



Lyons Public Library

**Lyons Public Library  
Board of Trustees Meeting  
August 16, 2022**

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

The meeting began at 6:40 p.m. in the Lyons Public Library Community Room.

**Motion:** Marcia Bilancini moved to approve the Annual Meeting minutes with the following changes: Youth Programming *“is incorporated into the Summer Reading and Lyons School District Programs,”* *“The library has 15 school programs planned . . .”* and *“the library currently has a vacancy for a youth programmer, and Joe asked to be able to fill the position.”* Additionally, *“the budget vote passed with 37 ‘yes’ votes and 2 ‘no’ votes.”* Gary Bennett seconded. Carried.

Marcia Bilancini conveyed the positive comments several patrons have made regarding the changes to the library and the positive tone in the building.

**Budget Report:** The Community Bank account is inactive and Joe will activate it. Monday there will be an audit of the library finances. Joe and Sharon will meet with T.J. O'Brien for the audit. Sharon Arthur will meet with the board at the September meeting to explain how to read the QuickBooks statements, including the Profit/Loss and Balance Sheet statements. The Lyons National Bank currently holds \$6,876.84 in checking and \$164,160.27 in savings for the library.

**Director's Report:**

**Staff:** They are still weeding adult fiction. Career and testing manuals have been received.

**Meetings:** Joe hosted a new directors meeting.

**Facility:** The HVAC system has received numerous repairs, including a new circuit board and thermostat **software** that will need to be made compatible with the circuit board. HALCO will return on Wednesday, August 17, to get the system up and running.

**Personnel:** Melissa Correia is working two days a week at the library. Staff evaluations are being completed. Joe will find staffing for youth programs.

**Programs/Events:** The board received a list of these with a note that through July there was a total of 654 participants in these events. The library/school partnership programming this summer was a success.

**Motion:** Marcia Bilancini moved to approve \$1,600 compensation for Laura Pyke's summer programming with Lyons Public Schools and the Lyons Public Library. Chantel Bostic-Bullock seconded. Carried.

**Motion:** Marcia Bilancini moved to pay the August bills. Chantel Bostic-Bullock seconded. Carried.

**Motion:** Joan Wallis moved to approve the July 1, 2022 through June 30, 2023 Annual Memo of Agreement between the Lyons Public Library Board of Trustees and Joseph O'Toole. Marcia Bilancini seconded. Carried.

**Driveway Easement:** Joan Wallis moved to authorize Gary Bennett to execute a driveway agreement with the owners of the house to the north of the driveway off Broad Street on behalf of the Lyons Public Library Board of Trustees. Chantel Bostic-Bullock seconded. Carried.

**Long-Range Planning:** Joe emailed a link to the NYS Library Trustees Handbook to begin the process of developing a new long-range plan for the library. He suggested the trustees use it as a starting point.

The meeting adjourned at 7:30 p.m.

**Next board meeting:** This will be on September 20, 2022, at 6:30 p.m.

Respectfully submitted,  
Joan Wallis