



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
August 15, 2023**

Present: Joan Wallis, Chantel Bostic-Bullock, Gary Bennett, Leslie Shaw, Marianne Stephan and Joe O’Toole. Scott Bailey and Matt Owen were excused. The meeting was called to order at 6:55 p.m. in the Community Room.

Motion: Marianne Stephan moved to approve July minutes, and Chantel Bostic-Bullock seconded. Carried unanimously.

Budget Report: This was sent to board members digitally from Sharon Arthur. A question about the posting of “Presenter Fees” was answered by Joe, who said the Quickbooks category “School Grants” in the revenue and expenses categories will be added eventually.

Director’s Report: The “New Book” display was moved to a revolving bookshelf near the library entrance. On August 30, from 5-7 p.m., a “Back-to-School Bash” will be held for the elementary and middle schools. Chantel Bostic-Bullock offered to help Kristina Braell at the middle school and Joan Wallis offered to help Destiny Fisher at the elementary school. Leslie Shaw will also volunteer if she can. In the Teen Area, a stripe on the wall will be painted. Leslie suggested using a magnetic paint and having poetry tiles available to use on it. Chantel suggested chalk-board paint as well.

The Backflow Prevention Detection Device was inspected.

Kristina Braell has started as the new Assistant Director. Cathy Emmel resigned. Melissa Correia is returning from retirement on Monday, August 21st.

Trustee Vacancy: Leslie Shaw is our newest trustee, filling a one-year appointment.

Motion: Marianne Stephan moved to appoint Leslie Shaw as a Lyons Public Library Trustee beginning today until June 30, 2024. Chantel Bostic-Bullock seconded. Carried unanimously.

Bills: Marianne Stephan moved to approve the August bills. Chantel Bostic-Bullock seconded. Carried unanimously.

Policy Updates: None at present.

Treasurer: Gary contacted the Newark Library about accountant vs. treasurer duties and received a description of each. He will ask Sharon Arthur about the job description of the treasurer at the Geneva Library.

Budget surplus: Tabled for the next meeting.

Assistant Director: Kristina Braell has begun her provisional term.

Motion: Marianne moved to appoint Kristina Braell as a library assistant (in role of assistant director) for a rate of \$20/hour for 35 hours/week plus 50% of the cost of health insurance or a \$2,600 buy-out for health insurance, for a provisional term until she passes the Civil Service Exam, after which time her position will be probationary for 12 months. Chantel Bostic-Bullock seconded. Carried unanimously.

Furniture: There is new furniture in the teen area. The board discussed installing couches or leaving the chairs but cleaning their upholstery in the adult reading area.

New Telephone System: Instead of receiving 4 Verizon phone bills a month, Joe is looking into a new phone system for the whole building that is cheaper and more efficient. He received a quote and detailed description of a Nextiva system, which he emailed to board members. Gary suggested further investigation of Nextiva and other systems. For Nextiva there is a one-time fee of \$646 and a monthly fee of \$126/month. Joe didn't know for how long that fee would hold. Further discussion will be held in September.

Director's Evaluation: Gary created an evaluation form based on the job description of the director. The evaluation will be sent by Gary to each board member who has served more than one meeting as a trustee, asking each member to complete the evaluation and scan it back to him in a timely fashion before the next meeting.

Motion: Chantel Bostic-Bullock moved to approve the evaluation form for the library director. Joan Wallis seconded. Carried unanimously.

Barberry bushes: A discussion about digging out the barberry bushes by the steps to the library and leaving the spirea was held prior to the meeting. Joan Wallis also

suggested the barberry against the building on the Broad Street side be vigorously pruned this fall.

The meeting adjourned at 8:23 p.m.

The next meeting is September 19, 2023, at 6:30 p.m. in the library community room.

Respectfully submitted,
Joan Wallis