



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
June 24, 2025**

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

Present: Gary Bennett, Joan Wallis, Leslie Shaw, Kristina Braell, Mary J. LaGasse Tatem and John Hawman.

Minutes Motion: Leslie Shaw moved to approve the May minutes. Gary Bennett seconded. Carried unanimously. Joan Wallis moved to approve the June 2nd Facilities Committee minutes. Gary Bennett seconded. Carried.

Bills Motion: Joan Wallis moved to approve payment of June bills. Gary Bennett seconded. Carried unanimously.

Budget Report: The board received the report prior to the meeting. There were no questions. Sharon Arthur will attend the July meeting to explain how to read the financial reports. Kristina recommended hiring a professional cleaning service to do deep cleaning of the library several times a year. She will find out what service other area libraries use.

Directors Report: Summer reading program is underway, including programs related to the theme “Color Our World.” There is an open library clerk position for which interviews are being held. Fresh Cut Lawn Care has prematurely ended its contract. HVAC ducts need cleaning. Ken Pullins is estimating the cost of wood vs. composite for the Broad St. porch. RAMTECH has been consulted about the Aeon unit for HVAC in the lower level. Two security cameras have been replaced.

Facilities Report: Gary will ask RAMTECH to compare the Aeon unit with the Trane unit, specifically the specs for the Aeon unit.

Parking Lot: Tabled for the July meeting.

Theresa Streb IRA: The board decided to deposit money into the savings account at Community Bank.

Treasurer Position: Bernie Carroll is interested in the position. Gary will call him and find out what his duties are in the same position for Geneva Public Library. By-Laws for the library will need to be changed to add this position.

New Board Members: John Hawman, Mary J. LeGasse Tatem and Leisel Everdyke officially begin their terms in July.

HVAC Ducts: Quotes for cleaning the ducts were obtained by Kristina, and she will find out what service other libraries have used. Has Halco changed the filters for HVAC units in the past?

Lawn Mowing Services: After discussion, the board passed the following motion:
Gary Bennett moved to accept the Blades & Spades quote for \$55 per cut as needed for the remainder of the 2025 season. Leslie Shaw seconded. Carried unanimously. Kristina will ask if that quote can be extended for the 2026 season.

Updated Security Camera and Recording Policy: A revised draft of the policy was discussed, with the suggestion to add at the end of the paragraph "Camera Placement" the phrase "*...are exempt from security camera recording.*"

Motion: Joan Wallis made a motion to adopt the revised policy. Leslie Shaw seconded. Carried unanimously.

Continuing Education for Trustees: The board secretary will keep track of hours (two required per year) for each board member. When a certificate of hours is received after attending a live or zoom training, it should be forwarded to the secretary.

EAP Sexual Harassment Prevention Training: Given the difficulty in locating the training in the EAP app, Kristina has asked Tabitha to arrange small group training at the library. This will take place in the fall.

Staff Pay Rates: The board discussed raising the hourly pay for two staff members who are taking on more responsibilities.

Motion: Gary Bennett moved to raise Gerry Briggs pay to \$17/hour and Liz Galusha's pay to \$20/hour beginning the first day of the next pay period. Mary J. LaGasse Tatem seconded. Carried unanimously.

Motion: Joan Wallis moved to authorize Kristina Braell to co-sign a reimbursement check for \$4.40, to cover postage and certified mail, to herself because no other second signatory is available. Leslie Shaw seconded. Carried unanimously.

Auditor signature Motion: A motion to authorize Kristina Braell to sign a contract with Bonn, Dioguardi & Ray accepting the \$4,500 fee for the 2025 audit was made by Gary Bennett. Leslie Shaw seconded. Carried unanimously.

The meeting adjourned at 8:25 p.m.

The next board meeting will be on **July 22**, 2025 at 6:30 p.m. at the library.

Respectfully submitted,
Joan Wallis