



Lyons Public Library

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

**Present:** Gary Bennett, Joan Wallis, Joe O'Toole, Chantel Bostic-Bullock. Marianne Stephan, Scott Bailey and Matt Owen. Marcia Bilancini was excused.

The meeting began at 6:38 in the Lyons Public Library Community Room.

**Motion:** Marianne Stephan moved to accept the August minutes. Scott Bailey seconded. Carried.

**Motion:** Scott Bailey moved to pay the bills as well as \$30 for New York Library Association dues. Joan Wallis seconded. Carried.

**Budget Reports:** Sharon Arthur, the LPL bookkeeper, explained the budget reports and how to read all of the financial reports. She will add the % of the budget that has been spent to the Budget vs. Actual report to clarify for the board what part of the yearly budget remains in each category. All items on the Profit/Loss report will be "bucketed" into general categories. She reported that the annual audit went smoothly. Currently, the LPL has a total of \$276,621 in operating checking, operating savings, payroll checking and capital savings, as well as petty cash and front desk till.

**Motion:** Chantal Bostic-Bullock moved to have Gary Bennett sign the TE 88792021 Tax Return and to sign the letter from Bonn, Dioguardi & Ray, the Lyons Public Library auditors. Marianne Stephan seconded. Carried.

**Strategic Plan:** The five-year plan was due in August. Joe handed out a draft copy to the board.

**Motion:** Matt Owen moved to accept the plan and review it as needed. Gary Bennett seconded. Carried.

**Director's Report**

**Facility:** Steve Sapp has fixed lights in the Community Room and lower level storage/utility areas.

**Administration:** The annual audit has been finalized and the library participated in Business After Hours at TROM'S. Also, the library will participate in the LCC's Trunk or Treat on Oct. 29.

**Programs/Events:** 14 adult programs, 8 youth/family programs and two outreach events for 2<sup>nd</sup> grade classes at the elementary school have totaled 200 participants this month.

**Policy Review:** Sheila Koeberle, Melissa Correia, and Marianne Stephan will review all library policies before the November meeting. Joe reported that the OWWL System will make available its policies for member libraries to use.

**Lexis Software:** As the LPL is the repository for the Wayne County law library, Joe has contacted Tim Hunt to set up the software for the law library on the computers in the library.

**Tax Levy:** The library has received the check for its portion of the tax levy.

**Amazon Smile Program:** Sharon is checking into where the money from donations to the library is being sent and how to change the recipient from Theresa to the Lyons Public Library.

**LNB Visa Card:** Joe requested the credit limit be raised to \$4,000 so he doesn't have to use his personal card to charge items for the library.

**Motion:** Scott Bailey moved to raise the credit limit of the LPL VISA card to \$4,000. Chantal Bostic-Bullock seconded. Carried.

**Library Hours and 2023 Holidays:** Based on door count averages by day and hour, Joe recommends closing the library at 7:00 p.m. Monday–Thursday starting November 1, 2022.

**Motion:** Based on day and hour door count averages, Scott Bailey moved to change the library hours Monday through Thursday to open at 10:00 a.m. and close at 7:00 p.m. Matt Owen seconded. Carried.

Joe also recommended adding Juneteenth, Indigenous Peoples Day, and Veteran's Day to the LPL holidays. Chantal Bostic-Bullock requested the budget for paying all LPL employees for those additional days the library would be closed.

**Motion:** Chantal Bostic-bullock moved to add Juneteenth, Indigenous Peoples Day, and Veteran's Day to the LPL holiday schedule beginning January 1, 2023. Marianne Stephan seconded. Carried.

**Technology Training for Staff:** This is mandated with an annual budget for it recommended at 1% of the total library budget.

**Trustee Resources:** Joe handed out a list of resources for library trustees. In 2023 the board members will be required to take 2 hours yearly of training.

**NYSEG bill:** The library is contracted to buy energy from Direct Energy until 2025.

**Motion:** Scott Bailey moved to adjourn the meeting at 8:40 p.m. Matt Owen seconded. Carried.

**Next board meeting:** This will be on November 15, 2022 at 6:30 p.m..

Respectfully submitted,  
Joan Wallis