

Lyons Regional Library District Board of Trustees
Agenda - Monthly Meeting
November 28, 2023 at 6:00 PM
Lyons Community Library - 451 4th Ave, Lyons, CO

1. **Open Board Meeting:** Call to begin at 5:59pm. Present: Kara Bauman, Bill Palmer, Leslie Reynolds, Elizabeth Lennert, Gil Sparks, Smita Skrivanek, Erin Biesiada. Online: Agnes Rey-Giraud
 - a. Introduction of potential new board member Debbie Hamrick
2. **Public input: NA**
3. **Consent Agenda:**
 - a. Content
 1. Minutes – Regular Meeting 2023.10.24
 2. Combined 10.31.2023 Budget v Actual
 - b. Request for items to be removed
 - c. Approval of remaining items – Motion to approve by Leslie, 2nd by Bill: **VOTE 7:0**
 - d. Discussion of removed items or re-assignment to a spot later in Agenda
4. **Foundation Update** – Leigh Williams:
 - a. Approximately \$120,000 and they are managed conservatively.
 - b. Leigh requested direction from the board on whether we are interested in locking some of the funds into a higher interest rate account or continuing the conservative route. The recommendation from the Foundation is to put it in a higher interest rate account if the funds are not needed. This would be for \$100,000 for one year.
 1. Some questions about if there is any additional legislation that will impact our funds? At this time, the answer is no. Proposition HH failed and our budget is solidified for the new year.
 2. Also a discussion of this being an annual item to review.
 3. Motioned to recommend moving forward with the higher interest rate for \$100,000 for one year. Bill motioned, Erin 2nd, **VOTE 7:0**
5. **Public Budget Hearing: Open**
 - a. Recommendation to approve budget as it stands. We will need to do a short, online meeting between January 3rd, 2024 and January 10th, 2024 to complete a final approval.
 - b. Scheduled meeting on January 4th, 10:30am on Zoom.
 - c. Physical signatures will be required of President, Treasurer and Secretary
6. **Friends Report** -- Friends meeting minutes shared via link in Director's Report
7. **Library Director's Report**
 - a. **Expanded Hours**
 1. Close at 7:00 p.m. Monday – Thursday
 1. Adds 2 hours (5-7) on Mondays
 2. Takes away half hour Tuesday – Thursday
 - Net gain of half hour each week
 3. Erin motioned, Elizabeth 2nd. **VOTE 7:0**
 2. Will need to revisit IGA/MOU with Town regarding “exclusive use on Monday nights after close”
 - b. **Holiday Closures** for 2024 (list in Director's folder) –

1. Leslie motioned to approve the presented list of holidays except October 14th (Columbus Day), Erin 2nd. **VOTE 7:0**
- c. We have been approached by **Boulder County Elections** to serve as a polling location on Monday and Tuesday, November 4 & 5. Leslie motioned, Smita 2nd: **VOTE 7:0**
- d. Language in our **Reconsideration Policy** regarding anonymity legal (per current judgment though it is under appeal)
 1. Our Policy states a Request submitted anonymously will not be considered, not that we won't honor anonymity in CORA requests or similar
- e. **Compensation Strategy**
 1. Lower threshold for earning PTO from 80 hours worked per month to 60 or 40? (relevant pages from Employee Handbook in Director's folder). Elizabeth motioned for approval of lowering the threshold to 60, Bill 2nd. Withdrawal until we have additional information concerning caps and timeframes for usage. No Vote recorded, we will readdress with more information next month.

8. Committee Reports

- a. Finance, Erin Biesiada
 1. October 2023
 2. 2024 Budget Drafts
 1. **SB23B-001!** (signed by Governor Polis on November 20)
 - Reduces RAR from 6.75 to 6.70% for 2023 only
 - Increases value deduction for residential property from \$15,000 to \$55,000
 - We grew more than 15% from 2022 to 2023 so we are ineligible for backfill (though we still receive the 100% backfill provided by SB22-238)
- b. Building Committee
 1. Contract with Trident signed; keyless access installation to begin soon
 2. Update on Broadway Project and access to Library - Smita
 1. There will be stairs from Broadway on the NW corner of the downtown project.

9. Calendar of Upcoming Events

- a. November:
 1. Hold Public Hearing on Budget
 2. Receive final Mill Levy certification from counties/prepare Resolution (Treasurer) – postponed this cycle (most recent: **Jan. 3**)
 3. Review Board appraisals (Ad Hoc comm set by VP)
 4. Plan Holiday party
 5. Set/Save date for 2024 Board Retreat
- b. Coming up for December
 1. Budget and Appropriate Funds and Set Mill Rate Resolutions (Treasurer)
 2. Make and file Budget Resolution (President)
 3. Mill Levy Certification Resolution due to Commissioners by 12/15 (Director) – *postponed this year* (most recent: **Jan. 10**)
 4. Hold Holiday Party – *decided at October meeting to skip and reward staff with gift cards*
 1. Leslie motioned to give a \$75 gift card for each Library employee to a local business of their choosing. Bill 2nd. **VOTE 7:0**

- c. Next Board Meeting: Tuesday, December 12? 19? at 6:00 p.m. (*likely need to discuss an early January special meeting to make Mill Levy Cert Resolutions and FINAL Budget Appropriations based on updated certs?*)
 - 1. Leslie motions to cancel the December meeting due to the January 4th online meeting for budget approval, Smita 2nd, **VOTE 7:0**

10. Other Business

- a. Update on upcoming Board vacancy
 - 1. Bill Palmer will be leaving as of January 1st.
 - 2. Gil Sparks is moving into the past President role and Leslie Reynolds will be moving into the President's role.
 - 3. Gil would like to have Consensus to approach Catherine for the open board position first and Debbie to be available for an additional position we are planning to have available in 6 months. Board approves.
- b. Executive Session: Move to executive session at 7:42pm. End executive session at 7:55pm
 - 1. Move to enter Executive Session to discuss a personnel matter pursuant to §24-6-402(4)(f), C.R.S. to discuss the Library Director's annual performance review

11. Adjournment: Meeting adjourned at 7:55pm.