

June 15, 2021 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:05 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Melissa Correia, Marcia Bilancini, Matt Owen, Marianne Stephan. Jim Frind was excused. Also attending was Ed Douglas

Motion: Marcia Bilancini moved to approve the April board minutes. Scott Bailey seconded. Carried.

Public comment: Ed Douglas commented on limited hours for patrons using the library.

Motion: Matt Owen moved to eliminate time limits for patrons using the library. Unlimited use of computers will begin immediately as long as none one is waiting to use them.

Scott Bailey seconded. Carried.

Mr. Douglas also noted that some books donated to the Friends of Lyons Public Library to be used in book sales might be good additions to the collection of the library or for the history room. Melissa noted that new book acquisitions reflect needs of the collection and if a donated book fills a need it might be given to the library instead of sold at a book sale.

Motion: Joan Wallis moved to approve June bills. Marianne Stephan seconded. Carried.

Laptop computers: Melissa recommended the board purchase laptop computers for use in the library as an alternative to using the computer room. Also, she recommended the computers near the check-out counter be used by younger users.

Director's report: Three sewing machines have been taken for servicing to be used for upcoming sewing classes. Melissa recommended to Jenn that in-person story time be started. Jenn and Tabitha have been planning the summer reading program. The staff is weeding out books not borrowed since 2013. New data lines have been installed and backordered equipment will allow better organization of tech equipment in the tech closet. The door counters are installed and data was made available to the board. Jim Frind has an electrician coming to convert basement lighting from motion sensors to light switches. Circulation for May was 1,760 with 171 Owl2go items and 9 new library cards. Wi-Fi use was 88.

Summer Reading: The board asked for plans and budget for the summer reading program.

Hiring committee: There will be further interviews on June 24. It is anticipated that a July 13 special board meeting will be called for 7:00 p.m. to discuss hiring a Library Manager.

Library Manager Benefits: The board looked at benefits, including health and vacation. The board also discussed an increase in Library Assistant hours.

Motion: Marianne Stephan moved to raise the weekly hours for a Library Assistant to 35.5. Scott Bailey seconded. Carried.

Motion: Marianne Stephan moved to grant the following benefits for both Library Manager and Library Assistant. Marcia Bilancini seconded. Carried.

- Vacation: 1/2 day per pay period= 13 days with carryover of unused time per board approval
- Sick time- ½ day per pay period= 13 days
- Personal leave- 2 for each full-time employee
- Health insurance with the board paying 90%, the employee 10%

July 4th- In observance of the upcoming holiday, the library will be closed Saturday the 3rd and Monday the 5th.

Pay raises- Melissa presented the board with suggested pay raises to go into effect July 1st.

Motion- Matt Owen moved to raise pay of staff according to the adjustments recommended by the Director with the exception of Leona who is retiring. Marianne Stephan seconded. Carried.

Staff time off accrual: The board discussed staff vacation time.

Motion: Scott Bailey moved to change vacation leave for part-time staff. Marcia Bilancini seconded. Carried.

- After 1 year of employment- 1 week
- After 3 years of employment- 2 weeks
- After 10 years of employment- 3 weeks

Birthday leave hours are not part of the board-adopted personnel policy and are eliminated.

Microfilm to digital- Gary suggested that converting our microfilm collection to digital will make research easier for patrons. Most of the content is newspaper. BMI charges \$40 per 20- foot roll of microfilm. Melissa suggested that the new Library Manager would probably want to look for a grant to fund this process.

The meeting was adjourned at 9:00 p.m. The next board meeting will be July 20, 2021 at 7:00 p.m.

Respectfully submitted,
Joan Wallis