

## August 17, 2021 Lyons Public Library Board of Trustees Monthly Meeting

**Present:** Joe O'Toole, Marianne Stephan, Scott Bailey, Marcia Bilancini, Jim Frind, Matt Owen  
**Absent:** Gary Bennett, Joan Wallis

Meeting was called to order at 7:05 p.m. in the Community Room of the Lyons Public Library

### Minutes:

Jim Frind moved, Matt Owens seconded motion to approve the July 20, 2021, minutes. Motion carried.

### Bills:

Joe has asked the staff to use our tax exempt certificate when purchasing supplies and reminded them that only library expenses should be included on receipts.

Scott suggested Cindy Henry run a tape for bills with more than one receipt from one person.

Jim moved, Marianne seconded motion to approve budget. Motion passed.

### Budget:

#### Finances as of August 16, 2021

Account	This Month	Last Month
Savings, Operating	\$40,636.78	\$90,148.00
Savings, Capital	\$46,831.87	\$12,82.00
Checking, Operating	\$11,208.02	\$15,377.00
Checking, Payroll	\$ 5,419.92	\$ 7,843.00

\$34,501.20 from Teresa Streb's IRA is now in our Capital Savings account.

Joe will check to see why there is a \$49,511.22 decrease in the operating savings account.

### Director's Report:

(Attached)

Joe will be planning programs in advance with the staff.

Hispanic Heritage Month runs from September 15 to October 15. Ideas include bilingual programs, books will be available. (Suggestions were made to contact other organizations (e.g., Rural Migrant Ministry) about this.)

Other programs will include card games, Mahjong, and sewing classes.

Joe has asked staff to remove books from circulation that have not been checked out since 2017; as of now, these materials will be stored downstairs.

### Facilities Report:

Researching with Ron Kirsop at PLS if it is financially more feasible to purchase a 32-channel video receiver independently or off the state contract.

Need to delegate someone to regularly clean out overflow drains on the roof.

Need to develop a maintenance schedule to organize what should be done on a regular schedule (e.g., rug cleaning, drain cleaning, etc.)

### Meetings:

See attached Director's Report

### Administration:

By posting the Board of Trustees meeting time on our website and on a sign in the library, we are

in compliance with Open Meeting Law.

### **Construction Grant :**

Jim held back on applying for a Line of Credit from Lyons National Bank because a Construction Grant update was needed.

It was suggested that we hold off on the construction project until next year. This way, Joe can become familiar with the project and have input on design. He could possibly find more money/grants if needed and could go out into the community to promote this project. Additionally, Ron Kirsop at PLS thinks that, although there is always uncertainty surrounding allocated funds, perhaps more money would be available for the project next year. Theresa's estate should be settled by next year, so we will not need to get a bridge loan.

Marianne made motion, Scott seconded motion to hold off Construction Grant Application until 2022. Motion passed.

Joe will call Architect's office to state that we have decided to hold off construction application for a year and to ask for her recommendation of what to do next. Any expenses between January and June 2022 will be able to be counted toward our matching component for the grant. (Expenses prior to January 2022 cannot be counted as matching funds.)

Jim made a motion to suspend application for a Line of Credit until further notice; Marianne seconded. Motion passed.

### **NEW BUSINESS**

#### **Assurances:**

No need to sign assurances now since we are not applying for a Construction Grant this year.

#### **Signing Authority/ Signature Cards**

Joe wrote two letters (attached) to change names to those now authorized to serve as signatories on accounts held at Community Bank N.A. and Lyons National Bank. Authorized signatories are Gary Bennett, Marianne Stephan, Cindy Henry, and Joseph O'Toole. Matt made motion and Scott seconded to approve this measure. Motion passed.

#### **Audit by Bonn, Dioguardi and Ray:**

Joe received an agreement for the annual audit of financial records and preparation of tax filings. He has noticed there are issues regarding records in Quick Books; for instance the budget has not been entered. Jaylene Carpenter has said she can help us get records together. This Agreement Letter needs to be signed for to initiate this process. Marianne made motion for this process to commence. Jim seconded. Motion passed.

#### **Policy Review/Procurement Policy**

NYS requires all library policies to be reviewed at least every five years. Joe would like to get staff input for this process. Jim suggested a file listing policy names and dates reviewed. The Library does not seem to have a current procurement policy outlining how to purchase items, pay bills, define spending limits, etc. Not sure if checks needs to be signed by two people.

#### **Personnel:**

##### **Health Insurance:**

Joe is currently paying for his own health insurance through his husband's company plan. The Library has budgeted \$6,500 for the director's health insurance, but the coverage under this plan

is not as good as what Joe has now. (Joe's policy costs more than this.) If Joe continues to pay for his own insurance, would the Library give him a buy-out for the budgeted amount? budgeted? Joe asked Chris Kalinski at Wayne County Human Resources about the Library becoming part of the Wayne County health plan. She thinks it is a strong possibility. This couldn't happen until January, and the request (made in advance) would have to come from the board.

**Job Titles:**

Joe was hired as a Library Manager, which is a Civil Service designation because his Master's degree is not in Library Science. Ron Kirsop stated that PLS calls all people managing libraries Library Directors; they do not differentiate based on MLS degrees. Discussion ensued and permission was granted to call Joe's position Library Director.

Staff job titles can also be developed based on job responsibilities (e.g., Youth Services Coordinator, Circulation Manager, etc.).

**Vacation:**

Joe made a request for paid vacation from September 7-10, 2021. Vacation time will be deducted as time is accrued in future. Request was approved.

**Next meeting: 9/21/2021 at 7 p.m. in LPL Community Room**

**Meeting adjourned at 8:38 p.m.**

Jim made motion, Scott seconded. Meeting ended at 8:38 p.m.