

November 17, 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 (on phone) and Theresa Streb. Jim Frind was excused.

Treasurer's Report: As of October 31, we had \$350,114.57 in operating savings, \$585.49 in operating checking, \$1,982.57 in payroll checking and \$12,832.10 in capital savings, as well as \$83,711.12 in Community Bank. Monthly financial reports were distributed at the meeting.

Circulation Report: Circulation for the month of October 2020 was 1728 (523 ILLs sent) with 201 eBooks for a grand total of 2452 items circulating. Computer use for the month was 116. We had 77 new cards issued and 104 wireless users.

Childrens' area: Reconfiguration of this area was discussed. It was suggested that rather than use architects' services, the redesign be done by staff. A software design app could be used. Jenn Lake has ideas about redesign to make all book shelves within reach of children. New shelving will be needed and adult shelves moved. Eliminating study carrels and large seats will allow room to move shelves.

Motion: Marianne Stephan moved to accept October minutes. Scott Bailey seconded. Carried.

Motion: Scott Bailey moved to pay November bills. Marianne Stephan seconded. Carried.

Programming Policy: A draft was given to board members. It was suggested "Youth Specialist and Adult Programmer" be changed to "staff."

Motion: Joan Wallis moved to approve the Programming Policy with the change in wording "Youth Specialist and Adult Programmer" to "staff." Matt Owen seconded. Carried.

ADP: NYS Paid Sick Leave seems to determine that the library is required to grant up to 40 hours paid leave. This could be either 1 hour for every 30 worked or giving each employee 40 hours up front ADP can keep track either way. Theresa will ask Pioneer System if our library is subject to NYS Sick Leave law. Further discussion will take place in December.

Civil Service: There has been no answer on how long a hire process for Library Assistant will be. This will be further discussed in December.

Motion: Matt Owen moved to create a Library Assistant position and direct Theresa to create the necessary paperwork to have Civil Service approve the position. Carried.

Audit Report and 990 Report: An adjustment to entries is needed. The 990 form needs to be signed. The board Financial Officer reviewed and approved the adjustments

Motion: Joan Wallis moved to approve the audit report and Gary Bennett's signature. Also, for the auditors to sign the 990 form electronically using a PIN number. Marianne Stephan seconded. Approved.

Staff Evaluations: These were discussed by the board members. The NYS minimum wage increases to \$12.50 December 31, 2020. Further discussion of staff raises will take place at the December meeting.

The meeting adjourned at 8:35 p.m.

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

Respectfully submitted, Joan Wallis