

Lisle Free Library  
8998 NYS Rte. 79 PO Box 305  
Lisle, NY 13797

Kimberly Barker, President  
Richard Cicciarelli, Vice President

Trustees: Katharine Kittredge  
Cheryl Lidell  
Gary McCall  
William Priscott

February 5, 2024 - Regular Meeting - 6:30 PM

**Present:**

**Trustees:** Kim Barker, Rick Cicciarelli, Katharine Kittredge, Cheryl Lidell, Gary McCall, William Priscott (via Zoom)

**Absent:** None

**Director:** Cher Douglas

**Treasurer:** Amy Beck

**Community Attendees:** None

**Minutes:** The minutes for the December 2023 and 2024 Annual meetings were reviewed. Kim B made a motion to accept both meeting minutes and seconded by Gary M.; all in favor.

**Treasurer's Report:** The Treasurer's reports for December 2023 and January 2024 were presented by Amy B. Kim B. made a motion to accept the December 2023 report and seconded by Rick C.; all in favor. Kim B. made a motion to accept the January 2024 report and seconded by Katharine K.; all in favor.

**Director's Report:** The Director's report for December 2023 – January 2024 was presented by Cher D. Kim B. made a motion to accept and seconded by Katharine K.; all in favor.

**Committee Reports:**

○ **Building & Grounds:**

- Cleaning: Gary M. made a motion to contract with Yvonne Austenfeld for weekly cleaning services at the rate of \$75/week and seconded by Cheryl L.; all in favor.
- Hot Water Heater: On Saturday (1/27), Cher D reported to Gary M. that the hot water heater in the basement was leaking and the electricity and water to heater were disabled. Gary M. contacted various suppliers; replacement 40-gallon heater \$500 – 1,300 (various unit and labor costs). Board authorized Gary M. to purchase a new unit for less than \$1,000. Either Gary M. and Rick C. will complete installation or Hines Plumbing and Heating will be contracted for same.
- Front Steps Night Visibility: Cher D reported that security/motion light for front entry way stairs performing inconsistently and causing safety hazard. Rick C. to replace the light system.

○ **Technology:**

- Public Computer Terminal Area: Rick C. and Gary M. met with Gary Ellis on Saturday (2/3) to install the new computer desks/book shelves. Part of the flooring was removed to level and secure the units. Flooring options were discussed. The Board approval final payment to Gary Ellis and commended him for another excellent job! Rick C. purchasing two new computer stations. Cher D. to purchase floor protector chair mats for the circulation desk and all three public terminal stations.

*Board Approved: 3/4/2024*

- Video Surveillance Enabled Doorbell: Rick C. aware of new desktop app for the equipment was purchased in November. He will install the app and test it in the next month.
- o **Administration:**
  - Patron Misconduct Incident Report: Cher D. reported that two individuals have been involved in several tobacco-related incidents over the past 7 months. The severity of the incidents has increased, and prior disciplinary actions (repeated verbal warnings, temporary loss of computer privileges, and short-term barring of building access) ineffective. Board agreed to expand suspension of all Library privileges for these two individuals including access to the building for the next 30 days pending further review. Cher D. to collect additional policy guidance.
  - Building Centennial: Village Historian is researching dates for building construction and grand opening. Cher D. would like to begin planning a Centennial Party for the community once timeline established.
  - Patron Flow Study Results: Cher D. presented the final results from the Patron Flow Study conducted from July – December of 2023. The Board tabled discussion of adjusting operating hours and hope to resume the conversation before summer.

**New Business:** None

**Public Expression:** None

Meeting adjourned at 8:10PM

The next meeting will be held on Monday, March 4<sup>th</sup>, 2024 @ 6:30pm.

***Cheridan C. Douglas, Director***

*Board Approved: 3/4/2024*