

July 21, 2020 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:06 p.m. Present were, Joan Wallis, Gary Bennett, Theresa Streb, Scott Bailey, Matt Owen, Marianne Stephan and Jim Frind

Treasurer's Report: As of June 30, 2020 we had \$89,277.85 in operating savings, \$9,853.48 in operating checking, \$7,589.80 in payroll checking, \$12,832.03 in capital savings and \$83,711.12 in Community Bank.

Circulation Report: Circulation for the month of June 2020 was 109(21 ILLS sent) with 193 ebboks for a grand total of 323 items circulating. Computer use for the month was 0. We had 0 new cards issued and 59 wireless users **Motion:** Jim Frind moved to approve March, April-June 9th minutes. Marianne Stephan seconded. Carried.

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

Survey: Thresa needs to download the data acquired. The link was mailed to approximately 300 adults with a total of 73 responses.

Pest service: Town and Country Pest service found no bedbugs in its inspection.

Professional librarian Job Description: Pioneer Library System will be contacted as well as the Wayne County Personnel for a job description. Theresa will also ask library directors in the Pioneer System.

AC Unit: The concrete slab under the unit outside was repaired by Mike Evans.

Connor Warren: Theresa will pay him for work done. He will be working weekends and nights for the library, in the future.

Roof: Halco inspected the roof A/C units. Filters and some parts were replaced.

Slate of Officers: Jim Frind moved to re-elect the current slate of officers and maintain the Finger Lakes Times and Times of Wayne County as the official newspapers of the Lyons Public Library. . Scott Bailey seconded. Carried.

Assistant Librarian: Theresa will compile a list of duties an assistant librarian would be responsible for. She will also ask Pioneer Library System for advice on staffing insofar as LPL is short one assistant since Sue Stone retired. Theresa will ask Leona Lauster if she can give the board at least 6 months notice prior to retirement so the board can search for a replacement.

Annual Report to the State: Theresa has amended the 2020 Annual Report to the State.

Motion: Scott Bailey moved to approve changes to Financials, specifically the Maintenance, Equipment and Repairs totals, before submitting it to the state. Jim Frind seconded. Carried.

Copier: The Toshiba copier is 10 years old and needs to be replaced. Theresa will get a quote for the cost of a new leased copier.

Board member vacancy: Board members will look for candidates to fill Penny Tweedie's position.

Motion: Marianne Stephan moved to pay July bills. Jim Frind seconded. Carried.

Next board meeting: The board will meet **Tuesday, August 18 at 7:00 p.m.**

Meeting adjourned at 8:15 p.m..

Respectfully submitted,
Joan Wallis