



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
June 21, 2022**

Present: Joseph O'Toole, Gary Bennett, Marianne Stephan, Scott Bailey, Marcia Bilancini, Chantel Bostic- Bullock, Matthew Owen

Excused: Joan Wallis

Meeting was held in the Lyons Public Library Community Room.

Board Meeting was called to order at 6:51 p.m.

Motion to approve **minutes** was made by Gary Bennett and seconded by Marianne Stephan. Motion passed.

Motion to approve **Financial Report** and to pay bills was made by Gary Bennett and approved by Marianne Stephan. Motion passed

Director's Report:

Programs: There were 10 adult programs and 10 youth programs in May.

Outreach: Library has started to work with the Lyons Elementary School. All kindergarten and first grade classes visited the library in May. Several second grade classes also visited the library when they heard what a great experience the other students had. ALL students got library cards during these visits! The Library is working with the Lyons Central School summer program for six weeks in July and August. Fourteen programs will be held at school or at the library. The library worked with the Lyons Community Center during their Syracuse Basketball day. Raffle tickets were awarded to participants and the winner received a gift basket of items provided by the library. Gary Bennett asked that the minutes reflect that the Board commend Joe O'Toole for his work with the school district.

Staff Projects: Staff continue to weed adult fiction. They are also updating reference materials and career resources.

Summer Reading Program: Soon the library will be ocean-themed for the Summer Reading Program which is open for all ages and begins July 5.

Meetings: Included OWWL New Directors Meeting, Staff Meeting, meeting with Libo Alexanian regarding partnership with LCSD summer program, OWWL Libraries Directors Advisory Council, and a meeting with Friends of the LPL.

Grants: The library received \$928.36 from the Lyons Public Library Endowment Fund held at the Rochester Area Community Foundation. The library will be receiving \$1,173.50 in support from the Friends of the Library for program support of the Adult reading and Discussion series, the Summer Reading Program, and supplies for the Theresa Streb Memorial Garden, which will be dedicated on Monday, July 11 at 11 am. Joe will be applying to NYS Assemblyman Brian Manktelow for a small grant of between \$2,000 and \$5,000 to support the library. With this money plans are being made or order new furniture for the children's area.

Finances: Sharon Arthur has been working on reconciling the accounts, developing financial procedures, streamlining billing with vendors, and getting staff paid time off hours into ADP so that time-off hours will accrue automatically. She is also working on cleaning up our chart of accounts and getting ready to convert our accounting system from the desktop version of QuickBooks 2019 (which is no longer supported by Intuit) to Quick Books Online

Library Newsletter: Library is in process of designing new library newsletter which will be published quarterly and will include information about the library, book reviews and recommendations, information from the Friends of the Library, staff highlights, and more.

New Business:

Staff evaluations will be given in June or July

Standardizing of positions and salaries will be initiated by director

Went into Executive Session at 7:39 to discuss personnel issues and directory's salary. Joe O'Toole and Marianne Stephan left meeting at 8:12 p.m. prior to the discussion of the director's salary. **Executive session ended at 8:17.**

A motion was made by Chantel Bostic-Bullock, seconded by Matthew Owen, for director to receive a 3% raise (total of \$51,500), plus health insurance buyout (\$6,500) as budgeted. Director was asked to bring to next board meeting a copy of the 2021-2022 original employment agreement along with 2022-2023 agreement for Board consideration. Motion passed.

Meeting was adjourned at 8:23 p.m.

Next Board Meeting is scheduled for July 19, 2022, at 6:30 p.m.

Respectfully submitted,
Marcia N. Bilancini (for Joan Wallis)