

**Lyons Regional Library District Board of Trustees**  
**Minutes - Monthly Meeting**  
August 16, 2022, 5:30 PM  
Lyons Community Library - 451 4<sup>th</sup> Ave, Lyons, CO

**Attendees**

**Board:** Bill Palmer, Gil Sparks, Erin Biesiada (Zoom audio), Janet Corson-Rikert, Leigh Williams  
**Absent:** Elizabeth Lennert, Ryan Chiachiere

**Director:** Kara Baumann

**Friends of the Library:** Kate Kerr

**1. Open Board Meeting at 5:33 pm**

**2. Public input – N/A**

**3. Consent Agenda**

- a. Content
  1. Minutes - Board Meeting 2022.06.21
  2. June Financials – 06.30.2022 Combined Budget v Actual
  3. July Financials – 07.31.2022 Combined Budget v Actual
  4. Minutes – Special Board Meeting July (not available)
- b. Request for items to be removed – Minutes of July Special Board meeting not available for review
- c. Approval of remaining items – Motion to approve by Janet, seconded by Leigh  
**Vote 5-0**
- d. Discussion of removed items or re-assignment to a spot later in Agenda

**4. Library Director's Report – Kara Baumann**

- a. Summer Reading Program report – excellent participation and completion rates
- b. EV Charger update – plan to begin work in ~ 2 weeks
- c. Sarah Lawson to start as Technology Coordinator – Lyons local, will shadow Dana for transition then train on the job
- d. Very successful distribution of free quick COVID tests, will get a new shipment soon
- e. Cultural passes becoming available
- f. SEED (Seeking Educational Equity and Diversity) seminars are being funded by Friends. Goal is to engage community members in working toward a culture of belonging in Lyons
- g. OWL system being investigated as solution for tech issues in community room
- h. CO FAMLII program – New CO program to provide short term disability coverage will apply to LRLD unless we opt out. Ellis bookkeepers are prepared to handle. Would be applicable to all employees, full and part-time, and involve contributions of 0.45 % of employee wages. Employer contributions are not required if < 10 employees. Kara will consult with Lyons Gaddis for their perspective and advice.
- i. Several CO libraries are dealing with requests for book bans, so far not LRLD

**5. Friends Report – Kate Kerr**

- a. Have been happy to help with SEED and summer reading programs

- b. Haven't been active during busy summer season, but considering a range of fund-raising events, including radio theater, silent movie night, murder mystery
- c. Annual meeting this fall will involve book sale and author program
- d. Membership ~35 now, 7 on Board; discussing membership goals

**6. Foundation Report – Leigh Williams**

- a. No new activity - \$117K in brokerage account at present

**7. Committee Reports**

- a. Building, Ryan Chiachiere (not present)
  - 1. Shade Sails – Will require posts beyond those already on site, but no recent update on status or plans. If no contact from vendor in the coming week, Kara will reach out.
- b. Finance, Erin Biesiada
  - 1. No concerns with June and July financial reports
  - 2. Up-tick in salary line reflects cost-of-living increases for staff
  - 3. No specifics yet on impact of CO Senate Bill 22-238, but Kara roughly estimates 2023 property tax revenue could decrease by ~\$30K
- c. Policy, Gil Sparks
  - 1. Safe Child Policy – discussed a series of minor edits. Legal counsel reviewing one sentence. Motion by Gil to approve updated policy subject to legal review and approval. Seconded by Bill. **Vote 5-0**
  - 2. Next up: Computer and Internet Use Policy, Programmer's Agreement, Reconsideration "form"
- d. Planning Committee, Bill Palmer
  - 1. Strategic Plan update – Committee met last week, and we are close to finishing a public facing high level document. Expect to bring to September Board meeting.

**8. Calendar of Upcoming Events**

- a. For July (regular meeting not held):
  - 1. Any budget amendments necessary? – no
  - 2. SDA annual meeting in Keystone, Sept 13-15 will be offered as hybrid meeting. Board members to consider participation and let Kara know.
  - 3. CalCon will be fully in person, Westminster, Sept 8-10. Board members to let Kara know if interested in attending.
  - 4. Director confirms EMMA filing complete and audit sent to DOLA by auditing firm
- b. For August:
  - 1. Review Board member terms and vacancies. Janet will leave Board at end of this calendar year. Bill will talk with a potential replacement candidate who has already expressed interest.
  - 2. Begin Director evaluation process in September
- c. Coming up in September:
  - 1. Begin Budgeting process
  - 2. Begin annual report to ToL BoT for submission/presentation in October
  - 3. Plan Friends and Foundation "Thank You" for October Redstone

## 9. Other Business

- a. Director's job description and compensation
  1. Kara reviewed the Director's job description and is not recommending changes at this time
  2. To support employee retention Kara implemented COL increases for all staff, effective July 1. She has requested Board consideration of a COL increase for the Director as well.
  3. Executive Session
    1. At 7:02 pm Kara left the meeting and Bill moved that the Board enter Executive Session to discuss a personnel matter pursuant to § 24-6-402(4)(f), C.R.S. to discuss the Director's salary. Erin seconded. **Vote 5 – 0**
    2. At 7:35 pm the Board left executive session.
  4. Gil moved that the Director's salary be increased by 5.8%, effective September 1, 2022 to reflect an increase in the cost of living, with a further increase to be considered during her annual performance evaluation this fall. Seconded by Erin. **Vote 5-0**
- b. Next Board Meeting September 20, 2022 at 5:30 p.m.

## 10. Adjourn Board Meeting at 7:40 pm