

Lyons Regional Library District Board of Trustees
Agenda - Monthly Meeting
April 19, 2022, 5:30 PM
Lyons Community Library - 451 4th Ave, Lyons, CO

Attendees:

Board - Bill Palmer, Gil Sparks, Erin Biesiada, Elizabeth Lennert, Janet Corson-Rikert, Leigh Williams, Ryan Chiachiere (arrived late)

Director -Kara Bauman

Friends of the Library - Ellen Hine (left after Consent Agenda and her report, before remainder of agenda)

1. Open Board Meeting

2. Public input

3. Consent Agenda

1. Content

1. Minutes - Board Meeting 2022.02.15

2. Minutes – Board Retreat 2022.02.25

1. January Financials will be placed into the May combined budget v actual (not included at this time.)

3. February Financials – 02.28.2022 Combined Budget v Actual

4. March Financials – 03.31.2022 Combined Budget v Actual

5. Proposed revisions to LRLD bylaws

2. Request for items to be removed

3. Approval of remaining items – VOTE, Bill proposed, seconded by Leigh, voted and approved

4. Discussion of removed items or re-assignment to a spot later in Agenda

2. 2021 Audit Report

1. Matt Miller of McMahan & Associates: Attended virtually, two parts:

1. the actual audit report

1. Systematic evaluation of budget, financial statements and independent verification.

2. Strong net position where we have a year and a half of funds in reserve.

3. Capital fund- budget presentation

2. Management discussion and analysis: the report card on how our organization is doing.

1. Recommendations:

1. Back posting of a grant that you may want to consider not posting over 30-60 days

2. Trustee account: money sitting in it that you are required to have, but should be noted in the 1231 process

3. Payroll: Trust but verify. Maybe something to indicate that they are approved and verified.

Board question: Gil Sparks- how long have we been working with this firm? 2 years with this firm.

There have been 5 years of auditing since the district was created, starting when we assumed responsibility for repayment of a loan for facility construction.

CPA noted: Audit began March 28th and was completed April 11th. That is very quick and clean. Staff was very helpful and there were no glaring concerns.

Leigh: Now that we have had 2 recommendations for two years, we should commit to changing before the next year.

Kara: These are being addressed as of now and will continue to document for next year's audit. Anticipate them being resolved.

2. Library Director's Report

1. Anita Miller's *Perpetually Creative* Tandem Art Show Reception. Very well attended and well received. New name plaque, lighting, and do not climb sign have been placed by the bear Ursa Libris. Also new lighting.
1. Baile Latino dance classes and Fiesta: Very well attended.
2. StoryWalk update: Presentation to BOT is next week. Deconstructed picture book that is laminated & protected that is placed along a path or trail. Library recommendation was in LJ Park.
 1. Since it is a new board we should make a recommendation to them for approval.
3. BJ Campbell is retiring the end of the month. Interviews for her replacement are ongoing. '
4. Community wide call for presenters brought us a lot of opportunities for programming over the summer.
5. Mindful programming in May ramping up.
6. Eyes of Freedom coming in June, Pride event in Sandstone.
7. Low planters need to be replaced in the front. They have applied for a grant for it, but will keep us updated if they need additional capital funds to cover it.
8. Becky and Dana are heading to a maker festival in Colorado Springs. They will meet with staff and see what is possible.
9. Fire department CPR & AED training for library staff.
10. Science of reading bill has been scraped down and is in committee now
11. Lyons chamber meeting is next week at Solace.
12. Physical circulation is completely back to where it was at initial opening (pre-pandemic). No expectation that it will slow down. Lent more this month than ever in the history of the district.
13. EV charger is on order
14. Questions:
 1. Gil- have the staff ever gone through active shooter training? It is up next.
 2. Audit report: Any thought to more aggressively reducing that debt if we are in a stable financial situation? This should be continued to be looked at now that we are in "normal" year.
 3. Janet: Should we review existing insurance because of the new fire concerns? Kara will look into and get back to us. Policy is in dropbox if you want to review.

2. **Friends Report** – Ellen Hines: Latin speaker and dance lessons were very well attended. On 4/30 there will be a larger event to recruit Friends of the Library and have a big Fiesta. They are moving forward with other summer events, including trivia, silent movie nights or a murder mystery. Book

donations are up and they are going through books that get donated every week. It is a lot of work, but they get some great donations for the sale each year. They are questioning why they have memberships. Maybe let members have a night before to preview the book sale?

3. Foundation Report: Leigh

1. Looking in folders and was unable to find previous files. They are approaching DropBox to figure it out.
2. The post office closed the Foundation mailbox without notification. He has renewed and it should now be continued.

Other Committee Reports

1. Building, Ryan Chiachiere
 1. Shade Sails
 1. Updated meeting with Gau construction and new quote is 16K plus 23.7K. With this increased installation fee, vote to increase the budget to 45K without additional approval.
 2. Proposed by Leigh, seconded by Bill, voted and approved by all.
 3. Double check if they are fade resistant. How long do the sails last?
2. Finance, Erin Biesiada
 1. February 2022 Financials
 2. March 2022 Financials
 1. Some concerns over the documentation in Dropbox, but Erin has cobbled together what the budget to actual is.
 2. This should be tied into the plan for operational & capital reserve for expenses in the near and far future. Our mill levee places us in a good position, but we should be cognizant of the plan.
3. Policy, Gil Sparks
 1. Art Acquisition/Donation – updated draft available for review in Next Up
 1. Art Display forthcoming with LAHC. Janet proposed approval of the new language. Bill seconds, vote to approve was unanimous.
 2. Programming Policy
 1. New policy for LRLD. A preemptive policy to support LRLD & Staff.
 2. With discussed updates to wording new policy will be in the consent agenda for next month.
 3. Next up: Patron Behavior, Unattended Children, MOU w/ ToL re: Meeting Spaces
 4. PTO update- not available yet. Currently at the lawyer, will be moved to next month.
4. Planning Committee, Bill Palmer
 1. Strategic Plan update
 1. Have had a few meetings and will be ready to present initial information next meetings.

2. Other Business: not at this time

3. Calendar of Upcoming Events

Review 2022 calendar – does it need additional updates?

1. For April: Review Q1 operations; Review audit report
 2. For May: Begin Board self-eval process; explore benefits for staff
2. Next Board Meeting May 17, 2022 at 5:30 p.m.

2. Adjournment