

Lyons Regional Library District Board of Trustees

Minutes - Annual Meeting

January 19, 2021, 5:30 PM

Zoom Meeting (COVID-19)

Attendees: Director Kara Bauman, President Janet Corson-Rikert; Treasurer Erin Biesiada; Trustees Bill Palmer, Leigh Williams, Ryan Chiachiere; representing Friends of Lyons Regional Library Pam Browning

1. Open Board Meeting
2. Public input: no members of the public were in attendance
3. New Board Member – David Selden was introduced to the board and the board to him.
4. Consent Agenda: The consent agenda, including the Minutes from the 2020.12.01 Public Hearing on 2021 the Budget were unanimously approved.
5. Library Director's Report
 - a. Youth Librarian: new candidate being considered after short tenure for previous staff member
 - b. Curbside pick-up experience: still going well; community seems pleased with library services being offered; 200 new cards were issued in 2020 (about 2600 now active); many renewals in spring 2020; board is pleased with staff efforts during 2020
 - c. ALA Sustainability Statement: Kara proposes to add the American Library Association's Sustainability Statement to the LRLD's core values, especially in light of our project to install solar power. All agreed.
 - d. Town Annual Report—was submitted; final version available on web site
 - e. Auditor update: discussion delayed to Finance Committee report
6. Friends Report: Pam Browning reported that the Friends have an account balance around \$25,000; \$1200 revenue in 2020 primarily from dues. There are currently 38 paid members. The board has 7 members, Leslie Reynolds in president. She noted that the Friends are assisting the Garden Club by accepting a grant from the Lyons Community Foundation, since the Garden Club is not an official c3 charitable organization; those funds are being transferred directly to the Garden Club. The Friends continue to sponsor the author series; the most recent presentation is recorded and available. The Adopt-A-Book program is continuing—Friends adopted 7 books in 2020. The Friends are supporting the Winter Reading Program by paying our subscription to Beanstack. The Friends will sponsor a virtual Trivia Night on February 11.

Leigh noted that since the Foundation has become mostly inactive, they will try to steer most small contributions to the Friends.

David asked about the role of the Friends and Pam stated that they do not contribute to operating expenses but support the library mostly with books and digital resources.

PAM BROWNING LEFT THE MEETING AT THIS POINT.

7. Foundation Report: Leigh reported that the Boulder County Worthy Cause grant was received by the Foundation and the money was moved into the LRLD capital funds to support the solar energy project.
8. Annual Meeting Requirements
 - a. Notice of Public Meetings – (Update Website if needed)

- Resolution Designating Posting Place for Notice of Regular Board Meetings – LRLD Website - need link in the [Division of Local Government's online local government inventory - simply complete this online form](#). **Motion to approve:** Bill moved, Erin seconded—unanimous ayes
 - Paper of Record for Public Budget Hearing – Designation of Longmont Times-Call. Motion was made to make the Longmont paper the official paper of record but also to post the notice of the official budget meeting in the Redstone Review and the Lyons Recorder. **Motion to approve:** Leigh moved, Erin seconded: unanimous ayes
- b. Review and Approve Bylaws: Annual approval of the bylaws is required. One change was made eliminating a requirement for in-person attendance at board meetings to achieve a quorum. A motion was made to approve contingent on approval of the language from our attorney, John Chmil at Lyons Gaddis. **Motion to approve:** Ryan moved, Erin seconded: unanimous ayes [Post-meeting update: John Chmil approved the revised working,.]
- c. Review Board Meeting Policy: This policy was also modified to not require in-person attendance. The following sentence was added: “An exception may be made for public health or other extenuating circumstances in which longer periods of remote participation are advisable for individuals or for the entire Board.” **Motion to approve:** Janet moved, Erin seconded: unanimous ayes.
- d. Review Board Terms: Current terms of board members were reviewed and it was noted that members serving partial terms to replace trustees who resigned their terms early do not count as a full term so that board member remains eligible for two three-year terms.
- e. Review Conflicts of Interest Policy: Janet noted that we have not collected signed affirmation from board members on the conflict of interest policy. All members are required to sign the *Board of Trustees Conflict of Interest – January 2021 Annual Disclosure Statement*. Please return these to Janet as a pdf by signing and scanning. A motion was made to approve the Policy without changes. **Motion to approve:** Moved by David, seconded by Bill; unanimous ayes.
- f. Elect Officers and Committee Leads for 2021 – **the following slate of officers and committee chairs was proposed and a motion made to approve.** Moved by Janet, seconded by Ryan. Unanimous ayes.
- Officers
 1. President: Bill Palmer
 2. Vice President: Janet Corson-Rikert
 3. Secretary: Janet Corson-Rikert (Erin to provide back-up)
 4. Treasurer: Erin Biesiada
 - Committee chairs and membership
 1. Building: Ryan Chiachere; Kara, Bill, and Erin will be members
 2. Communications / Community Relations: Bill Palmer
 3. Foundation Liaison: Leigh Williams
 4. Finance: Erin Biesiada
 5. HR / Board Development: David Selden
 6. Policy: Leigh Williams

9. Committee Reports

- a. Communications: Bill noted that the Recorder had published an article concerning the BCWC grant and the intention to use that funding to install solar power. Kara had sent an article and news items to the Redstone Review and all were published in the January 20, 2021 issue.
- Bear sculpture naming contest: we currently have about 60 entries and will continue to accept suggestions until mid-February. Bill will get in touch with Anita (the artist) and they will meet to select the winning name.

- b. Building
 - Solar Project Launch: Ryan reported that Wember is in the process of creating a request for proposal that was reviewed at a meeting in early January. Another meeting is scheduled for January 28 to review modification to the RFP and we expect to send it to several potential design-build contractors in early February. Since we hope to have an educational component of this effort, we are looking for a contact in the schools to contribute to this. We will also asked Sandy Banta to continue to provide her input.
- c. Finance
 - 2020 Year-End Financials: Erin (Treasurer) presented the year-end financial reports and noted that unfortunately we still don't have a good idea of building operating costs since 2020 was a strange year and we won't have a good measure even in 2021. She will submit the year-end Budget Message to DOLA by 1/31.
 - Auditor: A new auditor, McMahan and Associates, has been identified. Cost will be between \$8,500 and \$11,500. Erin will go by the library and sign the engagement letter.
- d. Policy: This was handled under Section 8 of these minutes.
- e. HR/Board Development
 - United for Libraries Self-paced Learning Pilot – 'Short Takes' designed for use in meetings. Observer option will be available to those not yet signed up. Janet encourages all board members to review this resource.
 - Vacant position: One board position remains open and all members are encouraged to be on the lookout for potential new members and to reach out to local folks who might be interested. (See committee report for identified priorities.)

10. Calendars

a. Retreat February 20, 2021 (9 am – noon)

The board agreed to hold the retreat (virtually) on this date. Agenda to include:

- filing system
- documentation
- board member responsibilities
- committee goals
- monthly calendar
- strategic plan
- state library standards—do we meet?
- Possible community survey
- Short Takes for Trustees--video

b. Next Board Meeting February 16, 2021 (5:30 pm)

11. Adjourned at 7:20m PM.