

## Lyons Regional Library District Board of Trustees

Meeting Minutes

October 16, 2018

405 Main St, Lyons

Status	Name	Title/Organization	Status	Name	Title/Organization
Via phone 5:32-6:02pm, present 6:02-end	Kathleen Crane	Pres/LRLD Board of Trustees		Jan Vermilye	Building Committee
x	Lori Adams Weaver	Secretary/LRLD Board of Trustees		Joe Meckle	LRLD Building Committee
x	Erin Biesiada	Treasurer/LRLD Board of Trustees		Paul Wember	Wember
x	Darcie Sanders	Vice--Pres/LRLD Board of Trustees		Quentin Rockwell	Wember
x	Janet Corson-Rikert	Member/LRLD Board of Trustees		Dennis Humphries	Humphries Poli
x	Sarah Catchpole	Member/LRLD Board of Trustees		Dr Liz Early	LRLD Foundation
x	Sandy Banta	Member/LRLD Board of Trustees	Present until report given, departed at 5:51pm	Linda Pecone	Friends of the Library
x	Kara Bauman	Interim LRLD Library Director			Public
		Trustee/Town of Lyons/Liaison			

1. Open Regular Board Meeting 5:02 pm (Darcie chaired meeting until Kathleen's arrival at 6:02)
2. Public input: None
3. Consent Agenda
  - a. Request for items to be removed: none
  - b. Approval of remaining items: motion to approve by Lori, second by Erin, approved 6-0 (Kathleen not present for this vote)
  - c. Discussion of removed items here or re-assignment to a spot lower down in Agenda: NA
4. Search Committee Report (Kara recused herself for this discussion)
  - a. Documents:
    - i. Overall Timeline targets: discussion held of attempting to post/open job sooner, however with holidays it doesn't change the overall timeline. Decision made to keep current posting schedule of 10/25.
    - i. New Director Search Formal Job Description [approved in Consent Agenda]
    - ii. New Director Search Posting Ad [approved in Consent Agenda]
    - iii. New Director Search Classified Ad [approved in Consent Agenda]
5. Library Director's Report

- a. Elevations credit card will be closed after another 30 days to ensure all recurring charges are re-routed to other mechanisms
  - b. Website improvement ideas sent to Kieran for refresh, goal is improvements by job posting date of 10/25 (Kara will f/u on this)
  - c. Kara/Sarah will continue to review and research possible health insurance options for future – the current life insurance provider offers health insurance options as well
  - d. See Director’s Report for additional details – including impressive increases in Library usage numbers!
6. Friends Report
- a. Trivia Night to be held this evening – October 16<sup>th</sup>; goal is funds to purchase new desktop computer
  - b. Friends will be providing snacks at groundbreaking ceremony
  - c. Library Friends Week – ad placed in local papers thanking them for their hard work!
7. Foundation Report
- a. Discussion of Dale Katechis’s proposed name (whole building naming right): “Ya Ya’s Reading Room” to give feedback to Foundation.
    - i. Darcie noted group feedback and will provide to Foundation
    - ii. In general, all agree we need to honor what was promised however additional discussion is appropriate and LRLB has final approval
    - iii. In general, all agree the word “Library” needs to be prominent in building signage
  - b. Updated donor list will be provided from Foundation to Quentin
  - c. Process of follow-up for in-kind donation will be evaluated
  - d. Fundraising goal signage was relocated to outside the construction fence; if this spot doesn’t meet town guidelines Sandy will follow-up/move it
  - e. See Foundation Report for additional details
8. Committee Reports
- a. Communications Committee
    - i. Discussion re other options for members to “call in” for meetings (cell is difficult to hear/respond with); initial thoughts are skype or facetime – additional discussion will be held at Board Retreat
    - ii. Groundbreaking is Friday October 19<sup>th</sup>, request to Board to continue to hype various means of communication to encourage attendance
    - iii. See Communications Report for additional details
  - b. Building Committee
    - i. Discussion held of need to extend current rental space lease thru at least end of July 2019; Kathleen will contact new owner re this
    - ii. See Building Committee Report for additional details
  - c. Finance Committee
    - i. 2019 Operating Budget - [approved in Consent Agenda]
    - ii. 2019 Capital Budget
      - 1. Discussion held; decision made to add \$250,000 in expected “holdover” funds from 2018 budget; motion to approve by Kathleen, second by Sarah, approved 7-0
    - iii. Both budgets will need to be posted/available for public review and final approval will be at next regular board meeting in November

- iv. See Finance Report for additional details
- d. Human Resources Committee – See report for details
- e. Policy Committee
  - i. Multiple policies updated and approved via Consent Agenda; will be posted to District Page of Library site for public use
  - ii. See Policy Report for additional details
- 9. Other business
  - a. CHECK Q4 Calendars - many reports due.
    - i. DOLA regular - per Darcie reporting requirements have changed; will be forwarded to Quentin
    - ii. DOLA capital project grant report due in December - see above
    - iii. Plan for Next Meeting, plus any Special Meetings that might be necessary -
      - 1. Pending Meetings:
        - a. 10/19 Groundbreaking,
        - b. 11/10 Board Retreat
        - c. 11/13 Regular Board
        - d. 12/13 Board Meeting to approve candidates for interviews
        - e. 12/18 Regular Board
    - b. What is focus for next month: Board Retreat, Director Search
- 10. Calendars: **update vacations & planning calendar\*** for next month/year - Erin will create new 2019 page

Adjourned at: 6:42pm

### **Consent Agenda**

1. Board Meeting Minutes 09.18.18
2. Special Board Meeting Minutes 10.10.18
3. Town of Lyons IGA resolution/amendment (approved by our Legal & Town)
4. LL-2018.10.11-DRAFT 03-Add Services Request 01- from Wember (already in Budget)
5. Meeting Space Policy
6. Open Records Policy
7. Volunteer Form
8. 2019 Operating Budget
9. New Director Search Formal Job Description (to be hosted on our website)
10. New Director Search Posting Ad (for online)
11. New Director Search Classified Ad (for local print)
12. LL-Terracon Material Testing Contract (this is required 3-party testing and already budgeted)