

Lyons Regional Library District Board of Trustees

Minutes – Public Budget Hearing

November 16, 2021, 5:30 PM

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

Attendees

Trustees: Bill Palmer, Erin Biesiada, Janet Corson-Rikert, Elizabeth Lennert (after 5:45 pm), Leigh Williams
(6:02 - 6:55 pm)

Director: Kara Bauman (until 6:55 pm)

Friends of the Library: Patty McNichol (through Friends report)

1. **Open Board Meeting** at 5:36 pm
2. **Public input** - none
3. **Consent Agenda**
 - a. Content
 - 1) Minutes Board Meeting 2021.10.19
 - 2) October Financials – 10.31.2021 Combined Budget v Actual
 - b. Request for items to be removed
 - c. Approval of remaining items – Motion to approve by Bill, seconded by Leigh **VOTE 5-0** after Elisabeth and Leigh arrived.
 - d. Discussion of removed items or re-assignment to a spot later in Agenda
4. **Library Director's Report** – Kara
 - a. We were awarded the Charge Ahead Colorado grant for a level 2 electric vehicle charger. The charger will be installed in the Library parking lot, and will be capable of servicing 2 vehicles at a time. The grant will cover ~ 80% of the \$1-1.5K cost, requiring a 20% contribution from the Library in addition to any (unanticipated) maintenance costs. There will be an informational session on Dec. 1 to which Board members are invited. SandBox solar is interested in doing the installation, and they would advise on pricing strategies along with Aaron Caplan from the Town, and Diane Dandeneau, a local solar vendor. A late winter to early spring installation is anticipated. Kara will talk with Kim Mitchell regarding patterns of use for current chargers in Lyons.
 - b. The Library has been approached by the Colorado Department of Public Health and Education regarding availability as a site for distribution of COVID test kits and/or as a COVID vaccination site. The vaccination clinic could occur in our Community Room or else in a mobile bus parked in our lot. Other CO libraries are also being approached. The Board gave Kara its support for her further investigation of both of these possibilities for expanding our service to the Lyons community.
 - c. Holiday closures 2022 – The Library has observed 10 paid holidays in the past, but would like to add Native American Heritage Day. Motion by Bill to approve 11 days of holiday closure in 2022, seconded by Erin. **Vote 4-0**

Leigh arrived at this point

- d. The Teen Advisory Group is going well.
- e. CPR, AED training are being scheduled. Kara will query the staff re their interest in basic AED training vs full CPR training and certification.
- f. The Exploring Race and Privilege series is wrapping up, with programs well-attended.
- g. A training on the new scheduling software is coming up.
- h. A Consortium decision has been made to give magazine access in OverDrive due to cost. Magazines have not been heavily accessed.

5. **Friends Report** - Patty McNichol – The recent annual meeting was successful in recruiting 3 new Board members, including Patty, with officers not yet appointed. The used book sale was successful, and brought in > \$450. They are discussing other fundraising strategies including a trivia contest and a murder mystery event.
6. **Foundation Report** - none
7. **Committee Reports**
 - a. Communications/Community Relations, Bill Palmer. In addition to Kara’s Redstone column, Bill wrote a general update article for the 11/11 Recorder.
 - b. Building, Ryan Chiachiere (not present) – Ryan has asked Dennis Humphries, the building architect, for his suggestions on shade sale vendors.
 - c. Finance, Erin Biesiada
 - 1) 2021 October Financials – no concerns.
 - d. Policy, Leigh Williams
 - 1) Kara has revised the Policy Review schedule.
 - e. HR/Board Development, Janet Corson-Rikert
 - 1) Still one vacant position.
 - f. Planning Committee, Bill Palmer
 - 1) Lyons Thrive (comprehensive plan survey) community input closes 11/30. The strategic planning committee will review the raw data in order to inform the LRLD strategic plan.
8. **Other Business**
 - a. **Public Budget Hearing**
 - 1) The Board received no public comments on the posted 2022 Budget.
 - 2) Kara explained the increased salary budget line as covering a new staff position and staff pay adjustments to remain regionally competitive. The programming budget was raised for one year to cover a planned exhibit.
 - 3) Due to the impact of the COVID pandemic on operational costs, we are accumulating funds in the Operating Reserve beyond what we have designated for TABOR, Operating, Lease and Building reserves. It was agreed that we should plan to transfer \$100K to the Capital Fund in 2022 to begin building toward our targeted \$750K Capital Reserve.
 - 4) Motion by Bill to approve the posted budget, including a \$100K transfer to capital, seconded by Janet. **Vote (5-0)**. A formal Budget Resolution will be brought to the December meeting.
 - b. **Holiday Party** – Given current Boulder County and Lyons community case #'s, it was agreed to provide staff members \$50 gift certificates to local businesses in lieu of a party.
 - c. **Board Retreat** - tentatively scheduled for February 26, 2022, 9 am – noon.
9. **Calendar of Upcoming Events**
 - a. Review 2021 calendar
 - 1) Make and file Budget Resolution adopting 2022 Budgets - Erin
 - 2) Mill Levy Certification due to County Commissioners by 12/15 - Erin
 - b. Next Board Meeting Tues, December 14, 2021 at 5:30 p.m. (do we need to adjust date?)

Kara and Leigh left the meeting at this point

10. Executive Session

- a. Motion by Bill at 7:59 pm, seconded by Janet (**Vote 4-0**), to go into Executive Session to discuss a personnel matter pursuant to §24-6-402(4)(f), C.R.S. to discuss the Director’s annual performance review. Left Executive Session at 7:31 pm.

11. Adjournment at 7:31 pm