



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
September 19, 2023**

Present: Gary Bennett, Chantel Bostic-Bullock, Scott Bailey, Marianne Stephan, Leslie Shaw, Matt Owen and Joe O'Toole. Joan Wallis was excused. The meeting was called to order at 6:39 p.m. in the Community Room.

Public Comment Period: No one from the public was present to speak.

Motion: Marianne Stephan moved to approve August minutes. Chantel Bostic-Bullock seconded. Carried unanimously.

Motion: Chantel Bostic-Bullock moved to approve April 4th Special Meeting minutes. Leslie Shaw seconded. Carried unanimously.

Budget Report: This was sent to the board members digitally from Sharon Arthur. Joe stated that the check from the Lyons School District is expected to be received by the library later in October. A question regarding paying off the LNB loan of \$3,000+ early was asked and discussed.

Motion: Chantel Bostic-Bullock moved to approve paying off the LNB loan as long as there is no penalty for early payment. Scott Bailey seconded. Carried unanimously.

Director's Report: To better serve the needs and requests of the patrons, the library is purchasing more Fiction and less Non-Fiction materials. Destiny Fisher (Youth Programs) has taken and passed the civil service exam. Her work hours can now be increased.

Bills: Chantel Bostic-Bullock moved to approve the September bills. Scott Bailey seconded. Carried unanimously.

Director's Evaluation: Gary has sent the evaluation to the board members for completion. He is waiting for their return.

Landscaping: Scott obtained an estimate in the amount of \$475 from Bovet Lawn & Garden LLC for landscaping which would also include pruning the shrubs and ornamental trees, and the removal of dead perennials.

Motion: Scott Bailey moved to approve hiring Bovet Lawn & Garden LLC for the above listed items. Leslie Shaw seconded. Carried unanimously.

Policy Updates: The policy committee (Marianne Stephan, Kristina Braell and Melissa Correia) has met and revised / created two of the library's required policies.

Motion: Marianne Stephan moved to approve the Trustee Education Policy. Scott Bailey seconded. Carried unanimously.

Motion: Marianne Stephan moved to approve the Harassment and Discrimination Prevention Policy (Changing library board president to library board chair), as well as the Complaint Form for Reporting Harassment. Chantel Bostic-Bullock seconded. Carried unanimously.

New Phone System: The price for the Nextiva system would remain locked in for three years, then the library would be charged a month to month fee. This would include two lines with seven phones.

Motion: Marianne Stephan moved to approve the proposal from Nextiva. Leslie Shaw seconded. Carried unanimously.

Alarm System: An alarm system through Cellular Communicator would cost a \$508 installation fee and approximately \$41 monthly for maintenance.

Motion: Chantel Bostic-Bullock moved to approve alarm services through Cellular Communicator. Leslie Shaw seconded. Carried unanimously.

HVAC System: Halco has been out to check the library's HVAC units. They tested to discover that coolant is leaking from the compressor which was installed in 2017 and is no longer under warranty. The unit in the lower level is the issue. Joe is expecting estimates for three different options from Halco.

Programs/Events: In August, the library held 52 programs with 280 participants. There were: 37 preschoolers, 90 youth, 12 teens, and 141 adults.

Staff Recognition: Joe reported that the Friends of the Library gave each of the 14 staff members a gift card in appreciation of their fine work.

The meeting was adjourned at 8:01 p.m.

The next meeting is October 17, 2023, at 6:30 p.m. in the library Community Room.

Respectfully submitted,
Marianne Stephan (for Joan Wallis)