

## LYONS LIBRARY BOARD MEETING

**May 8, 2025**

**Open Meeting:** Meg Hebing opened the meeting at 7:00 p.m. Meg Hebing, Lyn Medley, Leslie Tracey, Emma Martin, Micki Valentine-City Manager, and guest Michelle Ray. Cathy Griswold was absent & excused.

**Everyone stood for the Pledge of Allegiance.**

**Changes or additions to the agenda:** Lyn Medley would like to add a discussion about the drug envelopes.

**Approval of the April 10, 2025 Minutes:** It is recommended to clarify the April minutes to show that the motion was unnecessary to remove information, about the envelopes, from the library website, as it was not on the website. The program is a state program, where the library is listed, and the envelopes are available at the library. Leslie motioned to approve the minutes, with the amendment, Lyn seconded. All in favor – none opposed – motion approved.

### **Library Updates:**

**Monthly Report:** Meg reads the report for the month of April.

676 checkouts

3 new Patrons

423 renewals

15 patrons used the internet computers

589 holds filled

7 Volunteers worked 119.5 hours

112 items cataloged

\$11.90 collected in copy fees (Noted a discrepancy in the two reports.)

**Library** – Discussed Librarian search. The recruitment flyer was reviewed. Staff continues with cataloging and processing. The weeding project is almost complete. Weeding was explained.

**PYM** – Assistant Librarian Rose attended the PYM Director's meeting. Explanation needed from Rose as to what "pause the collection letters to patrons" means.

**CCRLS Contract** – The new contract with CCRLS has been signed and was reviewed for the upcoming year. Meg noted that Lyons will receive \$12,556 in Formula Based Reimbursement.

**Summer Reading Program** – Lyn provided an update on the Summer Reading Program. Bins are ready. Garden Club will present "Growing Plants" June 19. Brenda Harris will lead the Field Day event. Rose will contact the Fire District for one of the events and have a backup plan, if needed. Reptile Man, Bubble Man, Mo Phillips are scheduled. Kona Ice will be there. Will need a flyer to send home with the Mari-Linn students two weeks before school lets out. Last day of school is June 10<sup>th</sup>.

**Public Comments:** Michelle Ray is in attendance to observe for the librarian position. She has no comments or questions.

**Old Business:** none

### **New Business:**

**Review of Roberts Rules of Order** – Meg had opportunity to review the Roberts Rules of Order and explained that it provides direction on how to hold meetings in an organized manner, follow the agenda, each person takes turns speaking without others interrupting.

**Replacement for Board Member** – Meg reports they will need to find a replacement board member and will need applications to hand out. The library or city hall can provide. She pointed out that the Library Ordinance says the board will hold a meeting in July. Their practice has been to take a break through the summer. They will elect a chair and vice chair at the first meeting after the summer break.

The next meeting is scheduled for Thursday, June 12, 2025 at 7pm at the library.

**The meeting adjourned at 7:35 p.m.**