

Minutes for Lyons Public Library Board of Trustees Meeting

August 19, 2025

Meeting was called to order at 6:35 PM in the Community Room of the Library.

Trustees in Attendance: Gary Bennett, Joan Wallis, John Hawman, Matt Owen, Leslie Shaw, Mary LaGasse, and Leisel Everdyke.

Others in Attendance: Kristina Braell, Director

Public Comments: Negated

Approval of Minutes: Joan Wallis made a motion to **approve the Meeting Minutes** from July. Leisel Everdyke seconded the motion. Motion was carried unanimously.

Approval of Bills: Joan Wallis made a motion to **approve the bills**. Gary Bennett seconded the motion. Motion was carried unanimously. This was passed after all Trustees had the opportunity to review and initial the bills.

Director's Report: Kristina Braell reviewed the Director's Report to include a successful Summer Reading Program with 110 registrations. That included 21 preschoolers (age 0-5), 32 youth (age 6-12), 14 young adults (age 13-18), and 43 adults (age 18+). Katie Evans is our new clerk who started on August 4th. The \$1 Book Sale is transitioning into a "Take a Book, Leave a Book" program. As part of the outreach programs Kristina and a yet determined Board Member(s) will participate at Trunk or Treat on October 25th. Payroll Certification for July was submitted to Wayne County HR.

General discussion occurred involving a walk-through of the Library Facility in the coming days to familiarize new Trustees and reacquaint existing Trustees with the facility. Discussion and review continued on a quote from Servpro in the amount of \$5,400 for HVAC duct cleaning as requested in a previous meeting. General discussion and questions were raised on coordinating the HVAC cleaning with pending construction and improvements. Gary Bennett raised the question on rules pertaining to when RFPs can be solicited and approved. With no definitive answer, it was agreed to table the issue for the next meeting until we had the information to move forward.

Committee Reports: Negated due to no meetings taking place. It was noted that the only current Committee currently active is the Facilities Committee and additional committees are added on an ad hoc basis.

Old Business

- **Parking Lot Updates:** Gary Bennett opened discussion after reviewing recent conversation with Town of Lyons Supervisor Jim Brady and the original agreement letter. Discussion followed with the town's eventual plan to demolish the current Ambulance Facility. This would increase the likelihood of adding additional parking spaces to our agreement and making the Broad Street exit only for emergency vehicles an entrance for the library. Mary LaGasse shared her conversation with her brother, Town Board Council Member Dan LaGasse, and his concerns about the high volume of traffic and need for parking on Tuesdays when the Town Court is in session. Further discussion followed regarding the long-term plans, including spaces that could be added and potential timeline. Joan Wallis suggested drafting a letter to the Town Supervisor. Gary Bennett agreed to draft a letter for future review.
- **ByLaws Change – Treasurer Position:** General discussion involved changing the ByLaws to reflect the addition of the new Treasurer position replacing the Financial Officer duties that were primarily carried out by former Trustee Scott Bailey.
- ❖ A **Motion** was made by Joan Wallis to **conform the ByLaws for the Treasurer Position to the Geneva Public Library ByLaws for the same position.** Leisel Everdyke seconded the motion. Motion was carried unanimously. Kristina Braell will create a draft for the next meeting.
- **HVAC Duct Cleaning Updates:** A more detailed discussion from the Director's Report on the subject. Kristina Braell requested assistance in scheduling the service around the grants and construction and improvements timelines. Gary Bennett will consult with MRB Group regarding the timeline schedule.

New Business

- **Winter 2025-2026 and Mowing 2026:** General discussion regarding the quote received from Blades & Spades Landscaping for 2026 mowing and pending snow removal. This item will be tabled until clarification can be made on RFP requirements.
- **Discussion: Board of Trustees ByLaws:** This was completed in previous conversation.
- **Library Closures Due to Weather:** Kristina Braell suggested adopting the same closure days for weather consistent with the Lyons Schools.

- ❖ A **Motion** was made by Joan Wallis to **adopt the same closure days for weather-related events as the Lyons Schools**. Gary Bennett seconded the motion. Motion was carried unanimously. Kristina Braell will create a draft policy for the next meeting.

- **Meeting Room Application Review:** Kristina Braell expressed concern about staying open later than normal hours and the impact that would have on staff. Discussion involved a previous incident involving miscommunication of hours and how that can be avoided in the future. Kristina Braell agreed to take a poll of staff to gauge willingness of volunteers to stay past normal closing times on certain days to accommodate groups requesting the meeting space outside of regularly scheduled hours. John Hawman questioned whether cleaning or set-up charges can be applied to cover the costs incurred by the library for meeting space and events. Kristina Braell will get clarification on charges. Kristina Braell inquired about implementing an annual renewal of the applications requesting meeting space to eliminate any miscommunication over previous policy.

- ❖ A **Motion** was made by Leslie Shaw to **accept the changes to the Meeting Room Policy**. Gary Bennett seconded the motion. Motion was carried unanimously. Kristina Braell will create a draft policy for the next meeting.

- **Director's Draft Agreement:** This item was inadvertently skipped as part of Old Business and revisited at this portion of the meeting. General discussion regarding the accumulation of Sick and Vacation time as it pertained to being based on a 30 hour week. Gary Bennett suggested a revised draft eliminating the 30 hour a week language.

- **Director's Evaluation:** Gary Bennett will review at the next meeting.

Joan Wallis discussed inviting the Leadership Class to provide feedback on design of the new meeting space on the lower level as the project moves forward. The suggestion was favorably received and tabled for a future Facilities Committee meeting.

Meeting was adjourned at 8:13 PM

Respectfully submitted by John Hawman, Secretary