

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's 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