



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
October 17, 2023**

The meeting was called to order at 6:42 p.m. in the small conference room.

Present: Joan Wallis, Chantel Bostic-Bullock, Gary Bennett, Leslie Shaw, Marianne Stephan and Joe O'Toole. Scott Bailey and Matt Owen were absent.

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

Motion: Joan Wallis moved to approve September bills, including the Baker and Taylor bill. Marianne Stephan seconded. Carried.

Budget Report: This was sent to board members digitally from Sharon Arthur. A question about program expenses using 97.62% of amount budgeted for the year arose. Joe said that expenses paid through means other than library revenue has meant that new categories in Quickbooks will need to be created to show expenses paid through grants, for example, or Friends' of the Library funds.

Director's Report: "1000 Books Before Kindergarten" at LPL has been relaunched by Destiny Fisher. She is encouraging preschoolers and their families to sign onto the program by visiting Head Start, for example. Joe has taken library management, customer service and answering reference questions in the **NYLA Skills Academy**, offered online. Another Oktoberbones Trombone Concert is scheduled at the library on October 30 at 6 p.m.

Telephone System: A new system is being installed by Nextiva. Phone and internet are now available in the lower level. Two Verizon bills will be replaced after the installation of a cellular device by West Fire System. Staff training on the new phone system, including how to use the new voice mail for program heads and administrators.

LNB Loan Payment: Should the library pay off the \$3,259.85 loan? The board decided to close it out.

Motion: Marianne Stephan moved to pay of the above loan. Chantel Bostic-Bullock seconded. Carried.

HVAC System: The unit on the roof leaks. The board asked Joe to get estimates for a new system from HVAC firms other than HALCO by the end of 2023. Gary said he would like to meet with potential HVAC providers when they visit the library for an estimate.

Board Bios: Joe asked board members to answer the questions emailed to them for the library newsletter. Each issue features a board member.

Lower level air: The air quality is poor. Joe will place two air purifiers down there to run during the book sale. A space heater is also available.

Lower Level Painting: Joan asked if the lower level wallboard could be painted. Steady Work was suggested as possible painters. Joe said other areas in the library need painting as well. Marianne will check with school personnel about hiring Steady Work.

Bond Balance: The balance, according to Fiscal Advisors, is \$495,000 and will be paid off on June 1, 2028.

Roof: Gary will call Elmer Davis about assessing the condition of the roof.

Facility Binder: Chantel offered to put together a binder of vendors who service the library, including roofers, electricians, HVAC technicians and the like.

Teen Space: Joe reported that the space is being used, and adults are not allowed to utilize that area.

The meeting adjourned at 7:52 p.m. The next meeting is November21, 2023 at 6:30 p.m. in the library community room.

Respectfully submitted,
Joan Wallis