

## Septmeber 2, 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 and Jim Frind.

**Bill Payments:** Bills will be paid once a week.

**Time Sheets:** Theresa will fill out time sheets. ADP to be contacted on adding vacation and sick days to payroll reports.

**Desk organization:** Desk should be organized by end of each day.

**Bookkeeping:** There has been no balance since June 2019. Irregular withdrawals were linked to the employees NYS Retirement accounts. Cindy Henry will need to learn how to manage the NYS Retirement system and payroll accounts. The bookkeeper will handle all non-librarian financials.

**Motion:** Marianne Stephan moved to approve engagement letter from Esterbrook Attorneys. Scott Bailey seconded. Approved.

**Time study:** Theresa brought her time study sheets for August 31<sup>st</sup>.

**Friends of the Library:** Theresa will pay back to Friends' petty cash. She won't need to attend Friends' meetings but any requests for items needed for the library will be discussed.

**To-Do Lists:** Theresa will generate these from board meetings and keep board up to date on what has been accomplished on a weekly basis.

**Director's Time Sheets:** These will be kept and working hours will be 10 a.m. to 6 p.m., except Fridays which will be 9 a.m. to 5 p.m..

**Monthly Financial Report:** It has been a part of each board meeting in the past to receive a monthly financial report. The monthly financial report will be given to the board from now on.

**NYS Retirement Reporting:** Cindy will receive training on how to do this, and how to arrange regular payroll withdrawals for staff enrolled.

**Audit Rescheduling:** The audit will take place September 17. Cindy will work with auditor. If auditor can train Cindy on how to handle NYS Retirement, the board OK's any extra fee for auditor.

**Oath of Office:** Marianne Stephan and Scott Bailey filled out the Oath of Office and will return the paperwork notarized.

**Petty Cash:** The petty cash on hand will be checked each time Cindy makes a bank deposit, and if it need replenishment, she will write a check from the appropriate bank account in the amount needed to keep the petty cash to \$50.

**Back-up Drive:** As the library back-up drive has recently failed to work, Theresa suggests that backing up to the cloud will be a better solution.

**ADP:** They called Theresa about including COVID-19 protocols in the Employee Handbook. They can insert the required language and help with the handbook.

**Personnel Policy:** This is out of date. Theresa will call Chris Kalinski and Janelle Gensler at Wayne County to help her update the Personnel Policy. Gary suggested she use Wayne County COVID language in the Employee Handbook.

**Board Treasurer:** Scott Bailey is the board treasurer. He will work with Cindy Henry to organize her files.

**Bookkeeper:** Because she will be handling all bookkeeping, the bookkeeper's job description will be handed out to the board at the next meeting. Cindy will be paid at her bookkeeping rate whenever she completes bookkeeping duties, regardless of where she completes them or when.

**Doctor's Note to resume work:** Theresa explained that contrary to instructions from the board, she did go to her office in the library before a doctor's note indicated she could in order to use her library email to send days she had taken as sick leave. On another matter she told the board she would issue an apology to Cindy Henry.

**Halco:** Previous recommendations of Halco were not conveyed to the board. Because a Halco investigator feels that leakage is due to condensation, Halco will do a survey to find where air from the outside is entering the building, condensing and leaking.

**Motion:** Jim Frind moved to hire Halco to do an air seepage search. Marianne Stephan seconded. Carried.

**Landscaping:** The bushes are too tall in front of the windows on the Broad St. entrance. Maintenance is needed, so Blades & Spades will be contacted. Also, limbs are overhanging the parking area.

**Face Mask Signs:** They will be revised to be more welcoming.

The meeting adjourned at 8:40 p.m..

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

Respectfully submitted,  
Joan Wallis