

## March 16, 2021 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:03 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Melissa Correia, Jim Frind, Marianne Stephan, Marcia Bilancini, Matt Owen. Also present were Leona Lauster, Cindy Henry, Jenn Lake and Tabitha Corey.

**Trustee Terms:** Gary Bennett 2017-2022, Marcia Bilancini 2021-2023, Joan Wallis 2019-2024, Jim Frind 2019-2024, Scott Bailey 2020-2025 (2021 vote), Marianne Stephan 2020-2025 (2021 vote), Matt Owen- 2021-2026 (2021 vote).

**Melissa's Report:** The staff is keeping a notebook of questions for her and the board. Gary has been contacted by Wayne County Civil Service about the applicants for the Library Assistant Position. The ethernet cable is scheduled to be installed, to be connected to the printer. Seating can be and is installed in the library and seats will be sprayed after each use. The periodical room is in use again, with a sanitizing station in the room for readers. Quickbooks will be used to complete the annual report. The annual visitor count is problematic, but the door counter is back in use and Melissa will call SensusSource to find out how to access the data it produces. A budget draft was handed out to the board members.

**Evergreen Update:** Melissa will train some staff who can train others. The other option for staff is to attend the April 14, 2:00 pm webinar given by Pioneer System. Staff who are not working at the time in the library can attend.

**Circulation Report:** Circulation for the month of February, was 1,916 (203 ILLS) with 203 ebooks, 382 hold items received, 867 hold items sent. There were 7 new cards issued. Wifi use was 87. In February 2020 circulation was 2,724 with 591 hold items received and 1,173 hold items sent.

**Creative Bug:** Tabitha and Gary will have administrative passwords for this software program.

**Trustee Petitions:** Gary has petitions to be signed for Scott, Marianne and Matt.

**Budget vote:** The vote will be May 4<sup>th</sup> from 12p.m. to 8 pm. The budget meeting will take place on May 3 at 7:00 pm.

**Motion:** Marcia Bilancini moved to hold the annual LPL budget vote May 4 from 12:00 p.m. to 8:00 p.m. in the Community Room of the LPL. Jim Frind seconded. Carried.

**Motion:** Jim Frind moved to accept the February minutes. Marianne Stephan seconded. Approved.

**Motion:** Jim Frind moved to accept the March 10 minutes, with change to "Library Assistant." Scott Bailey seconded. Carried.

**Motion:** Marcia Bilancini moved to approve the March bills. Jim Frind seconded. Carried.

**Library closing:** Jim Frind moved to close the library Friday, March 19, at 12:00 p.m. and reopen Saturday March 20 to allow staff to attend calling hours for Theresa. Staff scheduled to work will be paid for time. Gary Bennett seconded. Carried. Tabitha will note closing on the LPL website and Facebook and put a sign on the outside door.

**Staff and Board Meeting:** There will be a staff and board meeting on Wednesday, March 24 from 5-6 p.m.

**Library Manager:** A library manager could be hired soon at 35 hours/week reclassified to Library Manager. The salary range will be \$40,000-\$50,000. The county has a one year probation period for hires. The board will look at vacation and sick time for the position. Gary, Joan and Jim will meet Friday at 3:00 p.m. to discuss the position.

**Motion:** Joan Wallis moved to reclassify the director's title to Library Manager. Scott Bailey seconded. Carried.

**Desk Change:** Who can access the safe for change? It was decided that Liz will have access.

**Magazine renewals:** The board decided to continue renewals. Pause on raffles however.

**Boiler safety inspection:** Jim approved the \$75 required inspection.

**Basement:** This construction will be revisited. Applying for a state grant was discussed as well as asking Senator Helming for aid.

**Book sale books:** The library will begin accepting donation of books for the book sales.

**Adult and children's crafts:** Jenn and Tabitha should use reimbursement forms and submit them with receipts monthly by the 7<sup>th</sup> day of the month for the board approval. Tax-exempt forms should be used for purchases. Multiple copies need to be made.

**Budget:** Professional fees will be lowered from \$16,000 to \$15,500.

**Motion:** Jim Frind moved to accept the budget as changed and change the budget line "staff" to "clerical." Scott Bailey seconded. Carried.

**Memorial money:** There is a template for thank you notes to donors. Marcia Bilancini offered to hand write thank yous to those giving money in memory of Theresa. The board will sign those thank you notes. Two memorial gifts in memory of Justine Lane need thank you notes sent.

**Director's lap top:** A new one from PLS needs to be purchased, for \$550. It will be fully loaded with library system software.

**Motion:** Scott Bailey moved to have Melissa purchase a lap top from Pioneer System for the director's use. Marianne Stephan seconded. Carried.

**Facebook account:** Tabitha has editing access to the library's Facebook account but no password. She will look for it.

**Library use count:** A count of traffic from 5-8:30 will take place as well as book check-outs and computer usage, to the end of May.

**Staff ideas:** The board is interested in ideas the staff has for improvement of services. They asked Melissa to encourage staff to bring her ideas so she can share them with the board.

The meeting adjourned at 8:50 p.m.

The next meeting is April 20, 2021 at 7:00 p.m.

Respectfully submitted,  
Joan wallis

