

**Lyons Regional Library District  
Board of Trustees**

**MINUTES  
ANNUAL RETREAT  
February 26, 2022**

**Attendees**

**Board:** Bill Palmer, Leigh Williams, Erin Biesiada, Janet Corson-Rikert, Elizabeth Lennert, Online:  
Gil Sparks,  
**Absent:** Ryan Chiachiere  
**Director:** Kara Bauman

**Open meeting at 9:05 am**

- Report/Information from Library Director
  - Organizations library belongs to and how they are relevant to trustees and/or Kara: ALA, CAL, CSL, CLiC, SDA, United for Libraries
    - A lot of individual memberships, the most important to the board is CAL (Colorado Association of Libraries). Recently asked for new bylaws: Kara to give to CAL, Elizabeth to send to Larimer, Boulder Counties and the Town.
      - There are many smaller committees, such as the (IFC) intellectual freedoms committee that are helpful when libraries have questions. They also offer a lot of information and support when necessary.
    - State library is under the CDE, State library with a state librarian position is vacant, interim librarian for now until next week.
    - CLiC (Colorado Library Consortium) is a subgroup for policy creation, courier contracts, more nuts & bolts
      - They report to State Library
      - AspenCAT is our biggest system for organizing our books that is under CLiC
  - CAL is an important advocacy association with many resources.
  - COVID has been a hard time to be a director because of the communication among all these organizations.
    - ALA, PLA that is advocacy for libraries. LRL participated in a trial membership for a pilot program and now without state library support, we aren't sure where it stands.
    - A lot of our laws at LRLD are covered by local and state requirements. This is a special district (SDA) thing. We have support through the SDA attorneys.
    - EC: Employers Council- a mega organization that helps with director questions on HR and employment law. This might be something that we look at because we only use it a few hours a year. Their service model is changing and we might consider a change in services.
  - Recently Boulder is looking to create a special district and not just have municipal funding. Kara will share information about this when it's available.

- Question from the board: are there rules around how we use funds and/or time to lobby: Kara- not that have affected us as of right now.
- Board orientation materials (overview of hand-outs)
  - Important information about the roles of trustees, director and how these roles are communicated within the organization. Important to note that this has changed since the capital campaign and special district were established.
    - Dana is the handler of backup information (keys, etc) if we need it and Kara is not available. All the staff has physical keys, but that succession plan is still in the works. Long range plan for SOP in case of.
  - Colorado Public Library Standards should be something to consider using as a guideline for long range plan.
    - One thing to consider is to have the signature line that Bill has for all of us communicating through the LRLB emails.
- Roles of library staff members
  - Kara- director
  - Vicky- 30 hours. adult programing and communications- Background: MA in Literature, middle school English teacher, AmeriCorp and very good at the SOP.
  - Becky- 30 hours young services. Young programming, materials ordering, professionally involved with Early Education on a state level and introducing the Teen programming. Right now there is a lot of work around banned books.
  - BJ- 12 hours, previous circulation assistant at Longmont, a lot of experiences and very supportive to the young services and our community.
  - Dana- 20 hours Tech support, AspenCAT, teaching public tech related skills.
  - Steve & Caroline: Library Associate. 20 a week. Checking in & out, material choices, public interactions and support. Volunteer coordination- Caroline.
  - Jenny: Circulation assistant. 6-7 hours. Longest running employee and supports other staff to take on the floor when they need to do other things.
  - Coverage is determined by door count flow and numbers from/to couriers. Always at least 2 people here.
- Discussion of officer nomination and succession plan (*See Officer Succession Plan in Next Up/2022 Retreat*)
  - Looking at the Officer Succession plan, do we all agree on the expected progression of VP (2 years), President (2 years) and Past President (1 year) to support board continuity.
  - Secretary is a separate role of 2 years. These are renewable for two years,
  - Treasurer is a separate role of 2 years. These are renewable for two years.
  - Move to vote by Elizabeth, Second by Erin, all in favor: All 6 members vote yes.
- Discussion of litigation and liability of board members (*see SDA News, Feb 2022, pg 5 in Next Up/2022 Retreat*)- Move item to the April 2022 meeting.
- Review of proposals for installation of electric vehicle charging station (*see EVChargerBids in Next Up/2022 Retreat*) –

- 5 bids \$17-25K vs expected \$13K range. Pro-rated warranty more in line with expectations.
- After reviewing bids Director would like to go with Sandbox Solar.
  - Pricing is about \$1200 above budget, but we still need a line item for restriping the parking lot.
  - Voting today is about the contractor, not specific to the voltage or the bid.
  - Inflation of materials is part of this.
  - Janet puts forward that we vote on the Building committee reviewing and signing the contract to move forward up to \$22K before coming back to the board.
    - Seconded by Bill, all 6 members vote yes.
    - Aaron Kaplan has been communicated with and it will all be permitted through the Town of Lyons.
    - Discussion about payment for users will be had when we are closer to use.
- Strategic planning
  - Discussion of board's role and how board can best contribute to library success
    - Discussed and voted upon by succession plan
  - **Review / Discuss**
    - **Mission:** Together we provide equitable access to resources, education, and experiences to empower individuals and enrich the Lyons community.
    - **Vision:** The Lyons Community Library serves as a hub and catalyst for a vibrant, informed, connected, and engaged community in which everyone thrives.
    - **Staff's SWOT analysis**
      - How we might help:
        - Stuff: printing computer, notary
        - Connections: not charging for things
        - Skill building: difficult issues/topics for discussion
        - Space: sustainability efforts
      - What do we still need?
        - Who didn't respond to thrive survey?
        - Specific programming types
        - Why people don't engage with us?
        - How often do they visit?
        - Where do they get their services if not with us?
      - Anything to add, what is the most important service we provide?
        - Public services
        - Collections
        - Programs
        - Outreach
        - Public relations
        - Digital branch
        - Technology
        - Staffing

- Volunteerism
  - Facilities
  - Administration
  - As a board, Kara is asking do we want to participate in the goal creating?
- Summary of Town survey (*see Lyons Community Survey-Summary of results and Lyons Community Profile in Next Up/2022 Retreat*)
- Proposed broad strategic goals for next 3-5 years (possibilities, choices, priorities, outcomes) – strategic (which, why) vs operational (who, what, when, where, how) e.g. *Guiding principles:*
  - *Make the library a valued resource for all community members*
  - *Provide legendary customer service*
  - *Make the library a great place to work*
  - *Advance alignment among Community, Board and Library*
- Or, from Mission statement:
  - *Resources: staff, facility, meeting rooms, physical collection, online resources, interlibrary resources, internet access, web site*
  - *Education: technology, classes, outreach to community, board development*
  - *Experiences: children's programs, teen programs, adult programs, senior programs*
- Using the outline above, which do we as a board want to use as our language?
  - The two lists do not have to be separate from one another.
  - Using the 4 guiding principles, do the actions of the director and staff fit within each category? This is where the goals will be categories.
  - With the rewording of the guiding principles, Kara can now use this to create SMART goals that are measurable, relevant and specific to what the staff is already doing and where to stretch.
  - Using the guiding principles in a priority order.
  - Next steps: Kara uses the guiding principles to build goals with the staff.
- Next steps of strategic planning: Board Committee and Library Director/Staff
  - *Define an action plan. Set actions that are measurable, meet needs of various audience segments, are achievable with current budget and staff, have a timeline*
- Committee Objectives for 2022
  - What should the ongoing standing committees be and what should be ad hoc (dismissed when they are resolved).
  - Suggested committees are:
    - Building
    - Finance
      - Responsibility of the Treasurer
    - Policy/bylaws
    - Planning
      - Responsibility of the President
    - Board development is the responsibility of the Vice President

- Bill moved that we realign our committee to those shown above. Note that the Communications Committee has been dissolved. Second by Erin. Voted yes by all 6 members.
- Calendar review for 2022 (*see Annual Planning Calendar 2021 in Next Up/2022 Retreat*)
  - Tentative schedule 2022:
    - *No March*
    - *April 19<sup>th</sup>, 2022*
    - *May 17<sup>th</sup>, 2022*
    - *June 21<sup>st</sup>, 2022*
    - *July 19<sup>th</sup>, 2022- TBD*
    - *August 16<sup>th</sup>, 2022*
    - *September 20<sup>th</sup>, 2022*
    - *October 18<sup>th</sup>, 2022*
    - *November 15<sup>th</sup>, 2022*
    - *December 13<sup>th</sup>, 2022*
- **Adjourn at 12:10pm.**