

January 19, 2021 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:00 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Matt Owen, Theresa Streb and Jim Frind. Marianne Stephan was excused.

Treasurer's Report: As of December 31, we had \$299,632.90 in operating savings, \$1,309.64 in operating checking, \$1,174.90 in payroll checking and \$12,833.63 in capital savings, as well as \$83,773.38 in Community Bank. Monthly financial reports were distributed at the meeting.

Circulation Report: Circulation for the month of December 2020 was 1689 (698 ILLs sent) with 220 eBooks for a grand total of 2607 items circulating. Computer use for the month was 68. We had 5 new cards issued and 95 wireless users.

Motion: Jim Frind moved to accept the December minutes. Scott Bailey seconded. Carried.

Circulation purifiers: Two new ones were purchased for the library and community room. Replacement filters have also been purchased.

Live Presentations: Theresa is planning live presentations from the library available to patrons and the public.

990 Form: This is ready for Gary to sign for e-filing.

Motion: Joan Wallis moved to pay January bills. Jim Frind seconded. Carried.

Merit Raises: The board discussed raises beyond minimum wage increases that would be effective as of January 11, 2021.

Motion: Scott Bailey moved to approve Theresa's salary recommendations in accordance with increased responsibilities on the part of many staff members. Matt Owen seconded. Carried.

Whistleblower Policy/Conflict of Interest Policy: Jim Frind moved to accept the **Whistleblower Policy**. Matt Owen seconded. Carried. All board members must sign the form at the end of the policy statement.

Jim Frind moved to accept the **Conflict of Interest Policy**. Scott Bailey seconded. Carried. All board members must sign the statement form in the policy.

COVID Reimbursement: The New York Cares Act provides some reimbursement for supplies and technology needed to comply with the law. Theresa will submit receipts tallying around \$3,800 for those purchased for the library.

COVID-Related Policies: Pioneer Library System recommended changing *policies* to *procedures*. The board will review reopening plans in **February**.

Motion: Gary Bennett moved to approve Employee Screening Procedures as a policy of the board. Scott Bailey seconded. Carried.

Motion: Gary Bennett made a motion that the Board of Trustees tasks the library director to develop and implement procedures that meet the criteria and mandates as outlined by New York Forward to operate safely and legally and in accordance with all Executive Orders, Federal, State and local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities. Scott Bailey seconded. Carried.

COVID Paid Leave: The board discussed the New York State legislation.

Library Assistant: The ad for an assistant was shared with the board.

Motion: Jim Frind moved to adjourn the meeting at 8:23 p.m. Joan Wallis seconded. Carried.

Next board meeting: The board will meet **Tuesday February 23 at 7:00 p.m.**

Respectfully submitted,
Joan Wallis