



Minutes for Lyons Public Library Board of Trustees Meeting December 16, 2025

Meeting was called to order at 5:34 PM in the Community Room of the Library.

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

Others in Attendance: Kristina Braell, Director

Public Comments: Negated due to no attendance.

Approval of Minutes: Leslie Shaw made the motion to approve the November minutes, seconded by Matt Owen. Motion was approved unanimously.

Budget Report: The Budget Report was reviewed.

Director's Report: The Director's Report was reviewed by Kristina Braell.

Committee Reports: Joan Wallis reviewed the latest discussions with MRB Group which identified 4 or 5 possible grants to pursue for future consideration. The next step will be to meet with them individually.

Old Business

- **Treasurer Position:** General discussion regarding the position and the next steps to fill that position.

- ❖ A motion was made by Joan Wallis to adopt the Treasurer Job Description and Duties as outlined in the example provided by the Geneva Public Library after deleting any references made to the Finance Committee. It was seconded by Mary LaGasse Tatem. Motion was approved unanimously.

- ❖ A motion was made by Joan Wallis to set the dates for the Treasurer Position for the period beginning January 1, 2026, and ending June 30, 2026. It was seconded by Gary Bennett. Motion was approved unanimously.

- **Director Evaluation:** The written evaluation has been completed and given to Kristina Braell.
- **Aaon HVAC Unit Repair:** Continued discussion on this topic that was briefly brought up in the Director's Report including a timeline.

New Business

- **Recent Training "Review and Plan":** Leslie Shaw produced a calendar of the year in review to highlight the challenges and opportunities with discussion regarding the tools we have available to be more effective. It was suggested that we consider completing a Board of Trustees Self Evaluation that would assist in that effort in the new year.
- **Boiler Repair:** General discussion and questions regarding the repairs needed to the boiler along with a timeline expected for completion.

- ❖ A motion was made by Leslie Shaw to increase the limit that Kristina Braell has authorization on without Board of Trustees approval for emergency repairs to \$3,000.00. That motion was seconded by Mary LaGasse Tatem and approved unanimously.

- **MRB Updates:** Discussed previously as part of the Committee Report
- **New Copier Contract:** General discussion regarding the current office equipment and the need to upgrade combined with a review of the proposal provided by Encompass Managed Print Services.

- ❖ A motion was made by Gary Bennett to approve a 63-month lease of a new Toshiba e-Studio 3025AC Color MFP at the cost of \$186.52 per month. That motion was seconded by Leslie Shaw and approved unanimously.

- **Prevailing Wage Law:** General discussion with the agreement to continue as is and it will be under review.
- **Library Programs – Submission & Postings**

- ❖ A motion was made to enter into Executive Session at 7:05 PM to discuss legal matters by Gary Bennett. The motion was seconded by Mary LaGasse Tatem and approved unanimously.

- ❖ A motion was made to exit out of Executive Session at 7: 13 PM by Gary Bennett and seconded by Leslie Shaw. Motion was approved unanimously.

Approval of Bills: A motion to approve the bills was made by Gary Bennett and seconded by Leslie Shaw. The motion was approved unanimously.

- ❖ A motion was made by Leslie Shaw to allow Kristina Braell to sign a bill in the amount of \$50.55 and seconded by Mary LaGasse Tatem. The motion passed unanimously.

- ❖ A motion was made by Leslie Shaw to allow Gary Bennett to sign Designation of Entity Administrator and was seconded by Matt Owen. Motion was approved unanimously.

Adjournment: A motion to adjourn was made by Matt Owen and seconded by Leslie Shaw and approved unanimously. The meeting was adjourned at 7:20 PM

Respectfully submitted by John Hawman, Secretary