

April 28, 2022 Lyons Public Library Board of Trustees Monthly Meeting

Present: Gary Bennett, Scott Bailey, Joan Wallis, Matt Owen, Joe O'Toole, Sheila Koeberle. Marianne Stephan, Marcia Bilancini and Chantel Bostic-Bullock were excused. The meeting began at 6:39 in the Lyons Public Library History Room.

Motion: With March minutes amended to read "accept the February minutes" Matt Owen moved to accept the March minutes. Scott Bailey seconded. Carried.

Motion: Scott Bailey moved to accept April bills. Matt Owen seconded. Carried.

Director's Report:

Finances: Account balances were reviewed. There is \$221,245.79 in Operating Savings, \$47,340.23 in Capital Savings, \$11,825.07 in Operating Checking and \$2,323.65 in Payroll Checking.

Budget report: The board reviewed the Profit & Loss statement as well as the balance sheet.

Adult Programming: During the past month, this included: Mah Jongg , Book Soup, Sewing Class, Book Discussion and Cookie Decorating. Tech Time with Tabitha had 8 participants this month.

Youth Programming: Roar into Reading, Teen Time, One Book, OWWL Kids, Toddler Tales, Free Play and Movie Day took place in April.

Staff Projects: Sheila has relabeled and catalogued DVDs. These included relabeling the nonfiction DVD collection. Staff has also been reviewing the nonfiction collection and streamlining the medical equipment. Items of surplus and broken equipment have been identified by Tabitha and donated.

Meetings: These have included the American Library Association "Ask, Listen, Empower," a New Director's Group, an interview with Sharon Arthur, planning the summer reading program, and a SHPO Webinar.

Facility: Julia Marshall will have a master plan draft in the next two weeks. Joe will suggest a smaller project for this year in hopes of applying for a NYS Construction Aid Grant by June 1. Joe will ask her to attend the May board meeting.

Policies: Joe will use the System Policy Book from Pioneer to use in crafting or updating policies.

Tabitha Fosdick and Liz Galushia- They have completed and Civil Service exam and are now competitive library clerk employees.

Rochester Digital Literacy: Lam Bui of RDL will try to find volunteers to conduct one-on-one sessions for Tech Time at the library.

Lyons School District: Joe met with Tony Franklin and Lebo Alexanian to begin developing programs with the district. Sheila met with a first grade teacher to begin planning with the elementary school.

United Day of Caring: For the May 19th event, 5 volunteers so far have committed to working inside and outside of the library. Shop vacs will be needed inside and gardening equipment outside.

Staff Update: Sharon Arthur has accepted a job offer as account clerk.

Motion: Joan Wallis moved to appoint Sharon Arthur as account clerk. Scott Bailey seconded. Carried.

Public Comment Policy: Joe suggested the board adopt a public comment policy and handed out a draft copy.

Motion: Joan Wallis moved to accept the draft copy of a Public Comment Policy as written. Scott Bailey seconded. Carried.

Annual Report: A **motion** to approve the Annual Report was made by Joan Wallis. Scott Bailey seconded. Carried.

Annual Budget Meeting: A **Motion** to approve a 2022-2023 budget meeting on June 21, 2022 at 6:30 p.m. and a budget vote on June 22, 2022 from 12:00 p.m. to 8:00 p.m. was made by Joan Wallis and seconded by Scott Bailey. Carried.

Special Budget Meeting: Draft copies of a 2022-2-23 budget were discussed by board members. A board meeting to discuss the 2022-2023 budget will convene at 6:30 p.m. on May 5 in the library. Sharon Arthur may be attending the meeting.

The meeting adjourned at 8:40 p.m.

Next board meeting: This will be on May 17, 2022 at 6:30.

Respectfully submitted,
Joan Wallis