July 23, 2019 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:05 p.m. Present were, Joan Wallis, Gary Bennett, Scott Bailey, Penny Tweedie, Marianne Stephan, Matt Owen, Jim Frind and Theresa Streb,

Treasurer's Report: As of June 30 we had $94,540.05 in operating savings, $9,226.63 in operating checking, $4,378 in payroll checking, $11,523.95 in capital savings, as well as $83,702.74 in Community Bank.

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Circulation Report: Circulation for the month of June 2019 was 2239 (1167 ILLs sent) with 160 eBooks for a grand total of 3566 items circulating. Computer use for the month was 331. We had 20 new cards issued and 881 wireless users. Circulation for the month of June 2018 was 2627 11091 ILLs sent) with 172 eBooks for a grand total of 3908 items circulating. Computer use for the month was 451. We had 36 new cards and 451 wireless users.

Library Director Memo of Agreement- Theresa gave the board members the last memo of agreement between the LPL Board and Theresa Streb. It was dated from July 1, 2017 through June 30 2018.

Tutoring Policy: Theresa presented a draft policy. Questions followed about the online access to library policies. It was suggested they all be located on the LPL website.

Motion: Jim Frind moved to accept the new Tutoring Policy. Penny Tweedie seconded. Carried.

Bookkeeping: Cindy Henry is training to take over bookkeeping duties. Theresa will be taking on payroll duties. The goal is for Cindy Henry to take over all bookkeeping duties by the end of September.

Motion: Jim Frind moved to approve the June minutes. Marianne Stephan seconded. Carried.

Google Calendar: Theresa started to put together a Google Calendar of staff and director activities.
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Retirement: Theresa has contacted the State Retirement Office for training on retirement bookkeeping duties but has not heard from them yet.

Disability Insurance: Theresa will meet with Kathy Spink about updating the library' disability/paid family leave insurance policy.

Payroll: Theresa passed around the Payroll Report for the last 4 weeks.

Official Bank: Jim Frind moved to make the Lyons National Bank and Community Bank the official Lyons Public Library banks. Penny Tweedie seconded. Carried.

Official Media Outlet: Penny Tweedie moved to make the Finger Lakes Times the official media outlet for LPL news.

Officers: Penny Tweedie moved to keep the present officer slate as it stands now: Gary Bennett-Chairman;

Marianne Stephan Vice-chairman; Scott Bailey-Financial Officer; Joan Wallis-Secretary. Jim Frind seconded. Carried.

Check signatures for payment of bills: Any changes to the official check signatures for bills was tabled until September.

Tech Specialist: The LPL will rely on techs at Pioneer Library System for now.

Motion to pay bills: Jim Frind moved to pay July bills. Penny Tweedie seconded. Carried.

Causeway Fundraising: A planning committee is needed for this capital fundraising program. Board members, Friends members, staff and Lyons' citizens are recommended. The committee will plan the fundraising campaign and establish goals. For the board, Jim Frind and Matt Owen volunteered. Theresa will tap staff members, a bank official and members of the Friends group. A date for the planning committee will be set by the August board meeting.

Succession Planning: The board asked Theresa to supply the job descriptions of the two assistants and delegation of duties of the library clerks for the September meeting.

Payroll/ ADP: Theresa will contact ADP about how to upload the general ledger to Quickbooks.

The meeting was adjourned at 8:20 p.m.

The next board meeting is August 20, 2019 at 7:00 p.m.

Respectfully submitted,
Joan Wallis

August 20, 2019 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:05 p.m. Present were, Joan Wallis, Gary Bennett, Scott Bailey, Penny Tweedie, Jim Frind and Theresa Streb. Excused were Marianne Stephan, Matt Owen,

Treasurer's Report: As of July 31 we had $64,165.63 in operating savings, $11,492.54 in operating checking, $10,453.06 in payroll checking, $11,524.19 in capital savings, as well as $83,704.14 in Community Bank.

Circulation Report: Circulation for the month of July 2019 was 2638 (1281 ILLs sent) with 167 eBooks for a grand total of 4086 items circulating. Computer use for the month was 334. We had 30 new cards issued and 302 wireless users. Circulation for the month of July 2018 was 2929 (1272 ILLs sent) with 170 eBooks for a grand total of 4371 items circulating. Computer use for the month was 563. We had 31 new cards and 422 wireless users.

Motion: Jim Frind moved to accept July minutes. Gary Bennett seconded. Carried.

Bookkeeping: Theresa reported on the progress of taking over bookkeeping duties from Lew Ellwanger. She has been through a training course on retirement reports. She will correct the number of staff that needs to be reported.

Pest Control: The board reviewed a proposal from Town and Country Pest Solutions for quarterly bedbug inspections. The contract is for $3,000 yearly for quarterly inspection.
Motion: Jim Frind moved to accept the Town and Country Pest Solutions proposal with the stipulation that the library be billed quarterly. Penny Tweedie seconded. Carried.
Theresa will verify that the contract includes previous service this year.

Motion: Jim Frind moved to pay the August bills. Scott Baily seconded. Carried.

Library Conference: Theresa will not be going to the Association for Rural and Small Libraries Conference in September. She will try to get a refund on the registration fee. She is requesting September 4-6 as vacations days.

Meals on Wheels: The library has become a temporary drop-off for the program because the Community Center is closed for two weeks. The library might become a permanent drop-off if all goes well.

Policies Online: Theresa is looking at which library policies are online and which need to be. They should be accompanied by the last date each policy was updated.

Library Fundraising Committee: So far the committee outside of board members includes

Tabitha Fosdick, Suzy Phillips, Jim Brady. Theresa is looking for a Lyons National Bank staff member to fill a spot.

Amazon Smile: Jim Frind suggested that information on the Amazon Smile program be included in each check-out receipt to spread word of the program, which benefits the library.

The meeting was adjourned at 7:50 p.m.

The next board meeting is September 17, 2019 at 7:00 p.m.

Respectfully submitted,
Joan Wallis

September 17, 2019 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:10 p.m. Present were: Marianne Stephan, Gary Bennett, Penny Tweedier, Scott Bailey, Matt Owen and Theresa Streb. Excused were Jim Frind and Joan Wallis.

Treasurer's Report: As of August 31, we had $37,037.87 in operating savings, $7,570.37 in operating checking, $2,310.11 in payroll checking and $11,524.43 in capital savings, as well as $583,704.85 in Community Bank.

Circulation Report: Circulation for the month of August 2019 was 2341 (1106 ILLs sent) with 200 eBooks for a total of 3647 items circulating. Computer use for the month was 349. We had 22 new cards issued and 267 wireless users. Circulation for the month of August 2018 was 3042 (1358 ILLs sent) with 151 eBooks for a total of 4551 items circulating. Computer use for the month was 585. We had 19 new cards missed and 377 wireless users.

Motion: Scott Bailey moved to accept August minutes. Gary Bennett seconded. Carried.

Motion: Marianne Stephan moved to pay the September bills. Scott Bailey seconded. Carried.

Bookkeeping: The audit completed on August 27th showed no problems, except that the adjusting entries that were supposed to be done after last year's audit were not completed. Jaylene Carpenter will be showing Theresa & Cindy how to do the adjusting entries as well as a bank reconciliation that needs to be finished but has not been done due to prior reporting error to NYS Retirement. Theresa is hoping that Cindy will be able to fully take over the bookkeeping by January 1st, 2020. She did the last set of bills OK.

NYS Retirement: Theresa has contacted them and they are going to have either a manager or a supervisor contact Theresa to see how they can assist. There are still some library employees who Lew did not get registered to the retirement system.

Policies Updates: Theresa provides Board with list of updated library policies. There are still more to be updated, along with some new policies that need to be adopted. **Sexual Harassment Training** needs to be done with the staff **by October 1st, 2019.**

Pest Control: An inspection was done on September 9th by a technician from Town & Country Pest Solutions. No evidence of bed bug infestation was found.

Autumn Used Book & Bake Sale: The Friends of the Library met today to continue planning the upcoming sale Oct. 16-19.

Summer Programs: The library offered 24 children's programs and 12 teen & adult programs. 495 people attended the children's programs and 112 attended the teen & adult programs for a total of 607 participants. The summer reading program was also successful with a total of 51,634 minutes read by the participants.

Staff Job Descriptions: Theresa reported that not all staff have handed in their job descriptions yet as requested by the Board. The next staff meeting is Sept. 25. Theresa agreed to try and have them available for the Board at next month's meeting. Theresa told of the need to hire a new IT person who can teach computer classes as well as assist patrons in the use of devices such as: cell phones, laptops iPads, etc. Lew has officially retired, due to health issues, and turned in his building keys. Theresa said the job would be for four hours per week. Matt Owen recommended Alan Gardner. Gary Bennett recommended Tyler Paddock.

Motion: Theresa requested October 7 - October 11, 2019 to finish off her vacation days. Marianne Stephan moved to approve vacation request. Penny Tweedier seconded. Carried.

The meeting was adjourned at 7:45 p.m.

The next board meeting is October 15, 2019 at 7:00 p.m.

Respectfully submitted,
Marianne Stephan
(for Joan Wallis)

Lyons Public Library

Engaging, Open, Enlightening, Vital

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Theresa Streb
Director
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October 15, 2019 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:04 p.m. Present were: Marianne Stephan, Penny Tweedie, Jim Frind, Gary Bennett, Scott Bailey, Matt Owen and Theresa Streb. Excused was Joan Wallis.

Treasurer's Report: As of September 30, we had $10,696.78 in operating savings, $4,327.79 in operating checking, $2,202.80 in payroll checking and $11,524.67 in capital savings, as well as $83,705.53 in Community Bank.

Circulation Report: Circulation for the month of September 2019 was 2144 (1077 ILLs sent) with 161 eBooks for a grand total of 3382 items circulating. Computer use for the month was 299. We has 17 new cards issued and 253 wireless users. Circulation for the month of September 2018 was 2451 (1245 ILLs sent) with 147 eBooks for a grand total of 3843 items circulating. Computer use for the month was 404. We had 15 new cards issued and 331 wireless users.

Motion: Penny Tweedie moved to accept September minutes. Jim Frind seconded. Carried.

NYS Retirement: Theresa reported being caught up on reporting retirement, however she still needs to contact ADP to see how to deduct the 3% from payroll for the NYSRS. The only staff left to do is Tabitha Fosdick and Cindy Henry. Theresa told of her plan to call ADP tomorrow *(*Oct. 16).

No Smoking Policy: The Tobacco Use Policy was reviewed. Theresa will obtain three signs to be attached to each of the library's entrances/exits.

Motion: Jim Frind moved to accept the Tobacco Use Policy. Gary Bennett seconded. Carried.

Audit: The Board reviewed the draft copy of the audit. Once the Board approves, Theresa will notify Jaylene Carpenter who will electronically file the 994 with the IRS. The Library will then be notified.
Motion: Scott Bailey moved to approve the draft copy of the audit. Penny Tweedie seconded. Carried.

Tax Check: The library's tax check from the school was received and deposited in our operating savings account. Amount of the check was $353,046.00.

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Sexual Harassment Training: Training has been done with all but two staff members. The current Personnel Policy needs to be revised since the sexual harassment section does not meet NYS standards addressed on their sexual harassment training page. Theresa will make needed revisions to the policy. All staff have been given a copy of the current policy as well as other pertinent information on this topic.

Staff Job Descriptions: Theresa has received feedback from Bob Wicksall, Computer & Network Services Manager at Pioneer. He was sent a copy of the library's technology coordinator job description. Theresa needs to revise the IT job description and then advertise it to the community. She did speak with Alan Gardner about the IT position. She also stated she attempted to contact Tyler Paddock but he has not called her back. Discussion held regarding what staff is able to assist patrons with computer issues and with the 3D printer. Theresa and Tabitha Fosdick are the only ones who know how to operate the 3D printer.

Copies of the staff's job descriptions have been given to Penny. A committee consisting of Penny, Scott and Marianne will be reviewing these and making recommendations.

Bank Signature Cards: Former bookkeeper Lew needs to be removed and current bookkeeper Cindy Henry needs to be added to the signature cards for LNB and Community Bank. Other current names on signature cards are Theresa Streb, Gary Bennett and Marianne Stephan.

Motion: Jim Frind moved to remove Lew Ellwanger and add Cynthia Henry to the signature cards for LNB and Community Bank. Penny Tweedie seconded. Carried.

Vacation Request: Theresa requested November 29, 2019 off. This will use one vacation day from 2019-2020.
Motion: Matt Owen moved to approve Theresa's vacation request. Marianne Stephan seconded. Carried.

October 2019 Bills: In reviewing the bills, Scott Bailey discovered double payments to Baker & Taylor as well as an incorrect amount to Staples. Discussion held on what ad happened. Theresa will rectify this immediately.

Motion: Jim Frind moved to approve all bills except the three that are questionable. Scott Bailey seconded. Carried.

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The Board went into an executive session. Theresa Streb excused.

Meeting resumed - New Business.

Director's Office: By October 31st, the Director's office needs to be cleaned up and organized, including the files being labeled. A professional organizer had been hired earlier this year to assist in this matter. It was decided that both a staff member & Board member will be shown where important files, etc. are kept in case the Director is unexpectedly away from work.

* Library Mail: Discussion held to question the procedure of how the mail, particularly outgoing bills, is handled. Concern voiced regarding a Halco bill that had been issued over two months prior to it being paid to the company. Theresa stated she hand-delivers the mail to the post office daily herself. If she's not there, a staff member takes it.

*** Trash/Recycle Bins**: Penny stated the current single totes are not adequate for the library's needs. The library currently uses Al's Disposal. Theresa will check with Al's, Casella and K&D to see what is available in size and price. She was asked to report her findings back to the Board by the end of this week.

*** Handicap Door Opener**: Penny stated her observation that the opener is not consistently working. Theresa will contact the company to have them check into this.

The meeting was adjourned at 8:30 p.m.

The next board meeting is November 19, 2019 at 7:00 p.m.

Respectfully submitted,

Marianne Stephan (for Joan Wallis)