



Lyons Public Library

**Lyons Public Library
Board of Trustees Meeting
May 20, 2025**

The meeting was called to order at 6:35 p.m. in the community room.

Present: Gary Bennett, Joan Wallis, Matt Owen, Leslie Shaw, Scott Bailey, Kristina Braell

Also Present: Mary J LaGasse Tatem and John Hawman

Annual Budget Meeting: At 6:35 p.m. the public comment session for the annual budget meeting opened. No member of the public attended to offer questions or comments. The session closed at 6:37 p.m.

Minutes Motion: Gary Bennett moved to approve the April minutes. Scott Bailey seconded. Carried unanimously.

Bills Motion: Leslie Shaw moved to approve payment of May bills. Matt Owen seconded. Carried unanimously.

Budget Report: The board received the report prior to the meeting. There were no questions. Joan Wallis requested that Sharon Arthur be asked if she can attend the July board meeting to explain the financial reports to the new and current trustees. Kristina will ask her.

Directors Report: Kristina noted the steep uptick in ebook borrowing at LPL. Summer reading program plans have been made, including programs related to the theme “Color Our World.” The Friends of the Library are funding a Community Arts series. Spring lawn care maintenance by Bovet is completed. Brandon Coons is completing repairs to maintain the facility. Two faulty security cameras will be replaced by Alternative Technology. Yearly elevator inspection and test report was satisfactory.

Facilities Report: A meeting of the Facilities Committee will take place on May 22 at 2:00 p.m. with a zoom call to Julia Marshall, the library architect. The committee is waiting for a quote on repair of the HVAC unit from Aaon. For this

reason, the board will meet on June 2 at 6:30 p.m. to revisit the HVAC replacement and repair quotes and decide on one of them.

D & O Insurance: Kristina reported that none of the policies researched so far is comparable to one another. A request for a quote from Liberty is still being made. Insurance One offered a quote of \$1,143.

Motion: Joan Wallis moved to accept the Insurance One D & O Policy at a cost of \$1,143. Gary Bennett seconded. Carried unanimously.

DASNY: Brian Manktelow's grant for facility improvements are and will be used to update various library facility projects. A further discussion will take place Thursday, May 22 at the Facilities Committee meeting.

Bank Update: For Lyons National Bank accounts, new signatory cards for Gary Bennett and Kristina Braell have been filed. Community Bank will send a representative in July to the library to issue new signatory cards to Gary and Kristina. Gary obtained a 3% interest rate from Community Bank for library accounts.

Motion: Leslie Shaw moved to accept a 3% interest rate from Community Bank for library accounts. Gary Bennett seconded. Carried unanimously.

Parking Lot: Scott will contact Jim Brady to ask about the town's plans for the parking lot and when the ambulance building will be razed.

Theresa Streb IRA: For the \$21, 109.76 bequest to the library, Ascensus, Inc. will disperse the money to the library when they receive the signed Beneficiary Election Form from Kristina.

Motion: Joan Wallis moved to authorize Kristina Braell to complete and sign the Beneficiary Election Form to obtain the Theresa Streb IRA bequest on behalf of the library. Scott Bailey seconded. Carried unanimously.

Treasurer Position: Kristina will ask Sharon to ask Geneva Public Library's Treasurer if they would consider acting as Lyons Public Library's Treasurer as well for the same pay as that offered by Geneva.

Employee Handbook: Lyons has an employee handbook from OWWL that's been adapted to LPL use. It needs to conform to LPL Personnel Policy. Gary will ask Ron Kirsop if the NYS Civil Service Law was consulted when creating the employee handbook for OWWL libraries.

Internet, Computer & Technology Policy: Kristina presented a draft policy with some changes from the previous one. These changes included a disclaimer on privacy or security of data when patrons use library technology, and puts responsibility for information protection on the patron or user when completing online forms, printing or using the fax machine.

Motion: Matt Owen moved to adopt the new Internet, Computer & Technology Policy. Gary Bennett seconded. Carried unanimously.

3-D Printer Policy: This policy was formerly part of the Internet, Computer & Technology Policy and now is separate.

Motion: Joan Wallis moved to accept the 3-D Printer Policy. Scott Bailey seconded. Carried unanimously.

Marianne Stephan Memorial Fund: Suggestions were made to use the funds to purchase items for the children's area. Kristina will ask Destiny, in charge of children's programming, for ideas, but also mentioned wall-mounted mazes that could be moved should the children's area be relocated. More discussion in June.

Board Vacancies: The following appointments to the board provide a full board for the last month of the current fiscal year:

Motion: Joan Wallis moved to appoint John Hawman and Mary J LaGasse Tatem to the Lyons Public Library Board of Trustees beginning May 21, 2025 through June 30, 2025. Scott Bailey seconded. Carried unanimously.

Code of Conduct: In view of the poor conduct of some middle schoolers who use the library after school, the board looked at the Code of Conduct and the consequences of violation of the code.

FFRPL: The monies from the grant may be given to OWWL to purchase e-books and audio books that can be available to all patrons in the system.

Motion: Joan Wallis moved to authorize contributing Lyons Public Library FERPL fund money to OWWL Overdrive for purchase of e-books and audio books. Gary Bennett seconded. Carried unanimously.

Construction Aid: Tabled. To be discussed at Facilities Committee meeting.

Public Vote: This will take place Wednesday, May 21 at the library. Copies of the library budget for 2025-2026 are available at the library desk.

Personnel Change Report: To officially change Tabitha Fosdick's employment classification to full-time. Her title remains the same: Technology and Communication Services Specialist.

Motion: Leslie Shaw moved to approve the increase in hours for Tabitha Fosdick, Technology and Communication Services Specialist for the library, from 30 hours per week to 35 hours per week, effective retroactively to January 1, 2025. This position shall now be considered full-time. Scott Bailey seconded. Carried.

Motion: Joan Wallis moved to authorize Kristina Braell to co-sign a reimbursement check for \$43.13 to herself because no other second signatory is available. Matt Owen seconded. Carried unanimously.

The meeting adjourned at 8:30 p.m.

The next board meeting will be on June 2, 2025 at 6:30 p.m. at the library to consider quotes for HVAC repair or replacement.

The regular June board meeting will be on June 24, 2025 at 6:30 p. m. at the library.

Respectfully submitted,
Joan Wallis