

September 15, 2020 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:02 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Matt Owen, Marianne Stephan and Jim Frind and Theresa Streb.

Treasurer's Report: As of August 31, we had \$30,555.31 in operating savings, \$10,538.85 in operating checking, \$8,461.43 in payroll checking and \$12,832.57 in capital savings, as well as \$83,742.39 in Community Bank. Monthly financial reports were attached and available to the board.

Circulation Report: Circulation for the month of August 2020 was 1391 (19 ILLs sent) with 305 eBooks for a grand total of 1715 items circulating. Computer use for the month was 105. We had 6 new cards issued and 107 wireless users.

Public Use Computers: Ed Douglas and Ms. Shad attended the board meeting to ask for more time allotted to use of public computers. Presently it is ½ hour, which isn't enough time to complete work or view webinars. It was decided by the board to extend time to 2 hours per session and increase the computers available to 6, beginning this week.

Motion: Jim Frind moved to open 3 computers in the computer lab for a total of 6 available and extend time limits to up to 2 hours for students and regular patrons. Marianne Stephan seconded. Carried.

Chairs: Theresa will bring up two children's chairs from the basement for the children's corner. Three folding metal chairs will be available at each of two big tables and one in the far corner for use by students and patrons.

Motion: Jim Frind moved to accept the August and September 2 minutes. Scott Bailey seconded. Carried.

Copier: A proposal from John Leonard of Toshiba was given to board members for the lease of the Toshiba Studio 3015AC. The board suggested including a coin-op function in the lease. Theresa will find out how much more than \$119.74/month that would cost. A hole will need to be drilled from the basement for a phone connection to use the fax function on the machine. Gary suggested Theresa call Matt Urich at Wayne County to see if he would drill the hole through the basement ceiling for a phone line to the Toshiba. She will also call Pioneer System to see if they have someone available to do it.

Motion: Jim Frind moved to approve the Toshiba Studio 3015AC for lease by Lyons Public Library, including the service agreement and hard drive scrub. Matt Owen seconded. Carried.

Staff Computers: The staff computers will be checked by Pioneer System. One is in need of replacement and there may be others.

Motion: Jim Frind moved to authorize Theresa to purchase up to 2 new staff computers before the next board meeting. Marianne Stephan seconded. Carried.

Back-up drive: The present back-up drive has failed. Currently Theresa has a paid subscription to Google Drive for library back-up. Pioneer System will install a cloud back-up, iDrive. At the October meeting, Theresa will report on what back-up is needed for the library. Jim Frind suggested Theresa research hard drives as back-up.

Payroll: Theresa passed out payroll sheets. Gary suggested the orientation be flipped to horizontal to make reading it easier. Theresa would prefer her working hours to be 9:30 a.m. to 5:30 p.m.. The board would like her to check with ADP on whether they can run a time-off or leave report and have payroll stubs reflect leave

time available. On Fridays Theresa will initial staff payroll sheets. Weekend staff will have payroll sign-offs on Monday.

Programming: The public is asking for resumption of programming. Though most are not feasible now, Theresa suggested offering two programs after the October book sale: Paint & Pie with Donna Conlin and Megan Conlin Wilck and Chair Yoga in the basement.

Bills: A discussion on whether to submit a weekly check register as bills are paid weekly, or one monthly one. It was decided to cut checks weekly, but date them as of next the monthly board meeting, and have one check register to present at the board meeting.

Motion: Jim Frind moved to approve the bills, except for Jennifer Lake's. Marianne Stephan seconded. Carried.

Medical Equipment Closet: Requests for use of the medical equipment are being made. The equipment will be available, staff will obtain the requested equipment and it will be quarantined upon return. Volunteers will sanitize the equipment upon return.

Motion: Jim Frind moved to begin loaning medical equipment as of September 21, 2020. A press release will be issued. Matt Owen seconded. Carried.

Auditor: The audit will take place September 17. Gary asked that the state audit of the Newark Public Library be made available to the auditor

Computer Services Assistant: This position is no longer needed. Pioneer will be able to take over much of the technical maintenance remotely and can send a tech to the library if needed.

Staff Evaluation: These will be available to the board in October.

Motion: Jim Frind moved to make Scott Bailey Financial Officer for the LPL Board.

Task List: Board resolution: Theresa will make a task list after each board meeting and report to the board on each task each Friday. The time study will continue but not in specific increments, but in the time taken to complete tasks throughout the day.

Motion: Marianne Stephan moved to adopt the above resolution. Matt Owen seconded. Carried.

Long Range Plan: Theresa attended a Strategic Planning Workshop on Sept. 10 at Pioneer Library System. She passed out material from the workshop. The planning and workshop will be discussed at the October meeting, but she suggested the board extend the current plan one more year.

Friends of the Library: The Friends requested a "Library is Open" sign on the Phelps/Rt. 14 entrance to inform the public. Theresa said that Pioneer changed the websites of all system libraries and that she needs to personalize it for Lyons. The board agreed that a Christmas Decoration sale before Thanksgiving would be feasible. The Friends also asked Theresa to think about reorganizing the children's books so they are all in reach of children, rather than on shelves reachable by ladder. The Friends will be substituting Staff Recognition Day with gift cards to all staff members.

The meeting adjourned at 8:55 p.m.

Next board meeting: The board will meet **Tuesday, October 20 at 7:00 p.m.**

Respectfully submitted, Joan Wallis