

Lyons Regional Library District Board of Trustees

Regular Monthly Meeting Agenda

December 16 at 6:00 pm

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

1. Open Board Meeting
 - a. Motion to Approve or Amend Agenda – **VOTE**
 - b. **Kat motions**
 - c. **Gil seconds**
 - d. **Attendees: Kara, Gil, Kat, Cathy**

2. Public Input - NONE

3. Consent Agenda
 - a. Content
 - i. Special Benefits Meeting Minutes, September 15, 2025
 - ii. Meeting Minutes, November 18, 2025
 - iii. Special Budget Resolution Meeting Minutes, December 9, 2025
 - iv. Combined 11.30.2025 Budget v Actual
 - b. Request for items to be removed
 - i. **Kat motions to remove iv. Combined 11.30.2025 Budget v Actual for discussion during Finance report.**
 - ii. **Gil seconds**
 - c. Approval of remaining items – **VOTE**
 - i. **Gil motions to approve remaining items**
 - ii. **Cathy seconds**
 - d. Discussion of removed items or re-assignment to a spot later on the Agenda

4. Friends of the Library Report
 - a. New Friends Board meeting December 18 to elect new officers
 - b. **No Friends Board members present, Gil will be presenting an offer from the Longmont Community Foundation to the Friends to partner with the Dolly Parton Imagination Library (DPIL) The DPIL is affiliated with the Longmont Community Foundation – a fiscal partner with the Lyons Community Foundation, of which Gil is a member.**

5. Director’s Report, Kara Bauman
 - a. Board approval of 2026 Holiday closures
 - i. **Gil made motion to approve the 2026 Holiday closures except for Juneteenth, which will be discussed at the February meeting when all board members are present.**
 - ii. **Kat seconds**

6. Committee Reports

- a. Finance, Agnes Rey-Giraud ***Kat reporting for Agnes***
 - i. Investment updates
 - ii. Certification of Tax Levies (and Mill Levy Public Information forms) for both counties submitted December 11, 2025
 - 1. ***On day of the Board's last special meeting Boulder County submitted a belated report. Kara has incorporated the data to correct the administration.***
 - iii. Wells Fargo requested PDPA Custodial ID from the Colorado Division of Banking; application will be submitted pending Treasurer's signature
 - 1. ***Kara and Leslie to sign Wells Fargo documents.***
 - iv. ***Kat's questions about iv. Combined 11.30.2025 Budget v Actual - director and staff development funds and definition of abatements were provided by Kara.***
- b. Ad Hoc Benefits Committee
 - i. Staff/Board Holiday Gathering – staff (and families) issue a hearty “thank you” for the gathering!
 - ii. ***We commend the party planners, fabulous job Amanda and Carter – will add to agenda for next month's meeting***
- c. Ad Hoc Policy
 - i. Staff Handbook – final edits almost complete; legal review and Board review/adoption to follow in January
 - 1. ***Kara – work is in progress***

7. Calendar of Upcoming Events (from Annual Planning Calendar)

- a. December
 - i. Make and file Budget and Appropriation of Funds Resolutions and Resolution Setting Mill Rate (Treasurer) – *happened December 9*
 - ii. Discuss with Director her Evaluation (President) – *discussion occurred*
 - 1. ***Send 2026 contract, rate, and benefit information to bookkeeper***
 - a. ***To be discussed in Executive Session***
 - iii. Mill Levy Certification due to County Commissioners by 12/15 (Director) – *happened December 11*
 - iv. Hold Staff Appreciation – *happened December 2*
 - v. ***From November: set date for 2026 Board Retreat***
 - 1. ***Date is tentatively set for February 28 with a backup of Feb 21, will be finalized when all Board members weigh in.***
 - 2. ***Leslie and Kat to create Retreat planning committee and draft an agenda for Kara - will have before we meet at end of January***
- b. January
 - i. Annual Meeting
 - 1. Review By-Laws
 - 2. Set Paper of Record
 - 3. Set Posting Place

4. Review Board Terms, elect officers, update website accordingly
 5. Confirm Committee assignments
 6. Sign annual Conflict of Interest statements
- ii. Plan for Annual Retreat
 - iii. File Budget Message to DOLA by January 31 (Treasurer)
 - iv. Submit annual report to Town of Lyons by January 15 (timing new this year)
- c. Next Regular Board Meeting: January 27 at 6 p.m.

8. Other Business

a. Executive Session

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 2026 contract
2. ***Gil motions to go into exec session to discuss Kara Bauman's employment contract***
3. ***Kat seconds***
4. ***Kat to record Executive Session***

9. Adjournment

- a. ***Gil motions to adjourn regular session***
- b. ***Cathy seconds***