# Minutes for Lyons Public Library Board of Trustees Meeting

# November 18, 2025

Meeting was called to order at 6:32 PM in the Community Room of the Library.

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

**Others in Attendance:** Kristina Braell, Director

**Public Comments:** Negated due to no attendance.

**Approval of Minutes:** Joan Wallis made the motion to approve the minutes from October 2025. Gary Bennett seconded the motion. It was approved unanimously.

**Budget Report:** The Budget Report was reviewed.

**Director's Report:** Kristina Braell reviewed the Director's Report and discussion and feedback was received.

**Committee Reports:** Joan Wallis reviewed the minutes from the Facilities Committee meeting which mostly focused on questions and overviews of the agencies involved. Follow-up meetings were coordinated for December.

**<u>Old Business</u>**

- **Bylaws Change:** Discussion on the proposed changes.

- Motion to change the text from “Chairman” to “Chair” and Vice Chairman” to “Vice Chair” was made by Joan Wallis, seconded by Gary Bennett and approved unanimously.
- Motion to strike Section 4, Subsection c.; Term Limits: “Trustees elected on or after May 3, 2005 are limited to two consecutive full terms of five years each.” was made by Matt Owen, seconded by Gary Bennett and approved unanimously.
- Motion to adopt Paragraph 4 of Section 5, Subsection b. in its entirety related to Treasurer duties was made by Joan Wallis, seconded by Matt Owen and approved unanimously.

- **Treasurer Position:** Discussion regarding the position. Further action is tabled for the December meeting.
- **Personnel Policy – Library Closures Due to Weather:** Discussion regarding the text of the policy.

- ❖ Motion was made to adopt the policy with the changes that were discussed by Joan Wallis, seconded by Leslie Shaw and approved unanimously.

- ➢ **Director Evaluation:** Discussion regarding the presentation required for the final evaluation. Joan Wallis will compile the results into a final document for the December meeting.
- ➢ **Aaon HVAC Unit Repair:** Discussion regarding the scheduling and requirements to complete the repairs.

- ❖ Motion to authorize the Chair to sign the Purchase Order and execute the work with Guckian Energy Systems LLC pending the issues with prevailing wage are resolved was made by Leisel Everdyke, seconded by Mary LaGasse-Tatem and approved unanimously.

- ➢ **DASNY Updates:** This discussion was included in Facility Committee notes.

**<u>New Business</u>**

- ➢ **Approval of Audit – Final Issued Version:** Discussion of the topic.

- ❖ Motion to approve the Final Audit was made by Joan Wallis, seconded by Mary LaGasse-Tatem and approved unanimously.

- ➢ **Winter Meeting Times & 2026 Holidays:** Discussion of each of the topics separately.

- ❖ Motion to change the Trustee Meeting starting times for the months of December, January and February from 6:30 PM to 5:30 PM was made by Leisel Everdyke, seconded by Leslie Shaw and approved unanimously.
- ❖ Motion to close the library on the Friday after Thanksgiving beginning in 2026 and continuing for every Friday after Thanksgiving was made by Joan Wallis, seconded by Mary LaGasse-Tatem and approved unanimously.

**Approval of Bills:** Joan Wallis made a motion to approve the bills, seconded by Leslie Shaw and approved unanimously.

**Adjournment:** Motion was made by Leslie Shaw to adjourn the meeting, seconded by Matt Owen and approved unanimously. Meeting was adjourned at 7:49 PM

Respectfully submitted by John Hawman, Secretary