

## **November 16, 2021 Lyons Public Library Board of Trustees Monthly Meeting**

**Present:** Gary Bennett, Marcia Bilancini, Scott Bailey, Marianne Stephan, Joan Wallis, Matt Owen, Joe O'Toole. Jim Frind was excused.

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

**Motion:** Marianne Stephan moved to accept the October minutes. Marcia Bilancini seconded. Carried.

**Financial Report:** The yearly audit was completed. \$8,023 worth of accounts receivable were found from the past several years which will be written off for those the library is no longer able to collect. The staff will review the lost or damaged items list for those that should be replaced. QuickBooks Online will facilitate the process in the future and enable the auditor to monitor library transactions and answer questions in a more timely fashion. Joe gave a QuickBooks budget to the board members. Gary asked that in the future a monthly report be handed out. Joe said the report can be more easily generated in a table format with the online version of QuickBooks. He also is looking into opening another account with Community Bank to deposit the library operating holdings above the \$250,00 FDIC insured amount at Lyons National Bank in another bank for FDIC insurance coverage. The library has \$372,805.63 in operating savings, \$47,388.28 in capital savings, \$9,617.94 in operating checking and \$8.319/18 in payroll checking.

**Motion:** Matt Owen moved to accept the Financial Report. Marcia Bilancini seconded. Carried.

**Director's Report:** Adult programming has been increasing, with 5 held since the last board meeting and two more planned. Youth programming is coming along. Registration for programs will be through the Pioneer Library System's LibCal program which will allow the library to set cut-off participation numbers automatically and keep track of data on the programs. Inventory, weeding and reshelving is continuing. Joe has attended online training through Pioneer System, met with Matt Barr, the Lyons Central Schools superintendent and met with the head of IT for Pioneer for IT orientation. He shared Jim Frind's work installing the video camera system with Dennis. Jim had called HALCO and after an inspection and turning on the heating system, HALCO closed the heat exchanger due to holes in the pipes leaking CO2. This has reduced the heating to the library considerably. An estimate on replacement parts and labor will be sent to Joe soon.

**Disability and Family Leave Insurance:** The premium is due for this year and Joe will submit the data required for it and pay the bill.

**Director's Health Insurance:** The director will take the insurance buy-out given to the previous director, which amounts to \$250 per pay period, retroactive to July 2021.

**Motion:** Marcia Bilancini moved to pay Joe O'Toole retroactively for 90% his health premiums at \$250/pay period to the sum of \$2,302.06 and to continue paying \$250 per pay period. Joan Wallis seconded. Carried.

**Library Assistant:** There is a need for a Library Assistant who can take over when the director is not available, assure continuity where all of the staff is part-time and start and run programs that are needed. Many staff want to bring work hours back to pre-pandemic times.

**Motion:** Marcia Bilancini moved to have Wayne County Human Resources canvass Library Assistant applicants tested in May for the position and provide an eligibility list to Joe. Scott Bailey seconded. Carried.

**NYSEG:** Joe discovered that the energy accounts for the library are currently under Family Energy and Direct Energy until 2025 and cannot be given over to NYSEG without a large penalty. He has cancelled the transfer.

**Master Plan and Concept Development for Lower and Upper Levels:** Joe, Gary and Jim Frind met with Julia Marshall to discuss the project. An invoice was sent for architectural services.

**Motion:** Scott Bailey moved to sign the agreement with and pay for the services of Holmes, King, and Kalquist to have Julia Marshall design a Master Plan and Concept Development for both levels of the library. Matt Owen seconded. Carried.

**Pandemic Illness Policy:** The board reviewed the draft copy of the PIP and after a discussion, approved it

**Motion:** Joan Wallis moved to approve the Pandemic Illness Policy. Marianne Stephan seconded. Carried.

**Emergency Closing Policy:** The draft was discussed and it was suggested that in part 2, the board members be notified as soon as possible of an emergency closure under 72 hours. As stated in the draft, a closure over 72 hours in duration should require consultation with the board president.

**Motion:** Joan Wallis moved to accept the Emergency Closing Policy with amendments as discussed at the board meeting. Matt Owen seconded. Carried.

**Board Meeting Time:** Joe suggested an earlier time for the monthly board meetings. It was decided to hold them at 6:30 p.m. in the future.

**Motion:** Joan Wallis moved to change the board meeting times to 6:30 p.m. Marianne Stephan seconded. Carried.

The meeting adjourned at 8:37 p.m. The next board meeting is December 21, 2021 at 6:30 p.m. at the Lyoons Public Library in the Community Room.

Respectfully submitted,  
Joan Wallis