



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
November 25, 2024**

The meeting was called to order at 6:30 p.m. in the community room.

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

Minutes Motion: Gary Bennett moved to accept the October minutes. Scott Bailey seconded. Carried

Financial Report: All board members received the November financial report. There were no questions.

Facilities Committee: An Aeon sales person will send a tech to look at the HVAC unit on December 4th. Halco will have a quote on repair of the boiler pump, which isn't functioning.

The electrical panel blew out on the transformer, which Halco will replace.

A proposal from Holmes, King and Kallquist to render plans for the lower level was discussed.

Motion: A motion to accept the Holmes, King and Kallquist proposal of \$5,975 for interior master planning and concept development services was made by Gary Bennett and seconded by Scott Bailey. Carried.

Director's Report: A GoDaddy POS cash register is recommended by Joe, because of its ease of use for the staff and patrons, at a cost of \$399 for the equipment. It will allow the library to accept credit cards for all patron transactions.

Motion: Leslie Shaw moved to approve purchase of the GoDaddy cash register. Matt Owen seconded. Carried.

Melissa Correia has resigned from the library staff and her last day was November 22. The library has received memorial contributions in memory of Cathy Emmel, who passed away on October 21.

Open Meetings Policy: The board reviewed the policy and the only changes made were punctuation at the end of the last sentence.

Audit Fees: The annual audit of the library increased 5% in cost in 2024.

Motion: Leslie Shaw moved to increase the audit fee in the library budget to \$4,300. Joan Wallis seconded. Carried.

Friends MOU: A sample MOU from the Lindenhurst Memorial Library and its Friends organization was distributed to board members. The issue will be discussed in 2025.

Ron Kirsop: He will attend the December trustees meeting to answer questions. Joe will take questions through December 1.

Board Resignation: Scott Bailey moved to accept with reluctance Chantel Bostick-Bullock's resignation from the LPL Board of Trustees. Leslie Shaw seconded. Carried.

Audit Policy: This First Amendment Audit Policy was proposed as an addition to the patron Code of Conduct Policy. The subsection will be referred to as the "Photography, Recording, Broadcasting and Streaming Policy"

Motion: Matt Owen moved to accept the "Photography, Recording, Broadcasting and Streaming Policy" to be added to the patron Code of Conduct Policy. Scott Bailey seconded. Carried.

Fines, Fees and Refund Policy: This policy was reviewed by the board.

Motion: Leslie Shaw moved to accept the policy. Joan Wallis seconded. Carried.

MRB: Discussion of hiring MRB to search for grants for Library construction was tabled.

Library Treasurer: The board asked Joe to find out who the treasurers are for the Newark, Clyde, and Wolcott libraries as well as what their duties are.

The meeting adjourned at 7:30 p.m. The next meeting will take place on December 17, 2024, at 6:30 in the community room at the library.

Respectfully submitted,
Joan Wallis