice goes out tomorrow.

- 2) Mill Rate Resolution to Set Mill Levy For 2021
 1. VOTE deferred until 12/1
 - 3) Public Budget Hearing – posted for 12/1 on LRLD website and in Longmont Times-Call
 - c. Board Development
 - 1) Board roles were discussed and members volunteered for the following tasks, officers will be voted on at the January meeting.
 1. Officers
 - President – Bill
 - VP - Janet
 - Treasurer - Erin
 - Secretary – Janet with Erin as back-up for minutes
 2. Committees
 - Finance - Erin and Leigh
 - Board development –
 - Policy - Ryan
 - Building – Ryan
 - Communications – Bill
 - Foundation Liaison - Leigh
 - 2) Board candidate ideas?
 1. Recruit for Building / Solar project?
 2. Other positions
 - Librarian, schools, Town, Larimer, diversity
 3. Each approach one person? Board members are requested to do personal recruitment.
 4. Keep 7 members or change Bylaws to 5-7 members? Table this pending response to personal recruitment and Bill's article.
 - d. Foundation Report – Leigh has questions ready for District Council regarding transferring Foundation funds to the District Capital Fund with the goals of long term investing for a future renovation and putting the Foundation in suspension. Leigh will contact Lyons Gaddis, District Attorneys.
9. Calendars
 - a. Holiday party alternative?
 - 1) Board - 60 min Board meeting then social / check-in.
 - 2) Board & Staff - Early aft Sat Dec 5 or 12 – Weather-dependent, socially distanced on outdoor patio. Support in concept – will need to make final plans considering the public health situation at the time.
 - b. Meeting time – stick with 5:30 for now.
10. Next Board Meeting and Public Budget Hearing Dec 1, 2020
11. Adjourned at: 7:37 pm