

## **July 20, 2021 Lyons Public Library Board of Trustees Monthly Meeting**

**Present:** Gary Bennett, Jim Frind, Marcia Bilancini, Scott Bailey, Marianne Stephan, Joan Wallis, Matt Owen, Melissa Correia

The meeting began at 7:02 in the Community Room of the Lyons Public Library.

**Motion:** Marcia Bilancini moved to accept the June 15 and July 13 minutes. Jim Frind seconded. Carried.

**Memorial Garden Bill from Blades & Spades:** The LPL Friends' will pay the \$225 cost for the tree in memory of Dori Talbo and contribute \$500 toward the Theresa Streb Memorial Garden. The library will contribute monies given in memory of Theresa Streb as well as the remaining amount.

**Budget:** Melissa handed out the 2020-2021 budget with the projected expenses and the actual expenses for the fiscal year. She pointed out that there is a surplus to carry the library over until taxes are collected and in the library bank accounts. Currently in the bank accounts there are available \$90,148 toward operating costs, \$12,832 in capital funds, \$15,377 in checking and \$7,843 in the payroll account. Any surplus from the previous fiscal year will go into the capital fund after taxes are collected.

**Summer Reading Program:** Jenn Lake sent a report to the Director on the program outlining the activities for the summer.

**Tummonds Fund-** This is a funding source to libraries in the region which will be granting funds toward purchase of library materials.

**Door Counters:** Melissa gave the board an example of the data obtained from both door counters. She reported that 1,615 patrons had come into the library in the past month.

**Circulation Report:** Circulation for June was 1,740 and 19 new library cards issued.

**Construction grant:** It appears that the amount of funds and the large number of applicant libraries in the Pioneer System for the funds will result in funding only about 35% of any construction under the grant program. The board discussed a line of credit or loan from the Lyons National Bank to have the monies needed for the application in the library bank account and Jim Frind offered to explore that option.

**Bills:** Jim Frind moved to approve payment of July bills with exception of Jenn Lake's. Marcia Bilancini seconded. Carried.

**Theresa Streb's Estate Bequest:** The following resolution was made with respect to Theresa Streb's bequest to the Lyons Public Library:

**Motion:** The Lyons Public Library Board of Trustees, as the named beneficiary, hereby accepts the following Theresa Streb IRA's and authorizes the Chair to sign any documents needed for payment of each IRA to the Lyons Public Library:

1. Assermark Inc. IRA (# 3779061) – May 7, 2021 estimated balance \$ 33,481.00 ;
2. Reliant Credit Union IRA – June 1, 2021 estimated balance \$ 13,347.16; &
3. Reliant Credit Union IRA – June 1, 2021 estimated balance \$ 7,762.60

Jim Frind made the motion and Joan Wallis seconded. Carried.

**Assistant Manager for LPL:** It was decided to wait until the new Library Manager determines when an assistant is needed. Melissa recommended that a second full time employee be hired at some point.

**Officers: Motion:** Jim Frind moved to keep the present slate of officers for the 2021-2022 fiscal year. Marianne Stephan seconded. Carried.

**Utilities and Copier Lease Payments: Motion:** Marcia Bilancini made a motion that the Lyons Public Library Board of Trustees resolves to authorize all payments by the Lyons Public Library for utilities including gas, electric, water, telephone, and garbage as well as copier lease payments for the 2021-2011 fiscal year.

**Halco:** The Halco estimate for repair of 3 outside hydrant/spigots was too costly so Jim Frind recommends the purchase of outdoor locks and indoor/outdoor faucets to be installed by Halco. The labor quote was not yet available.

**Motion:** Scott Bailey moved to approve up to \$1,000 toward purchase of supplies and labor to repair 3 outside hydrants/spigots. Marianne Stephan seconded. Carried.

**Security Camera:** As the cost estimates for new upgraded security cameras is high, Jim recommends fixing the 3 that need repair, purchasing 3-4 new ones of same quality as existing ones, and purchasing a new receiver. The outside cameras need adjusting and the old and defunct black cameras need to be removed. He may have a quote for the project by the August meeting.

**Personnel Policy:** Because it is in need of updating due to new policies, Melissa prepared a draft of the policy with changes the board has made and suggestions for other changes. The board reviewed the changes and suggested others. A new draft will be available at the next board meeting.

**Staff Concerns:** The staff would like a sick bank, with members contributing a portion of their sick time toward it, to be used by a staff member when there is a need for more than the allotted sick time. Staff also wanted to know if cashing in on unused vacation time will still be allowed. It was decided that the Personnel Policy should reflect that ***“vacation pay is only to be used for time off from work.”***

**Library Manager Contract:** Two personal days will be added to the contract. Melissa will add them to the Memo of Understanding and have Joe O'Toole sign it tomorrow, Wednesday. Gary will have to sign it as well.

**Gift:** Betty Thoms' family has gifted the Lyons Public Library with \$1,000 in her memory. Marianne suggested that her name be added to the library benefactors plaque. The board agreed.

**Discarded Books:** The LPL Friends' have asked that all discarded library books be donated to the LPL Friends' for use in book sales. The Friends' will sort through them and make the appropriate decisions as to where they will be useful.

The meeting adjourned at 8:47 p.m.

The next meeting will be August 17, 2021 at the library.

Respectfully submitted,  
Joan Wallis