

## Lyons Public Library Emergency Board Meeting March 10 2021

Present: Gary Bennett, Scott Bailey, Marcia Bilancini, Joan Wallis, Jim Frind, Marianne Stephan, Matt Owen, Leona Lauster, Cindy Henry and Tabitha Corey, staff members of the library and Melissa Correia, director of the Newark Public Library, were also in attendance.

The meeting began at 7:00.

**Budget:** A copy of the 2020-2021 budget was distributed. The budget will need board approval in April. Melissa Correia has agreed to help with the 2021-2022 budget. Along with the budget vote in May will be a vote on two board members whose term ends this year. A notice of the budget meeting and vote will need to be published in the Finger Lakes Times. A hold on book ordering was recommended.

**Motion:** Scott Bailey moved to put book purchases on hold until the April board meeting. Jim Frind seconded. Carried.

**Board Member terms:** Jim and Joan were renewed in 2019 for new terms

Marcia (Penny's slot) will be from 2018

Matt Owen was new on board in 2016, so up for this year

**Annual Report:** Cindy Henry is working on this. Melissa said that Pioneer System will give her time and help in assembling the figures for it.

**Library Assistant:** The names of those who have taken the Wayne County Civil Service Exam won't be available until May.

**Motion:** Jim Frind moved to appoint a committee, composed of Jim Frind, Gary Bennett and Joan Wallis, to hire an assistant librarian.

It was noted that a provisional hire could be done sooner than May.

**Passwords:** Tabitha Corey has the executive and administrator passwords. She will look for budget materials and past budget vote press releases on Theresa's computer.

**Evergreen Update:** The closure of the library on March 30 is cancelled. There is a webinar on the changes in the update for staff provided by Pioneer System on April 14 from 2-4 pm. Staff who want to attend on computer may do so. Liz has been using the update on a test computer and has informally trained some of the staff on the changes.

**Motion:** Scott Bailey made a motion that staff who want to attend the 2-hour update webinar may do so and will be paid if it is outside their regular hours.

**Programming budgets:** Jenn Lake, who does youth summer reading program and Grab-n-Go bags, and Tabitha Corey, who does adult programming, including the adult Gran-n-Go bags, will submit budgets by Tuesday, March 16 for those programs, so they can be included in the 2021-2022 budget for the library.

**Theresa's sick and vacation days:** She has used them up for this year. Cindy will have her pay adjusted for this past week through ADP. Gary will contact Wayne County Human

Resources to find out who can apply for her to get disability. Her cousin may know any information needed for disability application or power of attorney.

**Director's emails:** Tabitha is looking for emails from

- Canva Pro graphic marketing company, in reply to an application from Theresa
- \_ Girls Who Code
- Creative Bug

The library system can forward all email to Theresa to designated people. Gary and Marianne will receive her emails.

**Password notebook:** Jim suggested a password notebook for all library passwords. The password for the video camera was needed last week. Joyce Gardner knows how to operate the video cameras in the library.

**Bills:** Cindy will have them ready for the March 16 board meeting.

**Vaccinations for staff:** Marianne brought in NYLA information on vaccinations for those working in libraries. It was given to the front desk.

**Theresa's health insurance:** This will be discussed at the March 16 board meeting.

The meeting was adjourned at 8:16 pm.

The next board meeting is on March 16 at 7:00 pm.

Respectfully submitted,

Joan Wallis