

August 18, 2020 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:06 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Matt Owen, Marianne Stephan and Jim Frind. Also attending were Leona Lauster and Cynthia Henry.

Halco: Scott Bailey will call Halco to find out why they sent LPL a check.

Bill Payments: The board suggested that Cindy Henry pays bills weekly and thus Theresa approve them weekly. The board recommended that they be paid as they come to the library.

Sick Days: According to Theresa she has used 16 of 20 sick days, one of two personal days and has 24 vacation days left this fiscal year.

Motion: Marianne Stephan moved to approve payment of bills. Scott Bailey seconded. Carried.

Motion: Jim Frind moved to approve July minutes. Scott Bailey seconded. Carried.

Doctor's Note: Jim Frind talked to Theresa and requested on behalf of the LPL board that she have a doctor's note stipulating that she is able to return to work before her return.

Motion: Scott Bailey made a motion that any emergency that takes the library director away from work *will be communicated to the members of the library board* and that they will be apprised of the emergency *before* it is posted on social media. Matt Owen seconded. Carried.

Pests: Mouse traps have been purchased and set by Jim Frind under authorization by the board. He will be reimbursed for the traps. In addition, the urinals in the men's room were not clean. They need to be cleaned regularly.

Director's Time Sheets: The board discussed reinstating time sheets for the library director.

Motion: Gary Bennett moved to require the LPL Director fill out a bi-weekly time sheet that includes any sick leave taken during each two weeks. The time sheet will need to be approved by the board president or vice-president before submission of the payroll.

'I certify that the above payroll timesheet is correct' will be added to the bottom of each timesheet.

Daily Work Log: Gary will make up a daily work log for the director, to be filled in in 15 minute increments with work done. This will be required for a one month duration.

Monthly Financial Report: It has been a part of each board meeting in the past to receive a monthly financial report.

Motion: Scott Bailey moved to have a monthly financial report give to the board at each board meeting from now on. Jim Frind seconded. Carried.

Saturday Hours: The board discussed returning Saturday hours to the weekly library open hours.

Motion: Scott Bailey moved to reinstate Saturday library open hours, 9 a.m. to 1 p.m., to be in effect beginning September 12th.

A press release will be created and sent to the official LPL media sources no later that a week before.

Linda Guest: Linda Guest resigned as a library clerk as of August 11.

Motion: Jim Frind moved to pay Leona Lauster \$4 more/hour for the next two pay periods, in recognition of her role as acting library director in Theresa's absence. Marianne Stephan seconded. Carried.

Motion: Jim Frind moved to adjourn. Matt Owen seconded. Carried.
The meeting adjourned at 9:20 p.m..

Next board meeting: The board will meet **Tuesday, September 15 at 7:00 p.m..**

Respectfully submitted,
Joan Wallis