

Lyons Regional Library District Board of Trustees

Regular Monthly Meeting Agenda

September 24, 2024 at 6:00 pm

Lyons Community Library – 451 4th Ave, Lyons, CO 80540

1. Open Board Meeting: 6:05 PM. Present: Katherine Gregory, Kara Bauman, Smita Skrivanek, Leslie Reynolds; Online: Elizabeth Lennert, Agnes Rey-Giraud. Not Present: Gil Sparks, Erin Biesiada. Also present: Amanda Englehorn, potential new board member.
2. Public Input: N/A/
3. Consent Agenda
 - a. Content
 - i. Meeting Minutes, August 27, 2024. Request all meeting minutes to be in the Consent Agenda by the Friday prior to all meetings.
 - b. Request for items to be removed: Budget v. Actual, motioned by Katherine Gregory, 2nd by Smita Skrivanek. VOTE 5:0
 - c. Approval of remaining items – Motioned by Smita Skrivanek, 2nd by Agnes Rey-Giraud. **VOTE 5:0**
 - d. Discussion of removed items or re-assignment to a spot later on the Agenda
4. Director's Report, Kara Bauman
 - a. Strategic Plan RFP update. Kara will send out her top 4 items for review, and requests for feedback to be emailed to her by Friday, October 11.
5. Committee Reports
 - a. Finance, Erin Biesiada (presented by Kara)
 - i. Property Tax updates. Changes will not affect us immediately, but will impact the year following the changes. Kara will continue to keep us posted when there is more information.
 - ii. Budget 2025 update, Operating Draft shared to Board emails
 - iii. Investment updates. Kara has had a bad experience with Wells Fargo while trying to set up our treasurer to the bank account; Leslie asked the Investment Committee to look into finding another investment company to invest our \$400K that can also be our banker.
 - iv. Combined 08.31.2024 Budget v Actual
 1. Questions from Katherine:
 - a. Staff is low? Kara: a bit padded just in case.
 - b. Facilities is low? Kara: just in case something comes up. One example is that we are having the stairs in the front looked at for a railing.
 - c. Donations seem behind? Kara: End of year donations that we look for are not in yet.

- d. Motion to approve Combined 08.31.2024 Budget v Actual.
 Motioned by Katherine Gregory, 2nd by Agnes Rey-Giraud. VOTE
 5:0
 - b. Ad Hoc Open House Planning, Leslie Reynolds and Gil Sparks. Open House is October 16, 5:30-7:30 PM. Titled: Lyons Library Celebration: A Community Gathering.
 - i. Will be there: Leslie, Katherine, Elizabeth, Kara, Gil. Cupcakes from Sharla, Friends will provide refreshments. Mark Browning will join Leslie to talk about the history and goals of setting up the library district. Gil will introduce the members of the board who are present and how they contribute, as well as advertising vacant board seats. Ellen Hine will talk on behalf of the Friends for >2 minutes (what they do, how to join, upcoming book sale). Leslie will talk about current goals, future vision, asking for community participation and input. Hoping Teen Advisory Group will facilitate “why I love my library” event. Scavenger hunt with prizes (stickers). Kara will encourage library card/newsletter signups and unveil key code for room access.
6. Calendar of Upcoming Events (from Annual Planning Calendar)
- a. September
 - i. Begin budget process for next year; schedule a strategy session (Finance Committee, then Board)
 - ii. CALCON 2024 in Breckenridge, September 4-6. DONE
 - iii. SDA Conference in Keystone, September 10-12. DONE
 - iv. Plan annual newspaper article or advertisement acknowledging Friends & Foundation – to appear in October (President) – due October 17
 - v. Should see both counties Mill Levy Certifications by end of the month (Director)
 - vi. Begin Director Contract (and compensation) discussion (Board)
 - b. October
 - i. Board to review and approve Budgets (Treasurer + Director)
 - 1. Set a date (usually at November’s regular meeting) for the Public Hearing on the Proposed Budgets (Treasurer)
 - 2. Notice the Public Hearing in our Paper of Record
 - 3. Make the proposed Budgets available in the library for the public (Director/Staff)
 - ii. Post Legal Notice of Proposed Budget Hearing for minimum 1 week before scheduled Hearing in Paper of Record (President) [duplicate of b.i.2. above; noted for 2025 Planning Calendar]
 - iii. Send the Annual Report to Boulder and Larimer County (Director) [holdover from last year; updated for 2025 Planning Calendar]
 - iv. Consider Board Self-Assessment process (Ad Hoc Comm set by Past President)
 - v. Make sure staff are prepared for open enrollment, typically Nov. 1 (Ad Hoc Comm)
 - c. Next Regular Board Meeting: October 22, 2024
7. Other Business

- a. Executive Session
 - i. 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. Motioned by Katherine Gregory, 2nd by Agnes Rey-Giraud. 6:58 PM. Leaving Executive Session at 7:33 PM.
8. Adjournment. Motioned by Smita Skrivanek, adjourned at 7:34 PM.