

May 18, 2021 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:10 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Melissa Correia, Jim Frind, Marcia Bilancini, Matt Owen. Mariane Stephan was excused. Also attending was Ed Polk Douglas.

Motion: Jim Frind moved to approve the April board minutes. Scott Bailey seconded. Carried.

Director's Report: Melissa created the annual library report to the community, organized the voter sign-in sheets, oversaw repairs to the data wiring, contacted SenSource for door counters, created a spending budget for library materials, consulted with staff for summer reading programs as well as a 2-hour limit on library visits, consulted with Tabitha for gradual return to in-person programming, helped Tabitha with the library website and addressed staff concerns.

Motion: Jim Frind moved to accept the Director's report. Marcia Bilancini seconded. Carried.

Circulation: Circulation was 1,903 items with Owwl2go 930 and 8 new cards issued. Wi-Fi usage was 170.

Budget report: This was handed out to the board. It was suggested that any monies not used in a budget year be turned over to a Capital Reserve Fund in July.

Motion: Jim Frind moved to establish a Capital Reserve Fund with surplus monies. Marcia Bilancini seconded. Carried.

R-Options: The estimate from R-Options for data cable parts is \$3,023.30.

Motion: Joan Wallis moved to approve the R-Options quote. Matt Owen seconded. Carried.

West Fire Systems: the 10 amp boost power supply needs replacement. The cost is \$756.

Motion: Jim Frind moved to approve the West Fire Systems quote for replacement. Joan Wallis seconded. Carried.

Merkley Electric, Inc.: Merkley Electric will install 2 light switches outside the basement elevator door at a cost of \$610. This will also include installing a new light bulb for the outside light.

Motion: Jim Frind moved to accept Merkley Electric's quote for both jobs. Marcia Bilancini seconded. Carried.

Motion to approve Annual Library Report to the State: Made by Scott Bailey. Seconded by Marcia Bilancini. Carried.

Motion to Approve May bills: Motion was made by Joan Wallis. Seconded by Marcia Bilancini. Carried.

Theresa Streb's bequest: The Lyons Public Library is a beneficiary of her estate.

Construction grant: Massa Construction was sent 2017 construction plans for the basement to make an estimate that will accompany an "intent to apply" for a state construction grant.

Medical Loan Closet: Gary Bennett will call Wayne County Public Health and Joan Wallis the Office of the Aging to determine whether or not they can use medical loan closet equipment or can notify clients of their availability. Marcia and Joan will inventory the contents of the closet.

Annual Report to the Community: This will be on the LPL website.

COVID Policy: Current policy will be revisited in June.

Employees' children at work: The board discussed staff having their children at the library during their working hours.

Library Visit Time Limits: Ed Douglas appealed to the board to lift the 2-hour time limit of a library visit. Melissa will check with other libraries and the issue will be discussed in June.

The meeting was adjourned at 8:21 p.m. The next board meeting will be June 15, 2021 at 7:00 p.m.

Respectfully submitted,
Joan Wallis