

September 21, 2021 Lyons Public Library Board of Trustees Monthly Meeting

Present: Gary Bennett, Jim Frind, Marcia Bilancini, Scott Bailey, Marianne Stephan, Joan Wallis, Matt Owen, Joe O'Toole. Ed Polk Douglas also was present.

The meeting began at 7:03 in the Community Room of the Lyons Public Library.

Motion: Jim Frind moved to accept the August minutes. Marianne Stephan seconded. Carried.

Financial Report: The library has \$44,193.42 in operating savings, \$47,334.69 in capital savings, \$4,196.15 in operating checking and \$8,168.39 in payroll checking. Joe will check on the cause of \$2.00 loss in capital savings since last month.

Programming: Joe and Tabitha are planning adult programs. For Hispanic Heritage Month a craft and cooking class are planned. Other programs include Cornell Cooperative Extension's healthy food course. Jenn Lake will let Joe know what is planned for youth programming.

Staff: They are weeding the collection. Liz is training the staff on changing catalogue records. New shelf labels are being put up. Children's books are being labeled with the authors' names. Award-winning children's books will have a special shelf.

Building: The LPL will have to purchase a video receiver. Spikes have been placed outside to deter pigeons. Old and outdated electronics were given to Pioneer Library System for recycling.

Overpayments/payments: Joe found over \$900 in overpayments that have or will be refunded to the library. A health insurance overpayment will be returned to the library accounts. Amazon Smile information will be posted to the library website so patrons can sign up for the program.

NYSEG: Currently the library receives two bills from NYSEG so the board discussed NYSEG becoming the only energy provider.

Motion: Jim Frind moved to have NYSEG switch all energy to be provided by NYSEG alone. Marianne Stephan seconded. Carried.

Amazon bill: Joe will bring the account current so that the next statement only has current, not past charges. In addition, he is creating a folder for each vendor so invoices, statement, etc. can be easily found.

Construction plans: A meeting with Joe, Jim and Julia Marshall is planned to discuss architectural plans for the basement.

Director's Health Insurance: Joe has asked for an insurance buy-out, at least until January, as he is now paying for his own insurance. In January he can possibly choose to be on the Wayne County employees insurance plan.

Motion: Marcia Bilancini moved to allow Gary Bennett to explore the possibility for Joe O'Toole to join the Wayne County Health Plan. Marianne Stephan seconded. Carried.
The buy-out will be further discussed at the October meeting.

Door: The maintenance contract for the automatic doors is up for renewal. **Motion:** Scott Bailey moved to renew the contract with Imperial Door for \$370 to renew the contract. Marcia Bilancini seconded. Carried.

OWWL2Go fee: This yearly fee is due to Pioneer Library System. The amount is \$1,316.

Pest Control: Joe recommended we engage a pest prevention service to prevent another bed bug outbreak. He will shop around for a reliable service.

Employee Assistance Program: PLS provides this for \$21 per employee and it provided social, health and financial programs to assist staff who belong.

Motion: Joan Wallis moved to renew this program for LPL. Marcia Bilancini seconded. Carried.

Alcoholic beverages: Joe will ask Ron Kirsop about legalities, etc. involved with serving alcohol at special adult events in the library, such as dinners, wine tasting. Gary will consult with the county with respect to insurance liabilities.

Policy Review Schedule: For ease in complying with the state mandate to review each library policy every 5 years, Joe has suggested all policies be reviewed the same year. He also will request staff input on relevant policies to be reviewed.

Video Receiver: Jim reported that a 16-channel receiver from Alternative Energy costs \$685. A 32-channel receiver, which will accommodate an additional 4 cameras as well as new ones for the basement, will cost \$1,100.

Motion: Scott Bailey moved to approve up to \$1,500 to purchase a 3- channel video receiver through Alternative Energy, Joan Wallis seconded. Carried.

Postal Permit Mailings: EDDM can direct bulk mailings to every household in the zip code area for 18 cents per piece. There is no extra charge if a minimum required number of items is mailed. Joe will find out what it costs Palmyra Public Library to mail bulk mailings.

New York State Office of the Comptroller: A report is due to the Comptroller's office. Because it can't be completed at this time, Joe will file for an extension.

Trustee Information: Through the books or on the website, the Library Trustee Handbook is available for key information needed by library trustees.

The meeting adjourned at 8:50 p.m. The next meeting is on October 19, 2021 at 7:00 p.m. in the library Community Room.

Respectfully submitted,
Joan Wallis