

Lyons Regional Library District Board of Trustees
Agenda - Monthly Meeting
May 23, 2023 at 6:00 PM
Lyons Community Library - 451 4th Ave, Lyons, CO

1. **Open Board Meeting Called to order 6pm:** Present: Kara Bauman, Bill Palmer, Leslie Reynolds, Elizabeth Lennert, Gil Sparks. Online: Erin Biesiada,. Not present: Agnes Rey-Giraud, Smita Skrivanek
2. **Public input**–NA
3. **Consent Agenda** –
 - a. Content
 1. Minutes – Regular Meeting 2023.03.23
 2. Combined 03.31.2023 Budget v. Actual
 3. Combined 04.30.2023 Budget v Actual
 - b. Request for items to be removed
 - c. Approval of remaining items – Leslie motioned to vote, Bill 2nd **VOTE 5:0**
 - d. Discussion of removed items or re-assignment to a spot later in Agenda
4. **Special Guest** – 2022 Audit presentation by McMahan and Associates
 - a. Overview of audit process
 1. Planning
 2. Field work
 3. Reporting
 - b. Inside the report:
 1. Audit opinion
 2. Board communication letter
 - c. Erin: one question: Does Quickbooks still serve our purpose? Auditor: Yes, it works well for an agency our size.
5. **Friends Report** -- Friends meeting minutes shared via link in Director’s Report
6. **Library Director’s Report**
 - a. SB-23-303 update (property tax reduction)
 1. A lot of unknowns as of right now.
 2. Hits the ballot as HH next November and will likely pass.
 3. Will greatly impact us if passed, but we don’t have enough information or specifics yet. Kara will keep us posted.
 - b. Children’s Garden opening “party”
 1. Ad Hoc committee has put together a fun space and it is moving forward with some additional play space.
 2. June 21st Garden Party, 11:30-1:30pm
 3. SDA Regional Workshops
 4. If anyone is interested please reach out to Kara ASAP to see what’s available beginning in June.
 - c. New Idea: expansion of unsupervised library services.
 1. Would include Open Path access for meeting spaces and private hold pick ups if they were in good standing with the library. Kara will explore it as a possibility and let us know.

1. Erin suggest that we check with our insurance to see if it is something they would support
2. Model after the one in Jefferson county

7. Committee Reports

- a. Finance, Erin Biesiada
 1. Q1 + April 2023 Review
 1. Return of the old bookkeeper Annie has been great
 2. Review of audit was excellent
- b. Building Committee
 1. Shade Sails - installed May 22. They look great! And surprisingly low profile. Next steps will be purchasing a shed box to store them before the end of fall.
 2. Parking lot striping – date still TBD. Hopefully in the next week or two.
- c. Planning Committee, Bill Palmer
 1. Strategic Planning Review held by staff on March 29; measures of success and best paths forward agreed upon
 1. See draft “public facing” plan in Director’s folder
 2. Kara will continue to inform the board as the action steps are beginning

Agenda Update: Reorder agenda for executive session rearranged with calendar: Motioned to vote by Leslie, 2nd by Bill. **VOTE: 5:0**

8. Calendar of Upcoming Events

- a. April (skipped meeting):
 1. Revisit Budget after Q1 operations; review reserve funds; review Financial Policy (Treasurer)
 2. Review audit report with auditor at April (or May) meeting
- b. May
 1. Begin Board self-assessment process (Ad Hoc committee set by VP)
 1. Motioned to table until October by Erin, 2nd by Gil **VOTE: 5:0**
 2. Begin exploring staff benefit options (Ad Hoc committee)
- c. Upcoming June: Plan to move June items to July due to scheduling with vacations. Motioned to vote by Elizabeth, 2nd by Leslie. **VOTE 5:0**
 1. Review Board self-assessment (Ad Hoc committee)
 2. Anyone attending the SDA Annual Conference ? September 12-14 in Keystone
- d. Next Board Meeting: ~~Tuesday, June 27 at 6:00 p.m.~~ Tuesday, July 25th at 6:00pm

9. Other Business

- a. Executive Session - Move to enter Executive Session pursuant to §24-6-402(4)(f), C.R.S. to discuss a personnel matter. May 23, 2023, 7:01pm
- b. Leaving executive session at 7:34pm

10. Motion for retention of Kara Bauman: Effective June 1st, in recognition of your contribution and to encourage you to discontinue any employment searches for the next 12 months, we will raise your base salary by \$7,000. You will remain eligible for a merit increase at the end of the fiscal year as per the regular employee review process. Motioned by Gil, 2nd by Leslie. **VOTE: 5:0**

- a. Gil will address updating the contract and notifying the accountant.

11. Adjournment at 7:35pm. Motioned Gil, 2nd Leslie. **VOTE: 5:0**