



Lyons Public Library

**Lyons Public Library  
Board of Trustees Meeting  
January 18, 2022**

**Present:** Gary Bennett, Scott Bailey, Marianne Stephan, Joan Wallis, Matt Owen, Joe O'Toole, Jim Frind, Marcia Bilancini  
The meeting began at 6:33 on Zoom.

**Motion:** Jim Frind moved to accept the December minutes. Marcia Bilancini seconded. Carried.

**Bills:** Marianne Stephan moved to pay the bills. Marcia Bilancini seconded. Carried.

**Budget Report:** Joe is looking into Pioneer Library System to conduct training for trustees on reading budget reports and noted that the regularly scheduled Pioneer LS Trustees Handbook discussions have included budgets. There is interest on the part of all of the trustees to take part in such training. He also suggested having a Treasurer on the board. Budget reports were emailed to all of the trustees and Joe reviewed some key items.

**Director's Report:**

**Finances:** There is \$320,852.46 in Operating Savings, \$47,339.07 in Capital Savings, \$5,100.335 in Operating Checking and \$5,285.94 in Payroll Checking.

**Programming:** All programming is temporarily suspended due to COVID. Adult Grab 'n Go bags are available for patrons. Similar projects for children and teens are being planned.

**Facility:** Halco replaced the faulty rooftop heat exchanger unit. Forced air and hot water systems are working. Merkley Electric has repaired exterior lights. Thanks to Jim Frind, the Broad St. sign light is back on timer. The timer pins work loose and need to be checked and put back. (lights on 4:00 p.m. – 9:00 p.m.) Jim will forward the second invoice from Merkley. Staff is going to start the Master Planning process by offering what works and doesn't work in the library and ideas for library space. In early February they will participate in a Zoom call with Julia Marshall. Gary suggested a Zoom meeting with the board to catch up on her agenda for the Master Plan.

**Staff:** Staff have been weeding Young Adult Fiction and Travel. Spine labels to more easily update them have been added to travel books. Labels on Large Print Adult Fiction have been updated and next the DVD collection will be updated.

**Meetings:** Joe has participated in virtual PLS Directors' Advisory Council, a library signage workshop, a workshop on Library Construction Aid and the first session of the ALA Book Discussion Series.

**Library Assistant:** Sheila Koeberle starts tomorrow, Wednesday, as our new Library Assistant.

**Annual Audit:** This was received by board members.

**Motion:** Jim Frind moved to have Gary Bennett sign the 990 form. Marcia Bilancini seconded. Carried.

**Grants:** Joe received \$1,000 from Humanities New York for a book discussion grant, "Memorable American Fiction from West to East."

**Trustee Training:** Two hours per year will be required as of January 2023. The Employees Assistant Program can supply the required Sexual Harassment Training required of board members in New York State. It will cost \$22 per person to enroll in the EAP.

**Motion:** Joan Wallis moved to allow board members to enroll on the EAP program. Scott Bailey seconded. Carried.

**Budget Preparation-** Joe plans to have the 2022 library budget ready by the February meeting. He was advised that the school district needed it by March. He will ask Ron Kirsop about the draft dates for the budget and email the board what he finds.

The meeting adjourned at 7:38 p.m. The next meeting is on February 15, 2022 at 6:30 p.m.

Respectfully submitted,  
Joan Wallis  
Secretary