

Lyons Regional Library District Board of Trustees

Minutes - Monthly Meeting

May 18, 2021, 5:30 PM

Zoom Meeting (COVID)

Participants: Board members - Bill Palmer (Pres), Janet Corson-Rikert (VP & Secy), Erin Bieisiada (Treas), Ryan Chiachiere, Leigh Williams, David Selden; **Library Director** – Kara Bauman; **Friends of the Library** - Leslie Reynolds; **McMahon Associates** – Yadira Miller and Daniel Cudahy

1. Open Board Meeting at 5:32 pm

2. Public input – none

3. Audit Report - Yadira Miller and Dan Cudahy, McMahan and Associates

- a. Audit process went very smoothly, per both Auditors and Management. No difficulties or disagreements.
- b. Auditors believe LRLD is in very strong financial condition
- c. Recommendations (already implemented by Management)
 - 1) Improve accrual accounting
 1. Maintain books on the current cash basis, but make sure revenues and expenses showing up in January and February are attributed to the prior fiscal year as appropriate.
 2. Record all checks as they are written and not just as they clear the bank, to assure an accurate list of outstanding checks
 - 2) Include the UMB Trustee Bank debt reserve account in financial reports and the monthly reconciliation process.
- d. They will submit the report to the CO State Auditor
- e. The Board expressed appreciation for the positive audit experience and clear, user-friendly report.

[YADIRA and DAN LEFT THE MEETING AT THIS POINT]

- f. Motion by Bill to accept the audit report, second by Janet **VOTE (6-0)**

4. Consent Agenda

- a. Content
 - 1) Minutes Board Meeting 2021.04.20
- b. Request for items to be removed
- c. Approval of remaining items – Motion to approve by David Selden, second by Leigh Williams; **VOTE (6-0)**
- d. Discussion of removed items or re-assignment to a spot later in Agenda

5. Library Director's Report – Kara Bauman

- a. Reopening with CO COVID 'Clear' designation (5/15-8/15)
 - 1) Experience with unlocked doors has been positive, as have initial steps toward live programming and use of study room
 - 2) Director and staff would like to move to:
 1. Capacity - full
 2. Masks
 - Signage 'encouraging and appreciating' mask-wearing by patrons, to be modeled by staff
 - [Current Boulder County mask order (instructing gov't offices to require masks) expires 6/3, after which no CO or BC mask requirement will apply to the library)
 3. Meeting rooms – open, possibly with step-wise re-introduction
 4. Live story-time starting 6/15
 5. Hours – shift to new regular hours 6/1 (+30 min/wk from pre-COVID)

- M, F 10-5
- T, W, Th 10-7:30
- Sat 10-2

3) The Board supports this approach to re-opening.

6. **Friends Report** – Leslie Reynolds

- a. Friends Board meets first Wednesday of month at 6:30 pm on Zoom, Board members welcome to attend.
- b. Booksale shelf in library operational again.
- c. Will be supporting summer reading programs for children and adults.
- d. Working on identification of potential candidates for LRLD Board.
- e. Trivia night planned for September.

7. **Foundation Report** - none

8. **Committee Reports**

- a. **Communications/Community Relations** - Bill Palmer
 - 1) Enthusiastic response to Lyons Happening post re library re-opening
 - 2) Board contacts assigned for some Lyons organizations/boards - need more volunteers
 - 3) Bill to meet with Vicky to discuss publicity for race discussion groups
 - 4) Town of Lyons would like Library to be aware of discussion re re-zoning McCain property. Some community concern re heavy equipment posing risk to library patrons and children using planned 'safe routes to school' corridor.

RYAN CHIACHIERE LEFT MEETING AT THIS POINT (6:30 pm)

- b. **Building** – Bill Palmer for Ryan Chiachiere
 - 1) Solar Project Progress – Lyons Gaddis has reviewed Sandbox contract, with non-critical recommendations for higher liability coverage and longer warranty – to be discussed with Quentin and Sandbox
 - 2) Motion by Bill that he be granted authority to sign the contract assuming legal recommendations duly considered and cost/scope remain as currently proposed. Seconded by Leigh **VOTE (5-0)**
- c. **Finance** - Erin Biesiada
 - 1) 2021 April Financials – looking good
 - 2) Discussion of rising property assessments and likely impact on budget – to be taken into consideration in strategic planning and approach to development of capital reserves
- d. **Policy** - Leigh Williams
 - 1) Finance Policy – finance cttee feels no changes needed; Motion by Leigh to accept without revision, second by Erin **VOTE (5-1-0)**

RYAN CHIACHIERE RETURNED NEAR END OF POLICY COMMITTEE REPORT (6:55 pm)

- e. **HR/Board Development** – David Selden
 - 1) Vacant position – positive responses, but not right now - maybe next year; Friends also recruiting candidates
 - 2) Library Board Self-Assessment Plan
 1. David and Janet will discuss before next meeting
 2. Bill to put on June agenda
- f. **Planning Committee** – Bill Palmer
 - 1) Bill met with Janet and with Kara. Kara would like Vicky to join a strategic planning committee, and David also offered to participate.

1. Aim to expand strategic framework, create timelines and quantitative guideposts, to serve as a living document to guide decision-making, priority setting, and community expectations.
2. Mission statement needs to be cleaned up and made more forward-looking. Brief discussion of whether library should be leading or responding to community requests. Consensus that it should take both roles depending on issue and context.

9. Other Business - none

10. Calendar of Upcoming Events

- a. Review 2021 calendar – Leigh to incorporate policy review schedule into annual calendar
- b. Next Board Meeting June 15, 2021 (5:30 pm) - agreed to meet in person with masks, assuming no deterioration of public health situation

11. Adjournment at 7:22 pm