

**Meeting Minutes of the
Lyons Regional Library District Board of Trustees**
August 15, 2017 6:00pm at the Main St Library
Called to order at: 6:02pm

Status	Name	Title/Organization	Status	Name	Title/Organization
x	Kathleen Crane	Pres/LRLD Board of Trustees	x	Dan Greenberg	Town of Lyons/Liaison
x	Lori Adams Weaver	Vice-Pres/LRLD Board of Trustees		Joe Meckle	Building Committee
x	Erin Biesiada	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
x	Darcie Sanders	Sec/LRLD Board of Trustees		Quentin Rockwell	Wember
x	Lisa Sobieniak	Member/LRLD Board of Trustees		Dennis Humphries	Humphries Poli
x	Sarah Catchpole	Member/LRLD Board of Trustees		Krishna Mainali	Humphries Poli
x	Sandy Banta	Member/LRLD Board of Trustees	x	Kara Jostis	LRLD Friends
x	Katherine Weadley	LRLD Library Director	x	Jim Maliese	Public
	Jan Vermilye	Building Committee	x	Trish Maliese	Public
		Agenda Topic		Action	Responsible Party
1.0	Continuation of Public Hearing on the Amended 2017 Budget: Continuation of the Public Hearing on the 2017 Amended Budget. No comments.				
2.0	Public Input: Jim Maliese, whose company supplied the new Library shelves, introduces self and confirms the warranty. Jim asks about procurement process for new building. We refer him to the proper Building Committee process.		RFP list		Katherine
3.0	Consent Agenda. No items pulled. Darcie moves to approve, Sarah seconds		Approved (7-0)		
4.0	Friends Report: Currently have \$16k, 3 new members in last month; Funds earmarked for bat boxes now re-appropriated; partnering with CU Boulder Library Friends; Kara is doing most of the social media and newsletter and is aiming for Labor Day for next newsletter = call for submissions; going to try and tap into the high schoolers ; making Pizza Bar 66 an honorary member in thanks for all the hosting; looking for more coordination with Foundation, also. Brainstorming for getting more donations at Spooktacular.		Give Kara submission ideas is you have them Convey contact info to Foundation for future coordination	All Darcie	
5.0	Foundation Report: BCF grant application was for \$7500, not \$5000; the amount is small but qualifies us for other grants opportunities				
6.0	Library Director's Report: Summer reading program stats in = up 30% overall. Staff is analyzing attendance. We are over-subscribed for the eclipse glasses due to demand; Mountain States Employment Council is now renamed Employment Council (still same org); calendar up the ALA Mid-Winter Meeting to be in Denver		Put Mid-Winter meeting on your calendar if interested		all

	in January. Will not be back for several years—good opportunity to attend		
7.0	<p>Town Liaison Report: Primary topic is upcoming Town Board Workshop on IGA agreements and related issues. Exact date of Workshop TBD. IT is not a joint Workshop, but LRLD can be present as member of public/to answer questions. Kathleen gives Dan our Sept 12th date for a clean lease document ready for the Trustees review. Dan’s understanding is that the Board expects Town staff to be working with LRLD staff on how the lease should work and that the Board will take that recommendation. It might be something as minor as an update from Legal. The Board’s plan is to take their recommendations. We communicate that we need an update on Title, which is the trigger for several things including a Survey. Kathleen spoke to Town Planner Paul who said he is waiting for direction from Town. We need Title and Survey for financing and design. Kathleen communicates these needs to Dan and stresses the domino effect. Dan thinks it is important for relevant staff to be at the Workshop so that action items can result. Sandy says we can bring Architect to workshop, and Dan suggests that each groups staff talks to each other in advance. Dan reiterates the topics for the Workshop. Dan says Board will probably focus on Board decisions. Dan says the workshop should focus on policy and knowledge so that there are no impediments to Board making decisions when they are in next in Board Meeting vote-mode. These are the topics:</p> <ul style="list-style-type: none"> a. IGA items b. Site lease c. Legal description (Town engineering staff needs to provide) d. Title (hopefully done) e. Clean survey 	<p>Workshop date</p> <p>Staff direction for Town Planner Paul on the “domino” components of the Lease Document (survey, title)</p>	<p>Dan</p> <p>Dan</p>
8.0	COMMITTEE REPORTS		
8.1	Building Committee: Discussion of new LEEDs costs request ; too expensive and too many unanswered questions. Need to consider Re: Green Globes. Held over. GeoTek is happening. Discussion of moveable walls, upsizing of one of the Study Rooms to more of a Conference Room size.	More data on LEEDS/GreenGlobes	Sandy
8.1.2	Discussion how best to authorize change orders during construction. Will need a policy. This new policy is a priority.	Draft Change Order Policy	Policy Committee + Erin
8.2	Finance Committee: for 2018 we have an Operating Budget and a Capital Budget; Kathleen & Sandy do the Capital (building project) budget, and Erin & Katherine do		

	the Operating budget. We look at first, rough draft.		
8.2.1	Capital: Kathleen & Sandy will work with Wember-provided costs post- cost-estimating workshop on 8/23. Some Legal fees will go to capital budget. Erin recommends read over it and submit questions.	review	all
8.2.1	Operating: Katherine provides first, rough draft. For 2018 trying to be flat where possible, with 3% for staff. Kathleen notes to add \$ for required Audit. Next year some Legal fees will go to the capital budget. Erin recommends read over it and submit questions. Possible Benefits costs (see HR below)	review	all
8.2.2	Plan for Projected 2019 New Building Operating Costs: Katherine made a comparator. We are in the zone. Kathleen notes that staff costs in this draft don't yet include associated costs. Other line item costs that we don't pay now like building insurance, possible benefits. Note that COPS financing will impact available operating funds. Discussion of necessary increases, a "soft opening" while newbuilding systems and procedures get worked out, tested, and revised.	Investigate possibility of sourcing more operating costs (such as books budget) offsets from Friends	Lisa
8.3	Policy Committee: New Meeting Policy. Darcie moves to approve, Lisa seconds	Approved (7-0)	
8.4	Communications Committee: DOLA grant update in written Report		
8.5	Nominations: nothing to report		
8.6	HR Committee: Sarah has been in contact with SDA re: health benefits; there are some rules re: how much District pays and what % of employees must participate. The expectation is that future full time employees would also be signed up. Discussion of details, plus what to reduce tin budget to accommodate. A comparator for other programs (Exchange, etc.) is requested.	Circulate SDA details via email; get another provider example	Sarah
9.0	Other Business		
9.1	Meetings: Sept 19 th quorum verified; LVV would like some sort of compensation for the many hours we meet there. Board is very receptive to compensation. Question of what kind?	Clarify what sort of compensation LVV would like	Sarah
	Aug 23 = Cost Estimating Workshop 8:30am	Common House	
	Aug 24 = COPS info workshop 5:00pm	Library	
	Oct 3 = Dinner/Workshop on 2018 Budget + Master Calendaring; 4pm	Location TBD	
	Oct 17 = Regular Board Meeting + 2018 Budget Approval	Public post	
	Nov regular meeting change = 11/28; to include 2018 Public Hearing & Final Approval on the 2018 Budget	Library	
	Dec regular meeting changed to 12/12		

Adjourned at: 9:06pm

CONSENT AGENDA:

1. Fransen Pitman CM@R Agreement Resolution
2. Minutes from 2017.07.27 Public Hearing + Special Board Meeting