



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
March 18, 2025**

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

Present: Gary Bennett, Joan Wallis, Kristina Braell, Matt Owen, Scott Bailey and Leslie Shaw.

Marianne Stephan was excused.

Minutes Motion: Scott Bailey moved to accept the February minutes. Leslie Shaw seconded. Carried.

Budget Report: The budget reports were sent to all board members.

March bills: Scott Bailey moved to pay the March bills. Matt Owen seconded. Carried.

Tax Filings and audit report: The annual audit and the 990 form were presented to the board

Motion: Joan Wallis moved to have Gary Bennett sign the Representation Letter from Bond, Dioguardi and Ray audit and any required tax forms to be filed. Scott Bailey seconded. Carried.

Director's Report: Kristina Braell worked on the annual budget and presented a draft to the board. The phone system has been reorganized. The roof has been patched. The fire extinguishers have been inspected.

Facilities Committee: A meeting of the committee will take place on April 16 at 2:00 p.m. at the library.

Roof: The drains on the roof should be cleaned twice a year. Scott Bailey has volunteered to do this.

Aeon HVAC: At the April 15 board meeting a motion will be made to approve the quote from Aeon for repair of the unit.

By-Laws Amendment: The board will table this amendment until further notice.

MRB Contract: Motion: Matt Owen moved to accept the MRB proposal of November 20, 2024 for \$3,500 for Professional Services to support the Lyons Public Library with grant research services for capital improvements to the library facility. Leslie Shaw seconded. Carried.

Bank signatures: To update signatures on file with Lyons National Bank and Community Bank, NA, the following motion was made:

Motion: Joan Wallis moved to authorize Kristina Braell, Gary Bennett and Marianne Stephan to be listed on signature cards for checking and savings account of the Lyons Public Library and to revoke prior authorizations. Matt Owen seconded. Carried.

Motion: Leslie Shaw moved to authorize Kristina Braell's use of the Lyons Public Library VISA card and revoke any prior authorizations. Scott Bailey seconded. Carried.

Director's Agreement: Kristina will update information on the current DA necessary to draft a new agreement for the April 15 board meeting. The board will go into executive session at that meeting to discuss personnel matters.

Friends MOU: The LPL Friends passed a resolution accepting the MOU with the LPL with amendments.

Motion: Leslie Shaw moved to accept the MOU between the Friends of the Lyons Public Library and the Lyons Public Library with the insertion of "as available" in paragraphs 4 & 8. Scott Bailey seconded. Carried.

FFERPL Grant Motion: Joan Wallis moved to authorize Gary Bennett to sign the acceptance letter for the FFERPL grant. Scott Bailey seconded. Carried.

Budget Vote: Kristina will call the school district office to obtain a list of paid election workers for the library budget vote.

Trustee election: Scott Bailey and Marianne Stephan's terms are up at the end of June.

Library Clerk vacancies: Currently, two additional clerks are needed.

Director and Officers Insurance Policy: This policy has lapsed. Kristina will have quotes available in April for purchase of a new policy.

Lawn Care Motion: Leslie Shaw moved to contract with Fresh Cut at \$40 per mow, through October 1, 2025, for lawn maintenance of the library. Scott Bailey seconded. Carried.

Scott will research hiring a company for garden maintenance.

The meeting adjourned at 8:09 p.m.

The next scheduled trustee meeting will be on April 15, 2025 at 6:30 p.m.

Respectfully submitted,
Joan Wallis