

Lyons Regional Library District Board of Trustees
Special Meeting Minutes
New Director Search + 2019 Budget Workshop
Tuesday, Sept 11, 2018
Crane House, 385 Vasquez Ct., Lyons CO

Status	Name	Title/Organization	Status	Name	Title/Organization
X	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		Cristabell Cardenas	Wember
x	Sarah Catchpole	Member/LRLD Board of Trustees		Dennis Humphries	Humphries Poli
x	Sandy Banta	Member/LRLD Board of Trustees		Krishna Mainali	Humphries Poli
x	Kara Bauman	LRLD Library Director		Dr Liz Early	LRLD Foundation
		Trustee/Town of Lyons/Liaison			Friends of the Library
x	McCort Thomas	Library Staff	x	BJ Campbell	Library Staff

1. Open meeting at 6:42 PM
2. Public input: none
3. Re-appointments: Motion to approve by Sara, second by Lori (7-0), effective 1 September 2018 for 3 year terms:
 - 3.1. Erin Biesaida
 - 3.2. Darcie Sanders
4. DIRECTOR SEARCH WORKSHOP
 - 4.1. Process Overview
 - 4.1.1. Compliance & Colorado State Library Guidelines overview - Darcie
 - 4.1.1.1. Call was placed by Darcie to State re compliance questions/statutory requirements – response pending (Darcie)

- 4.1.1.2. Sandy proposed members of review/interview panel be consistent thru process; board members agree this is important
- 4.1.1.3. Sarah presented she had reached out to Employment Council who reinforced this interview panel should be diverse, prepared, timely
- 4.1.1.4. Erin suggested a need for public input/involvement. A survey was initially discussed; board settled on a new general email address that will be provided for public to utilize for input. Library staff can hand this out when asked, can be publicized thru Town and various social media outlets. Will also have automatic response thanking for input. (Darcie)
- 4.1.2. Our own draft Timeline overview – Janet
 - 4.1.2.1. Discussion presented concerns about the interview process stretching over the month of December, a difficult time for some to travel/secure time off. Search will likely extend dates to allow in-person interviews after first of year (2019).
- 4.2. “General Step A” = Determine future needs and develop input for profile of ideal candidate
 - 4.2.1. Friends input – Kathleen
 - 4.2.1.1. See Friends Report for additional details
 - 4.2.1.2. Group expressed desire to be more involved in library. Kara will investigate volunteer options to present to Friends (Kara)
 - 4.2.2. Foundation input – Janet
 - 4.2.2.1. See Foundation report for details
 - 4.2.3. Benefits & salary input – Sarah
 - 4.2.3.1. Discussion held regarding various benefits – basic salary range agreed upon based on proposed 2019 budget
 - 4.2.3.2. LRLD intent to offer benefits to full time employees starting in 2019 was proposed by Darcie, second by Erin (7-0) (of note – what benefits/dollar amounts or who is considered “full time” was not defined)
 - 4.2.4. Board & Staff input – All
 - 4.2.4.1. Short discussion with post-it descriptions was conducted, will be compiled and provided to board (Darcie)
 - 4.2.4.2. Web site limitations briefly discussed – part of our “image” to new hire and needs a “refresh”. Available for free via State library/Kieran Hixon; Kara will spearhead/Lori as board contact
- 4.3. “Search Process Step A”
 - 4.3.1. Appoint a Search Committee to further develop and implement the Search Plan
 - 4.3.1.1. Darcie/Janet will co-chair with McCourt as library staff member; motion to appoint by Lori, second by Sarah (7-0)

5. 2019 BUDEGT WORKSHOP

5.1. Overview - Erin

5.1.1. Areas to discuss - Erin

5.1.1.1. Benefits impact & decision - Erin & Sarah

5.1.1.1.1. Retirement vehicles will be researched, current option is laborious per library staff (Sarah)

5.1.1.2. Search costs

5.1.1.2.1. Airfare?

5.1.1.2.2. Hotels?

5.1.1.2.3. Advertising - small cost associated with local postings as required by State Statue but will likely use CLiC site – free, well respected nationally

5.1.1.2.4. Re-lo budget - likely not due to tightness of current budget with opening of new building

5.1.1.2.5. Overall intent is to offer some stipend to those who come for in-person interview, amount not yet defined but up to \$2000 total (ie \$500 per person x 4 people) was a possibility within the current constraints

5.1.2. Summary of adjustments will be consolidated by Erin with new revised budget posted for board member review

5.1.3. Review of Budget posting & Hearing requirements & responsibilities

6. Other business

6.1. Town of Lyons approved Development Agreement, Sandy moved to approve, Sarah second (7-0) (Signed by Kathleen)

6.2. Next step for building permitting includes water share via Big Thompson at cost of approx \$35,000 – this is lifetime membership/one time fee

7. Calendar regular and special meetings

7.1. If possible, block out some pre-emptive Special Meeting dates (for Interviews, etc.): NA as dates not yet confirmed; will be provided as committee moves forward

8. Adjourned at: 10:02 PM