

## Lyons Regional Library District Board of Trustees

### Minutes - Monthly Meeting

January 18, 2022, 5:30 PM

(ZOOM - due to COVID Pandemic)

Lyons Community Library - 451 4<sup>th</sup> Ave, Lyons, CO

**Attendees** (all remote)

**Board:** Bill Palmer, Janet Corson-Rikert, Erin Biesiada, Leigh Williams, Ryan Chiachiere, Elizabeth Lennert

**Prospective Board Member:** Gil Sparks (non-voting, pending Town and Larimer County approvals)

**Director:** Kara Bauman

**Friends of the Library:** Kate Kerr

1. **Open Board Meeting at 5:34 pm**
2. **Public input - None**
3. **Consent Agenda**
  - a. Content
    - 1) Minutes Board Meeting 2021.12.14
    - 2) December Financials – 12.31.2021 Combined Budget v Actual
  - b. Request for items to be removed
  - c. Approval of remaining items – Motion by Bill, seconded by Leigh **VOTE 6-0**
  - d. Discussion of removed items or re-assignment to a spot later in Agenda
4. **Library Director's Report, Kara Bauman**
  - a. COVID
    - 1) Pediatric immunization clinic went well, with 66 doses dispensed. May hold follow-up clinic
    - 2) Due to current surge, story times currently virtual and art show opening postponed until Feb 9
    - 3) Mask compliance good
    - 4) COVID test kits hard to keep in stock - have gone very rapidly. Referring also to free state and (new) federal programs
  - b. EV charging station
    - 1) RFP responses due by next week, with good interest to date (including from Sand Box Solar) for electrical work and parking lot re-striping
    - 2) Kara will look into question asked re Library's energy utilization relative to solar energy production
  - c. Call recently issued for community members to present at Library on topics of their expertise – waiting for responses
  - d. LACC Social – Jan. 27, 5:30 – 7:30 p.m. at Oskar Blues
5. **Friends Report, Kate Kerr**
  - a. Planning a newsletter
  - b. Feb 24 set for Trivia Night
  - c. Book sales ongoing from Library shelf, and plan another large sale in the fall. Book donations accepted on Tuesdays.
  - d. Fundraising
    - 1) Trivia Night set for Feb 24
    - 2) Supporting a multicultural dance series and community conversations training.
6. **Foundation Report**
  - a. Working with Nicholson Associates on a donor wall addition; mock up coming soon
7. **Annual Meeting**
  - a. Notice of Public Meetings

- 1) Resolution Designating Notice Location – Currently on Library website and on community bulletin board in lobby. Motion by Janet, seconded by Elizabeth to continue these locations. **VOTE 6-0, ACTION** Erin to submit to DOLA
- 2) Designation of Paper of Record – Motion by Janet to continue designation of Longmont Times-Call, seconded by Bill **VOTE 6-0**
- b. Review and Approve District Bylaws – Bylaws last updated 1/19/21. Discussed several potential edits to make Bylaws less boiler-plate and more directly applicable to the LRLD. **ACTION** Sub-committee of Janet and Gil will work on revisions for consideration and vote at February Board meeting.
- c. Review Board Meeting Policy – Policy last revised 1/19/21. Discussed potential edits for clarity relating to public participation and consistency with ByLaws. **ACTION** Sub-committee of Gil and Janet will work on revisions for consideration and approval at February meeting.
- d. Board Reappointments – Motion by Bill to approve both, seconded by Ryan **VOTE 6-0**
  - 1) Erin Biesiada for a 2<sup>nd</sup> 3-year term
  - 2) Janet Corson-Rikert for a 2<sup>nd</sup> 3-year term

**KATE KERR LEFT THE MEETING AT THIS POINT**

- e. Review Conflict of Interest Policy
  - 1) **ACTION** Board members to review policy then sign and return annual disclosure statements to Board Secretary
- f. Elect Board Officers and Board Committee Leads for 2022
  - 1) Officers
    - 1. Discussed value of 2-year terms and planned succession to assure appropriate mentorship and continuity. May want to consider VP àPresident progression, but keep separate Secretary role for Board members interested only in that role.
    - 2. President - Bill willing to continue for another year
    - 3. Treasurer – Erin willing to continue for another year
    - 4. Vice President / Secretary - Gil willing to take one role or the other, will discuss with Janet.
    - 5. **ACTION** Agreed that a subcommittee of Gil and Janet will draft a proposal for 2 year terms with automatic succession, and bring this to the next Board meeting for a vote prior to voting on officer roles.
  - 2) Committee Leads (all with Kara)
    - 1. Building – Ryan will continue
    - 2. Communications – Bill will continue, possibly joined by Elizabeth
    - 3. Finance – Erin will continue
    - 4. HR/Board Development – Janet will continue with Gil’s assistance
    - 5. Policy – Leigh will turn over to Gil
    - 6. Planning – Bill to continue with Janet’s assistance – others potentially joining after Retreat discussion
    - 7. Foundation - Leigh

**8. Committee Reports**

- a. Communications/Community Relations, Bill Palmer – Bill writing article for Recorder
- b. Building, Ryan Chiachiere
  - 1) Shade Sails – Received preliminary proposal by vendor who worked with Carbon Valley Library. Board positive re design direction, discussed need to coordinate w Town.
- c. Finance, Erin Biesiada
  - 1) 2021 December Financials – all look good; new Ellis bookkeeper pending
  - 2) Ended 2021 in good shape, an atypical year due to COVID

- 3) **ACTION** Erin to send Budget Message to DOLA by January 31, 2022
- 4) Audit scheduled for week of March 28, 2022, same auditor
- d. Policy, Leigh Williams
  - 1) Updated Policy Review schedule in Dropbox
  - 2) Next up: Review of Art Acquisition and Art Exhibit Policies
- e. HR/Board Development, Janet Corson-Rikert
  - 1) Gil Sparks application approved by Boulder County. On Town of Lyons agenda for this evening, and Larimer County next week.
  - 2) Aim for continuing improvement of orientation process **ACTION** Board members and Kara to email Janet with suggestions for improvement

**RYAN CHIACHIERE LEFT THE MEETING AT THIS POINT**

- f. Planning Committee, Bill Palmer
  - 1) Lyons Thrive (comp plan) community input closed 11/30; received community comments; reviewed by Bill, Janet, Vicky, Kara
  - 2) Next steps: Consider Library's ability/capacity to address community desires; set aside time at Retreat to discuss
  - 3) Officially approve updated Mission and Vision statements
    1. Mission: Together, we provide equitable access to resources, education, and experiences to empower individuals and enrich the Lyons community. Motion to approve by Bill, seconded by Janet  
**VOTE 5-0**
    2. Vision: The Lyons Community Library serves as a hub and catalyst for a vibrant, informed, connected, and engaged community in which everyone thrives. Motion to approve by Bill, seconded by Erin  
**VOTE 5-0**

**9. Other Business - None**

**10. Calendar of Upcoming Events**

- a. Review 2022 calendar – will update at February Retreat
  - 1) January 2022
    1. Update website with relevant information from Jan. meeting
    2. File Budget Message with DOLA by Jan. 31 (Treasurer)
    3. Plan for February Retreat (tentative date Feb. 26)
  - 2) February 2022
    1. Schedule audit – DONE
    2. Select EV Charger installation company
    3. Hold Board Retreat
- b. Next Board Meeting February 15, 2022 at 5:30 p.m. **Retreat Sat, February 26, 9 am – noon**

**11. Adjournment at 7:20 pm**