



Lyons Public Library

Engaging, Open, Enlightening, Vital

122 Broad Street, Lyons, NY 14489
Phone: 315-946-9262 Fax:315-946-3320
lyonspubliclibrary.org

Theresa Streb
Director
lyonslibrarydirector@owwl.org

October 15, 2019 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:04 p.m. Present were: Marianne Stephan, Penny Tweedie, Jim Frind, Gary Bennett, Scott Bailey, Matt Owen and Theresa Streb. Excused was Joan Wallis.

Treasurer's Report: As of September 30, we had \$10,696.78 in operating savings, \$4,327.79 in operating checking, \$2,202.80 in payroll checking and \$11,524.67 in capital savings, as well as \$83,705.53 in Community Bank.

Circulation Report: Circulation for the month of September 2019 was 2144 (1077 ILLs sent) with 161 eBooks for a grand total of 3382 items circulating. Computer use for the month was 299. We has 17 new cards issued and 253 wireless users. Circulation for the month of September 2018 was 2451 (1245 ILLs sent) with 147 eBooks for a grand total of 3843 items circulating. Computer use for the month was 404. We had 15 new cards issued and 331 wireless users.

Motion: Penny Tweedie moved to accept September minutes. Jim Frind seconded. Carried.

NYS Retirement: Theresa reported being caught up on reporting retirement, however she still needs to contact ADP to see how to deduct the 3% from payroll for the NYSRS. The only staff left to do is Tabitha Fosdick and Cindy Henry. Theresa told of her plan to call ADP tomorrow (Oct. 16).

No Smoking Policy: The Tobacco Use Policy was reviewed. Theresa will obtain three signs to be attached to each of the library's entrances/exits.

Motion: Jim Frind moved to accept the Tobacco Use Policy. Gary Bennett seconded. Carried.

Audit: The Board reviewed the draft copy of the audit. Once the Board approves, Theresa will notify Jaylene Carpenter who will electronically file the 994 with the IRS. The Library will then be notified.

Motion: Scott Bailey moved to approve the draft copy of the audit. Penny Tweedie seconded. Carried.

Tax Check: The library's tax check from the school was received and deposited in our operating savings account. Amount of the check was \$353,046.00.



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Sexual Harassment Training: Training has been done with all but two staff members. The current Personnel Policy needs to be revised since the sexual harassment section does not meet NYS standards addressed on their sexual harassment training page. Theresa will make needed revisions to the policy. All staff have been given a copy of the current policy as well as other pertinent information on this topic.

Staff Job Descriptions: Theresa has received feedback from Bob Wicksall, Computer & Network Services Manager at Pioneer. He was sent a copy of the library's technology coordinator job description. Theresa needs to revise the IT job description and then advertise it to the community. She did speak with Alan Gardner about the IT position. She also stated she attempted to contact Tyler Paddock but he has not called her back. Discussion held regarding what staff is able to assist patrons with computer issues and with the 3D printer. Theresa and Tabitha Fosdick are the only ones who know how to operate the 3D printer.

Copies of the staff's job descriptions have been given to Penny. A committee consisting of Penny, Scott and Marianne will be reviewing these and making recommendations.

Bank Signature Cards: Former bookkeeper Lew needs to be removed and current bookkeeper Cindy Henry needs to be added to the signature cards for LNB and Community Bank. Other current names on signature cards are Theresa Streb, Gary Bennett and Marianne Stephan.

Motion: Jim Frind moved to remove Lew Ellwanger and add Cynthia Henry to the signature cards for LNB and Community Bank. Penny Tweedie seconded. Carried.

Vacation Request: Theresa requested November 29, 2019 off. This will use one vacation day from 2019-2020.

Motion: Matt Owen moved to approve Theresa's vacation request. Marianne Stephan seconded. Carried.

October 2019 Bills: In reviewing the bills, Scott Bailey discovered double payments to Baker & Taylor as well as an incorrect amount to Staples. Discussion held on what ad happened. Theresa will rectify this immediately.

Motion: Jim Frind moved to approve all bills except the three that are questionable. Scott Bailey seconded. Carried.



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The Board went into an executive session. Theresa Streb excused.

Meeting resumed - New Business.

Director's Office: By October 31st, the Director's office needs to be cleaned up and organized, including the files being labeled. A professional organizer had been hired earlier this year to assist in this matter. It was decided that both a staff member & Board member will be shown where important files, etc. are kept in case the Director is unexpectedly away from work.

* **Library Mail:** Discussion held to question the procedure of how the mail, particularly outgoing bills, is handled. Concern voiced regarding a Halco bill that had been issued over two months prior to it being paid to the company. Theresa stated she hand-delivers the mail to the post office daily herself. If she's not there, a staff member takes it.

* **Trash/Recycle Bins:** Penny stated the current single totes are not adequate for the library's needs. The library currently uses Al's Disposal. Theresa will check with Al's, Casella and K&D to see what is available in size and price. She was asked to report her findings back to the Board by the end of this week.

* **Handicap Door Opener:** Penny stated her observation that the opener is not consistently working. Theresa will contact the company to have them check into this.

The meeting was adjourned at 8:30 p.m.

The next board meeting is November 19, 2019 at 7:00 p.m.

Respectfully submitted,

Marianne Stephan (for Joan Wallis)