

December 21, 2021 Lyons Public Library Board of Trustees Monthly Meeting

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

The meeting began at 6:38 on Zoom.

Motion: Marianne Stephan moved to accept the November minutes. Matt Owen seconded. Carried.

Bills: Scott Bailey checked the bills. Scott Bailey moved to pay the bills for the month. Joan Wallis seconded. Carried. Board members who want to look over the bills can stop in the library.

Budget Report: Board members were given digital copies of the library budget: profit/loss, as well as July through December budget report and a monthly balance sheet. Joe suggested having the auditor meet with the board to familiarize them with budget reports. The state now requires board members to complete a required number of hours of training each year. A meeting with the auditor would fulfill this requirement.

Motion: Matt Owen moved to accept the Financial Report. Marianne Stephan seconded. Carried.

Director's Report: Adult and youths programming has been temporarily suspended beginning December 8, due to rise in COVID cases in Wayne County. Prior to this, Euchre, Mah Jongg and craft classes had convened.

Facility: Halco installed a new heat exchanger and performed the annual maintenance check.

Staff: Under the guidance of Liz Galusha, staff has been weeding, doing inventory and reshelving. Gerry Briggs is working with Joe on new spine labels for travel books and Large Print Adult Fiction.

Meetings: Joe has participated in virtual PLS library directors meetings and a State of the System meeting, and orientation meeting and a Quickbooks webinar, as well as a PLS Trustee Workshop on Facilities Planning.

Library Assistant: Joe conducted interviews for the position.

Architect/Master Plan: Julia Marshall plans to meet with the staff to begin the master planning process.

Annual Audit: Jaylene Carpenter and TJ O'Brien prepared the library's annual audit. The digital report will be made available to the trustees. The cover letter will be signed by Gary Bennett at the January meeting.

ALA Nationwide Book discussion: Joe is one of 100 library staff chosen to participate in a discussion series, *Ask, Listen, Empower: Grounding Your Library Work in Community Engagement*.

Grants: Joe has applied for three grants for programming in 2022; ALA Rescue Plan (\$10,000); Penguin Random House (\$2,500); and Humanities NY (\$1,000).

Personnel: Sheila Koeberle has been offered the Library Assistant position starting in January.

Motion: Joan Wallis moved to approve Sheila Koeberle as a Library Assistant, at \$20/hour, 30 hours per week, with no health insurance. Marianne Stephan seconded. Carried.

Trustee Training: Two hours per year will be required in New York State. Sexual Harassment Training is now required, called "Culture of Civility" training. Will EAP make it available to board members who haven't had it?

Reading and Discussion Grant: Joe will present a book discussion series, and is paid to do so at other libraries, on his own time.

Grants: The Florence M. Muller Foundation offers grants to advance community health and education. Joe will look into applying for a grant toward construction.

January meeting reports: Joe suggested accrual of sick time be more specific for staff. New York State Labor law provided for up to 40 hours per year or one hour per 20 hours of work for sick time. A draft policy for sick time will be presented in January. Starting January 1st ADP will calculate accrual of sick time for staff.

The meeting adjourned at 7:40 p.m. The next meeting will be on January 18, 2022, at 6:30 p.m.

Respectfully submitted,
Joan Wallis