

Lyons Regional Library District Board of Trustees

Meeting Agenda September 18, 2018 6:30 PM

405 Main St, Lyons

Present: Kathleen Crane, Darcie Sanders, Erin Biesaida, Sandy Banta, Sarah Catchpole, Janet Corson-Rikert, Kara Bauman (all of LRLD); Randy Watkins (CPA, Partner | Anton Collins Mitchell LLP); Sandy Spellman (Friends)

Opens at 6:33pm

1. Open Regular Board Meeting
2. Public input; none
3. Consent Agenda
 - a. Request for items to be removed: none
 - b. Approval of remaining items: Sandy moves to approve, Sarah seconds; (6-0)
 - c. Discussion of removed items right here or re-assignment to a spot lower down in Agenda
4. Annual officer appointment –
 - a. Kathleen asks for changes or nominations to existing positions. The nominations are Kathleen Crane/President, Darcie Sanders/Vice President/ Lori Adams Weaver /Secretary/Erin Biesaida/Treasurer. Janet moves to elect, Sandy seconds (6-0).
5. Library Director's Report
 - a. Staff update: Ian going on paternity leave for 4 weeks and the schedule is covered. Ian was hired part-time by Douglas County but intends to keep on working Thursdays
 - b. Age for volunteers being lowered to 12 to be able to bring in middle schoolers
 - c. Revisiting standard holidays
 - d. State grant for libraries submitted
 - e. Friends Tomato Sale money spent and accounted for with Friends
 - f. Programs continue to be well-attended
 - g. SIPA grant Final Report done –they will be featuring us in a future newsletter
 - h. Website mini-makeover in the works with Kieran, probably first two weeks of October
 - i. Switch from Dropbox to Google Drive was investigated and got positive reviews from staff plus \$1Kper year savings; switchover tentatively scheduled for January 2019. Ian will handle the tech.
 - j. Oct 16th meeting to start early at 5:00pm to accommodate Friends Trivia Night. ACTION: Kara will update online calendars; all please update your personal calendars; Lori to check District News page listing
6. Friends Report - Trivia night Oct 16th; the District will rotate liaison to them; their next meeting date TBD. ACTION: Kathleen will send Sandy all LRLD contact info; Friends also will be donating towards a Naming Right—front-runner candidate is Fireplace (\$15K); request from Friends to be consulted to make things happen with volunteers, for example landscape maintenance
7. Audit Presentation / Q & A Highlights
 - a. Audit Wrap-up by Randy. Substantially completed. Status of Friends & Foundation has been clarified and footnoted. Looking ahead to future years, our statements will be more complicated because we will be depreciating a building. Some small adjustments were made to bring us into better GAP (General Accounting Principles) alignment.

- i. We have a “Clean Opinion,” with a few opportunities identified for improvement.
 - ii. No disagreements with management or warranties
 - b. Audit Financial Statements
 - i. This (an audit) will be annual from now on
 - ii. Opinion: things are presenting fairly
 - iii. Other matters: should work towards having 3 years of data Management’s Discussion + Analysis (MD+A) for DOLA. ACTION: Randy will send Kathleen a template
 - iv. Discussion of FDIC insurance risk. The District is OK as we are in gov’t Treasury pool for security, but the audit suggests that risk for Foundation may be higher. ACTION: Darcie to share info with Foundation about their potential risk.
 - c. Darcie moves to approve the audit, Sarah seconds (6-0)
- 8. Foundation Report
 - a. There is @\$888K in their accounts, of which \$15K is the sequestered Hoffman-Park donation for specific children’s garden musical instrument play equipment. This element may be over-subscribed. ACTION: Sarah will confer w/Erica re-possible re-deployment of Blister Sister funds towards something other than the musical instruments.
 - b. The Foundation is considering making Taste of Lyons an annual event, realizing that future income will not be as much absent heavy subsidization.
 - c. They continue to reach out to potential donors and new members.
- 9. Committee Reports
 - a. Communications Committee: as per written report
 - b. Building Committee –
 - i. Building permit getting close, and looking at an October ground-breaking
 - ii. FP grossly underestimated costs for GMP because it came in commercial instead of residential; they are working it back down
 - iii. Town is working on an Invoice for permit fees
 - iv. Library Staff organized getting the shed cleared off the work site
 - c. Finance Committee
 - i. Library visit field report: Erin shows example of nice library card for our own update, shares fund-raising idea of Adult Spelling Bee
 - ii. Final look/discussion 2019 operating budget , which is substantially complete
 - 1. Need a line item in 2019 for Search Expenses \$2K
 - 2. 2019 Audit set to \$8500
 - 3. Sheet 2 on hours needs updating
 - d. Human Resources Committee
 - i. In contact with Employment Council
 - e. Policy Committee
 - i. Discussion of policy recommendations for QuickBooks that came from Audit; Erin will follow up
 - ii. Lori will continue on Policy Committee
 - f. Search Committee: see Report
 - i. First meeting (Darcie, Janet, McCourt) will be later this week; Kara has useful verbiage for the Job Description and Job Ad.

10. Other business

- a. CHECK September/October/November Calendars - many reports due.
 - i. Get on Town of Lyons Agenda for Lyons Annual Report: October
 - ii. Plan Letter to Editor or advert for October “Friends of the Library (and Foundation) Month acknowledgement; ACTION: Darcie to follow-up with Letter to Editor
 - iii. DOLA regular report: Kathleen, Erin, Kara
 - iv. DOLA capital project grant report due in December—Quentin of Wember has been in contact with DOLA re: our grant and we are in good standing
 - b. Plan for Next Meeting, plus any Special Meetings that might be necessary -
 - Looking ahead: **Regular Board meeting scheduled for October 16th but starting early and ending at 6:30**
 - Upcoming 11/10 Strategy, 11/13 Board, 12/18 Board
 - c. What is focus for next month? Be Ground Breaking.
11. Calendars: **update vacations & planning calendar*** for next month
- a. Meetings: Upcoming Friends ACTION: Liaison to that meeting TBD after we get their meeting date/ Foundation Oct 17 (Darcie)/LACC/LAHC meeting on Sept 20 (Darcie); UAR (Kathleen and/or rotation)

Adjourned at: 9:38pm

Consent Agenda (please look in the “Consent Agenda Items for Your Review” folder in NextUp for supporting documents; NOTE: they will NOT necessarily be in same order because that folder is not a list but an alpha-beta sort)

1. Regular Board Meeting Minutes 08.21.18
2. Special Board Meeting Minutes 09.11.18