

Lyons Regional Library District Board of Trustees

Meeting Minutes

Public Hearing on 2021 Budget

December 1, 2020, 5:30 PM

Zoom Meeting (COVID-19)

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

1. Open Board Meeting: 5:35 pm
2. Public input: None
3. Consent Agenda
 - a. Content
 - 1) Minutes 2020.11.17 Regular Board Meeting
 - b. Request for items to be removed: None
 - c. Approval of remaining items **Vote to approve:** Leigh moves, Bill 2nd, unanimous in favor
4. Library Director's Report
 - a. Colorado Association of Libraries (CAL) Trustee memberships are available for \$45/year. Let Kara know if you're interested. Lots of training opportunities.
 - b. LURA Commission representative – Chris Cope from the Lyons Fire Board has volunteered to fill the one seat allowed for both special taxing districts (Fire and Library) on the Lyons Urban Renewal Authority Board (LURA). Motion to approve Chris Cope to represent the Library District on the LURA board: **Vote:** Bill moved, Erin 2nd, unanimous in favor
 - c. Management response to auditor re: accounts payable: Leigh and Kara have not had a chance to meet.
5. Friends Report: no report
6. Foundation Report: The Library District Board and Foundation previously discussed suspending foundation operations until needed for a large fund-raising push. The plans for the money the Foundation is currently holding are to invest it long term for a major renovation in 20-25 years. Leigh has communicated with District counsel regarding reducing Foundation functions and moving funds to the District Capital account for long term investing. Lyons Gaddis attorney John Chmil responded that he does not recommend that the Foundation and District combine finances. He cautioned that the Foundation could have a more liberal investment policy than would be legally allowed for a special taxing district and the Foundation may be needed for accepting grants and donations that require a 501c3 status. It would be best for the Foundation to keep the funds they have under their control for long term investing and transfer money to the District Capital Fund as needed on an annual or quarterly basis. Leigh thinks we should heed this recommendation. The Foundation is required to file taxes annually; if there is little income or transferring of funds, the work is minimal. Erin suggested that District Attorneys Lyons Gaddis may be able to do the tax filings to relieve the Foundation of this chore.
7. Committee Reports
 - a. Communications / Community Relations
 - 1) Bear sculpture: Articles appeared in the Lyons Recorder and Redstone Review. Bill is working on a naming contest for the bear sculpture. Bill and Anita will be the judges.
 - 2) Article for Recorder – Board recruitment in last article, no response yet.
 - 3) Town Annual Report – This is a new requirement consisting of a compendium of board and commission reports, financial data, messages from the mayor and administrator – Kara will pare down the library annual report to the Town and Counties completed in October for Bill to review and edit. Due in January.

b. Building

- 1) Revised proposal for project management from Wember – The proposal to provide management services for a solar array was revised from last month. The cost was reduced from \$24,200 to \$18,200. The scope of services was also reduced. The major changes are to use less costly project management software and to eliminate warranty services, although these would be available on an hourly basis. Vote to approve the Agreement between the Lyons Regional Library District and Wember Inc. for Project Management/Owner’s Representative Services for a Solar Project: **VOTE:** Bill moved, Sandy 2ND, Unanimous in favor. Sandy moved to amend the vote to be contingent on receiving Boulder County Worthy Cause (BCWC) grant funds. **Vote to approve amendment:** Sandy moved, Janet 2nd, unanimous in favor
- 2) Next steps / timeline: Ryan, as the new building committee chair, will meet with Sandy and Kara to work on next steps for moving forward with this project and transferring building committee information. Erin would like to be involved as a finance committee representative.
- 3) Capital Financial Policy: Sandy reviewed changes to the capital financial policy to make it more suitable for smaller projects such as the solar project, rather than an entire building. **Vote to approve policy update:** Ryan moved, Sandy 2nd, unanimous in favor.
- 4) Thank you Sandy!! This is Sandy’s last board meeting after serving two consecutive 3-year terms and the Board and Director are deeply grateful for her extraordinary service and the beautiful library which is her legacy.

c. Finance

- 1) Combined Resolution Adopting Budget and Appropriating Funds for FY2021 – **VOTE to approve Resolution 2020-5:** Erin moved, Leigh 2nd, unanimous in favor
- 2) Mill Rate Resolution to Set Mill Levy For 2021: **Vote to approve Resolution 2020-6:** Erin moved, Janet 2nd; Unanimous in favor. Mill Levy numbers are still preliminary and small changes can be expected, especially from Boulder County; Erin moved to vote to approve altering the mill rate resolution to reflect any changes from final numbers from either Boulder or Larimer County. **Vote to approve alteration of Resolution 2020-5 to reflect final tax levies certification:** Erin moved, Bill 2nd, unanimous in favor.
- 3) Approval of November financial reports – not yet available, November financials can be reviewed in January along with December financials and a 2020 re-cap. Erin recommends the bookkeeper put 2019 journal entries in as month 13 for 2019 to reflect the 2020 audit and make a clean transition.
- 4) Employee year-end bonuses: \$2500 is in the 2020 budget. Janet verified with SDA that they do not recommend special tax districts give bonuses as it gives a poor impression to the public. Although it is acknowledged that the staff has done amazing work under stressful conditions, there was concern from board members that it does not look fiscally responsible to give bonuses when the library is not fully operational due to the pandemic and so many constituents are struggling financially. **Vote to give any year-end bonus:** Sandy moves, Erin 2nd, Defeated 1-5. In lieu of a bonus, it was decided that the board would write a letter of appreciation to staff members (crafted by Bill) and give each of the seven staff members a \$50 gift certificate to a local restaurant of their choice for a take-out meal.
- 5) **Vote to delegate finance committee to review and approve November financials:** Erin moves, Janet 2nd, unanimous in favor

8. Board Development: Board candidate, Dave Selden, has applied. He has many years’ experience as a law librarian and has served on the state library board and Town commissions. One caveat is

he may be moving away from Lyons in 18 months, so may not be able to serve a 3-year term. Janet moved to approve David Selden as a new board member contingent on a successful interview with Kara and one or more Board Members. **Vote:** Janet moved, Leigh 2nd, unanimous in favor.

9. Calendars

- a. Outdoor gathering with staff as feasible with weather Sat? Gatherings of more than one household are currently prohibited by County regulations, therefore deferred until a later date.
- b. February retreat date: Set aside February 20, 2021. Janet would like to work on strategic planning, including reopening plans.

10. Annual Meeting - January 19, 2021

11. Adjourned at 7:35 pm