

## **October 19, 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.

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

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

**Financial Report:** The library has \$28,945.12 in operating savings, \$47,337.48 in capital savings, \$8,348.45 in operating checking and \$10,928.96 in payroll checking. Monthly expenditures will be reported in the future.

**Programming:** A list of available programs was given to the board. Joe is working on improving youth programming. Cornell Cooperative Extension is offering a "Fruit and Veggie Prescription" course, for which each participant will be given \$15 toward a farmers' market purchase.

**Staff:** Staff is doing inventory, weeding and reshelving, especially of children's books. Relabeling children's books and biographies has been done as well. The DVD collection will be placed in binders and the original boxes on the shelves for the public to choose from. This will save the purchase of plastic DVD holders as well as space where they are kept behind the counter. Joyce is working to make the local history collection more accessible, with Oliver Groom volunteering to help with the process. The medical loan closet is being reduced by eliminating surplus, broken items and donating surplus to organizations that use them.

**Director:** Joe has met with Alexis Goliash of ADP to discuss Electron Time Tracking, has met with Pioneer Library System and attended online training sessions on the "Digital Skills Divide and What to Do about It" and a Tech Soup one on "New Features of Quickbooks." He has plans to meet with Matt Barr, the new Lyons Central Schools Superintendent, and the board has asked that he meet with Erin Long, Principal of Lyons Elementary School. He is also arranging a tax-exempt status with all of the vendors of the LPL. He has been working on Quickbooks to set up all of the records. Next week he will meet with Julia Marshall, the architect for LPL, to discuss children's and teen areas in the basement, along with a meeting room.

**Video Security:** Jim Frind has found a 24-channel receiver for \$990. The Installation at \$60/hour will take 3 hours. The parking lot light needs a new timer.

**Health Insurance:** Joe questioned whether the county plan offers prescription coverage. Either he will keep his present plan or switch to the county plan in January. He will decide at the November meeting.

**Pest Control:** Joe will call for estimates on the service.

**Library Assistant:** The list created this year will hold through next May.

**New Minimum Wage:** The library budget for this fiscal year will support the new minimum wage increase.

**Library Funding:** The school district check for the library should arrive by the end of October.

**ADP:** The Electronic Time Reporting will allow staff to log in by phone and computer. Time accruals, time off, vacations time can be figures by ADP. The cost is \$693/year.

**Motion:** Jim Frind moved to approve expenditures for the ADP Electronic Time Reporting, dependent on Joe's approval after a trial period. Matt Owen seconded. Approved.

**Business Credit Card:** Joe recommends one for the library. The board agreed on a \$1,000 limit.

**Motion:** Joan Wallis moved to authorize Joe to apply for a LPL credit card. Marcia Bilancini seconded. Approved.

**Holiday Schedule:** Pioneer Library System needs the holiday schedule for LPL. Joe proposed adding Juneteenth, Columbus Day and Veterans' Day to the holiday schedule and having the library close at 2:00 p.m. the day before Thanksgiving and New Year's.

**Motion:** Jim Frind moved to change closing times for Thanksgiving and New Year's eves. Marcia Bilancini seconded. Carried.

Joe will check the door counters on Columbus Day, Veteran's Day and Juneteenth, to see how many patrons used the library on those days.

The meeting adjourned at 8:50 p.m. The next meeting is on November 16, 2021 at 7:00 in the library Community Room.

Respectfully submitted,  
Joan Wallis