



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
December 20, 2022**

Present: Gary Bennett, Joan Wallis, Chantel Bostic-Bullock. Marianne Stephan, Scott Bailey, Joe O'Toole, Sheila Koeberle, and Matt Owen. Marcia Bilancini was excused. The meeting began at 6:35 in the Lyons Public Library Community Room.

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

Financial Report: Sharon Arthur sent the board members a YTD Profit/Loss Summary that compared 2022 to that of the fiscal 2023 budget. The board discussed this as well as the other monthly and yearly financial reports.

Director's Report: Weeding the collection continues. OWWL meetings included an OWWL presentation to Joe and Tabitha Fosdick. Sheila, Melissa and Joe attended a "Business After Hours" gathering, and Sheila and Melissa attended "Breakfast with Dr. Barr" as a community connection event. To strengthen the connection with our schools, Sheila has met with Headstart children and teachers and plans on visiting the Universal Pre-K class as well in the elementary school.

Youth Services Position: This has been posted to various regional library social media outlets as well as in the Lyons school district.

Policies Review: The board was emailed all of the policies of the library to review. Each policy was discussed at this board meeting and all were approved with the following changes:

- Under the "**Borrowers Policy**" in paragraph 5, change "*for their child (under age 18)*" change to "*for their child (under age 13)*"
- Under "**Personnel Policy**" 8.2, Director evaluation, change the paragraph to read: "*The director shall be evaluated by the Board at a regularly scheduled board meeting. The Board shall discuss the Director's performance in executive session during a regularly scheduled meeting. The Board will then meet with the Director to discuss the evaluation.*"
- Under the "**Sexual Harassment Policy**" add to the **Policy** section: **8. All employees and board members are required to take sexual harassment prevention training in accordance with New York State Law.**

- Under the “**Tobacco Use Policy**” in **paragraph one** change “*by eliminating the use of tobacco products*” to “*by eliminating the use of tobacco **and marijuana** products.*” In **paragraph two** change “*prohibits tobacco use*” to “*prohibits tobacco **and marijuana** use.*” In sentence two change “*smokeless tobacco products*” to “***smokeless products.***”

Motion: Marianne Stephan moved to accept the library policies with changes as recorded above. Chantal Bostic-Bullock seconded. Carried.

Paid Holidays: The board discussed a chart of the cost of paid holidays for staff compensation.

Motion: Marianne Stephan moved to approve the paid holiday schedule for the Lyons Public Library staff. Scott Bailey seconded. Carried.

The Board acknowledges and appreciates the hard work of Sheila Koeberle, Melissa Correia, and Marianne Stephan in updating all of the Lyons Public Library policies, which brings the library into compliance with New York State law.

Motion: Chantal Bostic-Bullock moved to approve this month’s bills. Marianne Stephan seconded. Carried.

The next board meeting will take place on January 17, 2023, at 6:30 p.m. in the library Community Room.

Respectfully submitted,
Joan Wallis