



## Minutes for Lyons Public Library Board of Trustees Meeting

**January 20, 2026**

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Meeting was called to order at 5:33 PM in the Community Room of the Library.

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

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

**Absent:** Matt Owen

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

**Approval of Minutes:** Joan Wallis made the motion to approve both the January Emergency Meeting Minutes and the December Board of Trustees Minutes. The motion was seconded by Mary LaGasse-Tatem and approved unanimously.

**Budget Report:** The budget report was reviewed by all members.

**Director's Report:** Kristina Braell reviewed the Director's Report.

**Committee Reports:** Joan Wallis reviewed the Facilities Minutes with general discussion on the USDA grants and potential follow-up options next month.

### **Old Business**

- **Trustee Training & Continuing Ed Status:** Joan Wallis presented her record of the trustee training status for review and to allow members to reconcile on their own.

### **New Business**

- **Treasurer Welcome and Signature Card:** Tabled until next month.
- **LCSD Tax Levy Check:** Check has been deposited.
- **Five Year Plan:** Tabled until next month.
- **New Roof Estimate Status:** General review and discussion of the estimate with notations of upcoming meetings of importance to proceed forward.

- **CDBG:** General discussion of the Community Development Block Grant and its importance.
- ❖ Motion to ask the Town of Lyons Board to support the Lyons Public Library's application for the Community Development Block Grant (CDBG) was made by Joan Wallis, seconded by Gary Bennett and approved unanimously.
- **Boiler Pump Repair Status:** No further update since our last estimate on repair time.
- **NYSED Construction Grant Timeline:** General discussion on the process and deadline of May 31<sup>st</sup>.
- **Lower Level Layout Review:** General review of the proposed plans with discussion and an agreement to schedule a question-and-answer session with a representative from Holmes, King, Kallquist & Associates, architects at the February Board of Trustees Meeting.
- **FFRPL Report Review:** Discussion regarding the use of funds.
- ❖ Motion to approve the FFRPL Report was made by Joan Wallis and seconded by Leslie Shaw. Motion was approved unanimously.
- **Purchasing Policy Review:** General discussion to change the Purchasing and Procurement Policy.
  - ❖ Motion to change the non-bid procurement totals as follows:
    - Purchases for goods and services estimated to cost up to \$3,000 shall require prior written approval of the Director.
    - Purchases for goods and services estimated to cost between \$3,001 and \$19,999 shall require approval of the Board of Trustees.
- was made by Leisel Everdyke, seconded by Mary LaGasse-Tatem and approved unanimously.
- **Personnel Policy:** General discussion regarding the Employee Handbook updates.

**Approval of Bills:** A motion to approve the bills was made by Joan Wallis, seconded by Gary Bennett and approved unanimously.

- ❖ Motion to allow Kristina Braell to sign a check in the amount of \$9.48 to Kristina Braell was made by Leslie Shaw, seconded by Mary LaGasse-Tatem and approved unanimously.

**Adjournment:** A motion was made to adjourn the meeting by Joan Wallis, seconded by Mary LaGasse-Tatem and approved unanimously. Meeting was adjourned at 7:15 PM

Respectfully submitted by John Hawman, Secretary