

## **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)