



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
February 20, 2024**

The meeting was called to order at 6:36 p.m. in the community room.

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

Motion/Minutes: Scott Bailey moved to accept the January minutes. Chantel Bostic-Bullock seconded. The minutes were approved.

Motion/Bills: Chantel Bostic-Bullock moved to accept the January bills. Leslie Shaw seconded. Carried.

Budget Report: There were no questions regarding the financial reports from Sharon Arthur.

Director's Report: Annual Inspections for the Automatic Door & Fire Extinguishers have been completed, and the Annual Fire Alarm Inspection will occur on February 26. The Annual Code Enforcement Inspection will occur in March. No issues have been found so far.

The library was approved for funding from the Friends and Foundation of the Rochester Public Library (\$1,000) and from the Bilingual Books Grant.

Various avenues of communication have been used to notify the public of library programs and services. This was very effective with the recent "Free Book Event" which brought many community members into the library. Three quarters of the leftover book-sale books have been taken.

In January there were 50 programs with 266 participants at the library.

Facilities Committee: No meeting yet. Joan returns from vacation soon. Possible days and times discussed. When scheduled, the meeting will need to be publicized.

Facility: In regards to the roof, Joe plans to schedule a meeting in April with a contractor to discuss roof condition. Gary asked to be involved in the meeting.

Library Policies: The Whistle Blower policy needs to be reviewed. To discuss at next meeting.

Anti-harassment Training: Reminder given, along with instructions regarding which specific training (Supervisors) and how to access the training. Leslie and Marianne have completed training and provided certificates to Director O'Toole.

Trustee Training: Reminder provided.

Finance: Putting some of the library's money into a CD(s). To discuss at next meeting.

Exempt Salary Adjustment: Gary is still waiting for a response from Ron Kirsop at OWWL.

Timeline for Public Vote: This was reviewed and found to be acceptable. In the past, members of the Friends have facilitated the Public Vote, held at the library. This is now considered a conflict of interest so other members of the community will need to be sought to work the day of the voting (May 15th) and tally the votes. Gary planned to contact the Lyons School District and/or Wayne County Board of Elections. Joe will speak with Ron Kirsop.

The meeting was adjourned at 7:27 p.m.

The next scheduled meeting will be on March 19, 2024, at 6:30 p.m. in the library.

Respectfully submitted,
Marianne Stephan (for Joan Wallis)