

**Lyons Regional Library District Board of Trustees**  
**Agenda –Regular Monthly Meeting**  
March 26, 2024 at 6:00 p.m.  
Lyons Community Library - 451 4<sup>th</sup> Ave, Lyons, CO

**1. Open Board Meeting**

Present: Leslie Reynolds, Katherine Gregory, Kara Bauman, Agnes Rey-Giraud

Online: Elizabeth Lennert, Smita Skrivanek

Not Present: Gil Sparks, & Erin Biesiada

**2. Public input: NA**

**3. Consent Agenda**

- a. Content
  1. Minutes – Retreat & Regular Meeting 2024.02.24
  2. Combined 02.29.2024 Budget v Actual
- b. Request for items to be removed
- c. Approval of remaining items. Motioned by Agnes, 2nd by Katherine: **VOTE 5:0**
- d. Discussion of removed items or re-assignment to a spot later in Agenda

**4. Director's Report**

- a. Community Room Maximum Occupancy Load update
  - Following the recent IGA meeting the ToL Fire Chief is concerned about the community room occupancy. Kara will be meeting with him to look at the needs. She has already contacted the architect to also help to review. Kara will keep us posted.
- b. Employee Handbook/PTO updates:
  - Kara is working with legal to define recommendations to PTO, including the use it or lose it idea. Questions included whether we could cap it or not.
  - Motion by Agnes, 2<sup>nd</sup> by Elizabeth to approve PTO accrual by all employees including part time. **VOTE: 5:0**

**5. Committee Reports**

- a. Finance, Erin Biesiada
  1. Current Reserves landscape/strategy

**6. Calendar of Upcoming Events**

- a. March
  1. Review Strategic Plan – happened at Retreat
  2. Complete Audit -- Engagement letter signed; field work planned for mid-March (in process)
  3. Prepare Lyons BoT Annual Report and make sure we are on the schedule to present to BoT – DONE (Jan and Feb)
- b. April

1. Revisit Budget after Q1 operations; review reserve funds; review Finance Policy (Treasurer)
2. Review Audit report with auditor at April (or May) meeting
- c. Next Board Meeting: April 23 at 6:00 p.m.

**7. Other Business**

- a. Sign Conflict of Interest forms for 2024
- b. Sign Indemnification Resolution for 2024
- c. Review By-Laws for April
- d. Strategic Plan review for 2024 – collecting consultant recommendations from colleagues for 2025 planning

**8. Adjournment: 7:03pm**