



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
February 21, 2023**

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

The meeting began at 6:36 in the Lyons Public Library Community Room.

Motion: Chantel Bostic-Bullock moved to accept the January minutes. Scott Bailey seconded. Carried.

Motion: Joan Wallis moved to approve January bills. Scott Bailey seconded. Carried.

Motion: Gary Bennett moved to approve February bills. Chantel Bostic-Bullock seconded. Carried.

Financial Report: Sharon Arthur sent the board members all current financial reports as well as notes and comments on the reports. The board discussed the income and profit and loss statements.

Director’s Report: The report included usage statistics, staff projects, meetings as well as building and fire alarm inspections. All new public and staff computers have been installed. Eleven computers are ready for disposal and may be sold to interested parties. The NYS Library Annual Report will be completed by Sharon Arthur and Sheila Koeberle. An “Aunt Flow” grant has been secured for the library by Sheila Koeberle for products available in the women’s restroom. 117 people attended library programs in February.

Construction Grant: Letter of Intent is due by May 20.

Tax Cap Override: A motion to approve the Tax Cap Override for 2023 was made by Scott Bailey and seconded by Gary Bennett. Carried.

Library Master Plan: Julia Marshall will visit the library sometime during the second week in March to update the master plan.

Policy signatures: Board members signed the Whistleblower and Conflict of Interest Policies.

Policy Review: The following policies were discussed:

Purchasing & Procurement Policy: This was revised, deleting a paragraph on an annual review.

Motion: Chantel Bostic-Bullock moved to accept the revised policy. Joan Wallis seconded. Carried.

Pest and Infestation Policy: This policy was discussed and then tabled until the March meeting to allow for further research.

Reserve Policy: This policy establishes three places to which reserved monies may be placed: cash flow, capital improvements and computer/technology funds.

Motion: Matt Owen moved to accept the Reserve Policy. Chantel Bostic-Bullock seconded. Carried.

Staff Change: Destiny Fisher has been hired as the new library clerk/youth services programmer. She began work on February 6.

Motion: Joan Wallis moved to approve Destiny Fisher for Library Clerk/Youth Services Programmer at a rate of \$15.50 /hour for up to 17.5 hours /week. Gary Bennett seconded. Carried.

Library Computers: There are 11 wiped computers to sell.

Motion: Joan Wallis moved to sell the computers for \$50 each. Scott Bailey seconded. Carried.

The meeting adjourned at 7:50 p.m.

The next board meeting will take place on March 21, 2023, at 6:30 p.m. in the Lyons Public Library Community Room.

Respectfully submitted,
Joan Wallis