

April 20, 2021 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:07 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Melissa Correia, Jim Frind, Marianne Stephan, Marcia Bilancini, Matt Owen.

Blades and Spades Landscaping: Jim Frind approved the quote from B & S for maintenance of lawn and gardens.

Wayne County Water & Sewer Inspection: The inspection of the backflow valve has been completed by Halco this year. Jim will shop around for quotes for next year's inspection.

Motion: Jim Frind moved to approve the March board minutes. Marianne Stephan seconded. Carried.

Director's Report: Melissa distributed a list to board members of her activities accomplished since the last board meeting. The printer has been hooked up to the phone line, computers and scanning to email. A new laptop for the Director's office is online. Pioneer Library System is changing quarantine policy for book deliveries. Melissa recommended eliminating quarantining of books, as books pose very little risk of COVID contamination.

Circulation Report: 2,103 books circulated in March, with 391 hold items received and 965 hold items sent. 202 Owwl2go items circulated. 9 new library cards issued and there were 212 WiFi uses.

Director's benefits: Gary will contact Ron Kirsop for guidance in developing a new set of benefits for a Library Manager. He has a brief list from Wayne County Civil Service of its benefits.

Construction grant: A new grant will be pursued. **Motion:** Jim Frind moved to begin the process for applying for a state construction grant to finish the basement meeting room. Scott Bailey seconded. Carried. Gary will speak with Julia Marshall about a construction quote. He will also speak with the library's auditor about initiating a Capital Fund.

Library budget: Melissa suggested the copier and computer copy fees be combined into one on the monthly budget spreadsheet.

Video Cameras: Jim said two are needed outside, one over the ramp and one over the book drop. The three front desk cameras need to have their views changed and two cameras are not working. He will call S&K Electric for a quote.

Motion: Marianne made a motion to authorize S&K to do the video camera work if the quote for the above work is under \$2,000. Marcia Bilancini seconded. Carried.

Memorial for Theresa: Blades & Spades wants to donate a tree as a memorial for Theresa. The board discussed using the memorial money, along with a Friends of the LPL donation, to plant a memorial garden on the Broad St. side and ask Blades & Spades if they would donate a bush to

complement the garden instead of a tree. Joan Wallis offered to contact Chris Horn and discuss the garden.

Pest Control: Jim contacted Town and Country Pest Control and cancelled the yearly contract for services.

Door Counters: Melissa received a quote from SenSource for new digital door counters.

Motion: Scott Bailey moved to accept the contract quote to install door sensors both at the parking lot entrance and the Broad St. entrance and to store and disseminate the data to the library.

Cable installation: Three cables need replacement and Melissa distributed a breakdown from R-Options of the work needed and the cost.

Motion: Scott Bailey moved to accept quote # 7988 from R-Options for the 3 data cables and the additional work needed to make them functional. Marcia Bilancini seconded. Carried. R-Options also suggested improved performance of the video cameras and monitoring with a dedicated video data cable.

Motion: Jim Frind moved to approve up to \$1,100 for the installation by R-Options of a dedicated video camera data cable. Scott Bailey seconded. Carried.

Motion: At 8:13 p.m. Scott Bailey moved to go into executive session. Marianne Stephan seconded. Carried.

Motion: Jim Frind moved to pay Cindy Henry as a bookkeeper at \$15/hour, retroactive to July 1, 2020. Scott Bailey seconded. Carried.

Motion: Jim Frind moved to pay the March bills, per Scott's note. Marianne Stephan seconded. Carried.

The meeting was adjourned at 8:37 p.m. The next board meeting will be May 18, 2021 at 7:00 p.m.

Respectfully submitted,
Joan Wallis