

Lyons Regional Library District Board of Trustees

Minutes - Monthly Meeting

September 21, 2021, 5:30 PM

Lyons Community Library - 451 4th Ave, Lyons, CO

Attendees:

Trustees - Bill Palmer, Janet Corson-Rikert, Leigh Williams, Ryan Chiachiere, Elizabeth Lennert

Director – Kara Bauman

Friends of the Library – Pam Browning

1. **Open Board Meeting at 5:34 pm**
2. **Public input** - None
3. **Check-in with Board Members**
4. **Consent Agenda**
 - a. Content
 - 1) Minutes Board Meeting 2021.08.17
 - 2) August Financials – 08.31.21 Combined Budget v Actual
 - b. Request for items to be removed
 - c. Approval of remaining items – Moved by Bill, seconded by Leigh **VOTE 5-0**
 - d. Discussion of removed items or re-assignment to a spot later in Agenda
5. **Library Director's Report**
 - a. Busy again, despite mask requirement
 - b. COVID – good compliance with Boulder County mask requirement
 - c. High speed internet installed with some glitches and increased costs.
 - d. Anti-Racist & Allyship Programming – good attendance and engagement at kick-off Zoom with Regan Byrd
 - e. Teens did banned books display – very enthusiastic about project
 - f. New art display to go up soon - Diane Dandeneau. She approached Kara to ask if Library would be interested in buying her 4 x 10 ft Machu Picchu piece for permanent installation on the south wall of the main room, above the DVD shelves. Group agreed that it makes sense to see the piece installed in the temporary exhibit before making a decision re purchase.
 - g. Annual Review for Town and Counties – Library will be on Town of Lyons consent agenda for Oct 18.
6. **Friends Report – Pam Browning**
 - a. Newsletter just went out, including reminders re annual meeting and membership.
 - b. Annual meeting planned for Nov 4 from 6:30 – 8 pm in LCL Community Room. During first half hour will kick off book sale in Community Room, followed by brief meeting.
 - c. Funds now at \$29,863. Donated to support summer reading program and Community Conversations on Race. Currently 59 up-to-date memberships – significant growth.
7. **Foundation Report – Leigh Williams**
 - a. Update on donor wall – will add plaques to acknowledge 2 new donations > \$1000
 - b. Foundation remains fully functioning though quiescent, with tax filings and monthly statements to auditor, per recommendation of Counsel. Can transfer funds to capital budget whenever we want (~\$210K). No requirement to maintain minimum balance. Can invest funds from either Foundation or Library Capital Fund.
8. **Committee Reports**
 - a. Communications/Community Relations, Bill Palmer

- 1) Press releases re Community Conversations on Race, with articles in Boulder Camera and Longmont Times Call in addition to Bill's article in the Recorder. May get picked up by CPR as well.
 - 2) Newsletter out with positive response.
- b. Building, Ryan Chiachiere
- 1) Solar Project complete and Sandbox paid. Array up and running.
 - 2) Kiosk will go up soon in lobby, providing energy generation data. Already demonstrable savings, described in terms of energy used by typical appliances. Board will get access to data. Vicky and Becki are working on additional educational component.
 - 3) Ribbon cutting ceremony – possibly October 19 at 5:15 pm, just before Board meeting. Sandbox will be asked to do brief educational component.
 - 4) An awning company finally responded, and will be asked to bid on sail shades for both the children's area and the patio outside the community room.
- c. Finance, (Erin Biesiada not present)
- 1) 2021 August Financials
 - 2) Budget update
 1. 2022 Operating Budget – an initial draft was reviewed, with suggestions for tweaks.
 2. 2022 Capital Budget – We have a list of projects that were deferred until Phase 2 at the time of facility construction, including sail shades, a chair rail for the conference room, possible additional signage for the east end of the building, and other items. These will be reviewed, and a budget drafted that will be sufficient to cover priority projects in the event they are approved at a future date.
 3. The Public Budget Hearing will be held on November 16. Bill will take care of posting this in the Longmont Times-Call, at least a week ahead of that date.
 - 3) CSD Pool Annual Meeting update – deferred due to Erin's absence
- d. Policy, Leigh Williams
- 1) Gift Policy draft - reviewed by attorney, with recommendation to strike one paragraph. Motion by Janet to approve, seconded by Elizabeth. **VOTE 5-0**
 - 2) Meeting Room policy draft - discussed implications of commercial and private use. Board members to review again, with plan to vote at October meeting.
 - 3) Capital Finance draft reviewed by attorney and significantly expanded. Set capital budget then arrange for transfers into capital reserves – generously allocate to capital and roll over unused funds. Includes definition of capital assets (>\$5K w useful life > 2 yrs) and reserves. Cap at ~ 150% of planned expenditure. Since policy was late in being posted, will defer approval until October meeting, in Consent Agenda.
 - 4) Investment policy draft – priorities include compliance with law, capital preservation, liquidity, and yield, along with diversity. Attempts to minimize administrative burden. Obligation to surface conflicts of interest vs requiring annual certification. Will operate through Finance Committee, with reports available. To be included in October Consent Agenda.
- e. HR/Board Development, Janet Corson-Rikert
- 1) Elizabeth Lennert's application fully approved
 - 2) Vacant position x 1
- f. Planning Committee, Bill Palmer (deferred to October Board meeting)
- 1) Recap Planning Meeting of Board and Staff on September 10
 1. See Minutes in Strategic Planning Committee folder

9. Other Business

- a. Chamber Social, Thursday, October 7th at 5:30 PM; cohosted by Western Stars and Prickly Pear

10. Calendar of Upcoming Events

- a. Annual calendar (Sept and Oct) reviewed – all items addressed above
- b. Next Board Meeting October 19, 2021 (5:30 pm)

11. Adjournment at 7:43 pm