

# Minutes for Lyons Public Library Board of Trustees Meeting

## October 21, 2025

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Meeting was called to order at 6:32 PM in the Community Room of the Library.

**Trustees in Attendance:** Gary Bennett, Joan Wallis, John Hawman, Matt Owen, Leslie Shaw, Mary LaGasse-Tatem, and Leisel Everdyke.

**Others in Attendance:** Kristina Braell, Director

**Public Comments:** Negated due to no attendance.

**Approval of Minutes:** Joan Wallis made a motion to approve the September minutes with revisions, seconded by Gary Bennett. Approved unanimously.

**Budget Report:** The budget report was reviewed.

**Director's Report:** Kristina Braell reviewed the Director's Report.

**Committee Reports:** No committee reports to review.

### Old Business

- **Bylaws Change:** Discussion on the text of the proposed Bylaws.
  
- ❖ Motion to approve the Bylaws with changes proposed by the Chair was made by Joan Wallis, seconded by Mary LaGasse-Tatem. Approved unanimously.
  
- **Treasurer Position:** Tabled until November.
- **Meeting Room Use Policy and Application Drafts:** Discussion on the changes to the text of the policy submitted by Kristina Braell.
  
- ❖ Motion to approve the Meeting Room Use Policy and Application with the changes was made by Leisel Everdyke, seconded by Matt Owen. Approved unanimously.
  
- **Personnel Policy Changes – Closures Due to Weather:** Tabled until November.
- **Changes to the LNB Credit Card Account:** The paperwork has been filed with the bank and no further updates are available.

- **Updates: *Creating a Culture of Civility* and required yearly training hours:** Joan Wallis provided an overview of the course and discussion followed on training options and available resources.
- **Document Retention Policy:** Discussion on the topic and relevance.
  
- ❖ Motion was made by Joan Wallis to approve the draft of the Document Retention Policy, seconded by Mary LaGasse-Tatem. Approved unanimously.
  
- **Director Evaluation:** Tabled until November.
- **Minimum Standards Compliance Policy:** Discussion on the topic.
  
- ❖ Joan Wallis moves that the Lyons Public Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Kristina Braell to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State open Meetings Law. Mary LaGasse-Tatem seconds, and the motion passes unanimously

### **New Business**

- **Cash Register Status:** Tabled until November.
- **Bovet Estimate - Garden Maintenance:** Discussion on the proposed estimate for garden maintenance scheduled for this fall.
  
- ❖ Motion was made by Leslie Shaw to approve the scheduled garden maintenance by Bovet, seconded by Matt Owen. Approved unanimously.
  
- **Roof Repair and replacement: Recent problems and HKK review status:** Discussion on the most recent roof leaks and a plan of action. Kristina Braell is awaiting information from the architectural firm on the roof specifications. A meeting is scheduled for Thursday, October 23<sup>rd</sup> with Finger Lakes Service Group to inspect and address the recent leaks.

- **Aaon HVAC unit: Repair/Replacement:** Discussion on the proposals and options for repairing or replacing the current Aaon HVAC unit.
  
- ❖ A motion to accept the proposal from Guckian Energy Systems LLC, to cover the cost of \$10,328.00 to repair the existing Aaon HVAC unit was made by Leslie Shaw and seconded by Mary LaGasse-Tatem. Approved unanimously.
  
- **Audit Draft:** Discussion and review of the current draft.
  
- ❖ A motion was made by Joan Wallis to authorize the Chair to sign the audit paperwork provided by Bonn, Dioguardi & Ray, seconded by Mary LaGasse-Tatem. Approved unanimously.
  
- **Bonding for the new roof and build out:** Tabled until November.
- **Grant Process – Town of Lyons grant access and DASNY Updates:** Joan Wallis provided updates on current grants in process with the Town of Lyons. Discussion followed on possible options available to the library.

Note: Matt Owen departed the meeting at 8:06.

**Approval of Bills:** Mary LaGasse-Tatem made a motion to approve the bills, seconded by Joan Wallis. Approved unanimously.

**Adjournment:** A motion to adjourn was made by Leslie Shaw, seconded by Leisel Everdyke. Approved unanimously.

Meeting was adjourned at 8:09 PM

Respectfully submitted by John Hawman, Secretary