



Lyons Public Library

**Lyons Public Library  
Board of Trustees Meeting  
September 17, 2024**

The meeting was called to order at 6:35 p.m. in the community room.

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

**Motion:** Scott Bailey moved to accept the August minutes. Leslie Shaw seconded. Carried.

**Bills Motion:** Chantelle Bostic-Bullock made a motion to approve the September bills. Leslie Shaw seconded. Carried.

**Financial Report:** The September financial report was sent to trustees by Sharon Arthur. Joe explained that the summer reading program expenses are covered in both the previous budget year and in the present budget year. Custodial supplies this month included new floor mats because the Cintas contracted mats will be used over the winter months only.

**Director's Report:** \$839 in support from the Friends of the Library purchased two new scooters two wheelchairs for the medical closet. The circulation desk will be replaced by a lower height configuration so patrons and those in wheelchairs can easily access the counter. There will be a temporary circulation desk while this project is underway. Joe OToole, Kristina Braell, Chantel Bostic-Bullock, and Tabatha Fosdick staffed tables at the elementary school in the middle/high school for the Back-to-School Bash on August 31, interacting with hundreds of students and parents.

**Facilities Committee:** The committee is still awaiting word from RAM-TECH on the AAON HVAC unit that needs replacement.

**Cash register:** The library is required to have one. Both Square and Shopify seem to be more suitable for ease of use. More research is needed, and Joe will bring a proposal to the October board meeting.

**Video Surveillance Policy:** A draft surveillance policy was sent to board members. Joe will check on the video retention capability of the surveillance cameras installed in the library.

**Motion:** Leslie Shaw made a motion to adopt the Security Camera and Recording Policy with the “retention and data security” length changed to **30 days**. Chantelle Bostic-Bullock seconded. Carried.

**Personnel changes:** Suzie Phillips is retiring in November. The board members expressed their appreciation for her service to the library.

**Computer purchases:** Computers that don’t support Windows 11 need replacement. They include Sharon Arthur’s computer to support QuickBooks, and three staff computers. Four computers costing \$859.20 each will be a total expenditure of \$3,436.80. The computers are purchased through OWWL Library System.

**Motion:** Joan Wallis moved to approve up to \$3,500 for the purchase of four computers. Chantel Bostic-Bullock seconded. Carried.

**Snow removal contract:** Fresh Cut Lawn Care offered a contract of \$35/job for shoveling and clearing the walkways, steps and entranceways this winter.

**Motion:** Scott Bailey moved to accept the Fresh Cut Lawn Care contract of \$35 per job for shoveling and clearing the walkways, steps and entranceways this winter as necessary. Leslie Shaw seconded. Carried.

**Pruning and autumn plant maintenance:** Scott Bailey suggested that pruning and plant maintenance take place this fall. Joe will ask Alex Tellier for an estimate, which will be presented at the October meeting.

Joan Wallis moved that the meeting be adjourned at 7:43. Scott Bailey seconded the motion. Carried.

The next meeting will be October 15, at 6:30 p.m. at the library.

Respectfully submitted,  
Joan Wallis