

## December 15, 2020 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:00 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Matt Owen, Marianne Stephan Theresa Streb, Jim Frind.

**Treasurer's Report:** As of November 30, we had \$317,381.29 in operating savings, \$908.71 in operating checking, \$8,091.56 in payroll checking and \$12,833.36 in capital savings, as well as \$83,753.12 in Community Bank. Monthly financial reports were distributed at the meeting.

**Circulation Report:** Circulation for the month of November 2020 was 1620 (727 ILLs sent) with 162 eBooks for a grand total of 2509 items circulating. Computer use for the month was 61. We had 2 new cards issued and 72 wireless users.

**Motion:** Jim Frind moved to accept the October minutes. Marianne Stephan seconded. Carried.

**Motion:** Marianne Stephan moved to adopt the Retention and Disposition Schedule for New York Local Governments Records pursuant to Article 57-A of the Arts and Cultural Affairs Law. Jim Frind seconded. Carried.

**Paid Sick Leave:** According to Chris Kalinski of Wayne County Civil Service, the library is a government non-profit 501 (c)(3) organization and New York State Paid Sick Leave law does not apply. Minimum wage will need to be updated.

**Staff Responsibilities:** Theresa handed out a list of responsibilities of each staff member.

**Staff Handbook:** Two policies are out of date: Conflict of Interest and Whistleblower. Further discussion in January.

**Emergency Closing Policy:** Using a Pioneer System template, a new draft was made. It was suggested that the draft be approved with the change at the end of the first sentence that the staff will be paid "if and as approved by the board."

**Motion:** Jim Frind moved to accept the Emergency Closing policy with the addition "if and as approved by the board" to the sentence that the staff will be paid. Scott Bailey seconded. Carried.

**Library Assistant:** Theresa collected information from 3 libraries about their Library Assistants. The average yearly salary is \$28,766.40 or \$18.44 hourly wage. It was suggested that the library offer \$17-20 for a 30-hour week, with health insurance offered.

**Motion:** Joan Wallis moved to approve a job posting through Wayne County Civil Service for a Library Assistant position offering \$17-\$20 hourly wage for a 30-hour week. Jim Frind seconded. Carried.

**Staff Wages:** New York State Law raises hourly minimum wage \$.70 as of December 31, 2020.

**Motion:** Matt Owen moved to increase all staff wages \$.70 as of midnight December 31, 2020. Marianne Stephan seconded. Carried.

**Motion:** Jim Frind moved to pay December bills. Scott Bailey seconded. Carried.

**Printer cost to Public:** The increased cost of color ink will need to be offset by increased costs to patrons. \$.60 per page of color printing will offset the greater cost of ink. A formal resolution of the increase will be made at the January meeting.

**Childrens' Corner Shelving:** Jenn Lake will plan a redesign of the shelving after the holidays.

**Motion:** Jim Frind moved to adjourn the meeting at 8:30 p.m.

**Next board meeting:** The board will meet **Tuesday January 19 at 7:00 p.m..**

Respectfully submitted,  
Joan Wallis