

Port Byron Library  
Board of Trustees Meeting  
Thursday, December 3, 2020

Called to order at 6:05 PM

Board members present: Hal, Julie, Susan, Mary Jo, Cathy, Mary Beth Howell, *PATTY.*

Guest: Willie Kimball

Guest: Ben Love, Director

Reading of Secretary's minutes - Hal

Correct Web update: Ben will teach Julie, not Hal.

Correct Susan's table - needs to be refinished.

Motion to accept corrected report Julie, Second - Susan, approved by all present, passed.

Treasurer's report not available.

New business - Director's Report - Ben.

Budget \$9916. Surplus - to be used to replace computers.

We will not be receiving \$3500.00 contribution from Cayuga County. Reduction from LLSA.

~~Programming, mileage and Utilities spent less than budgeted because library was closed.~~

Salaries - money left over - library had been closed.

Circulation: 8,000 Jan. 1 to Dec. 1

We need to provide documentation re Sen. Helming's Grant

Tax Exempt status updated - provided to vendors.

Secured new credit card - for non-profits - Ben, Amy, and Willie

Acquisitions: expand and update DVD and CD collections, YA graphic novels, adult DVDs and CDs,

Add video games, magazines and periodicals to lend.

Programming: as allowed - summer reading, movies, story time, after school activities, programs for adults and seniors.

Referendum - will ask for \$2,000 - \$3500 increase to cover loss of funding from Cayuga County.

Need to update policies to meet NYS standards.

Purchase of 2 virtual story times for holiday season *\$95.98*

Motion - Susan, Second - Cathy, all approved, Passed.

Hal attended training session at FLLS.

Old Business:

Julie reported internet connection much better - new phone lines - need to check each morning for new voice mails.

Website update - in progress.

Book Club hopes to resume in January.

Storytime hope to make available in January.

Copier needs adjustment - switch back for now.

Julie - Stanley Steemer estimate for carpet cleaning - \$275.00/1x. Need hose hookup - done.

Julie will schedule.

Motion to approve - Susan, Second - Julie, all present in favor, Passed.

Fire Extinguishers - completed.  
Front door/back door locks - not completed.  
Maintenance Fund - set money aside in separate bookkeeping category  
Maintenance of furnace - Susan reported it done.  
Handicapped sign- work in progress.  
Camera Systems - Hal - in progress.  
Computer status - Hal is upgrading to 10.  
Bookkeeper Search - Hal submitted letter from IBA - In Balance Accountants - put on hold - need answers and/or clarification.

#### New Business

Julie reported \$53.00 from book sale in 7 hours.  
Lots of donated books - not selling- storage is a problem - donate to someplace?  
Need to have more tables for future book sales.  
Julie - problem with lighting between doors in main entrance, Building Maint. Fund will cover that - Susan will call C&S.

Hal - transcribing minutes from recorded phone meetings.  
All minutes need to be put on our website.

Need to adhere to posted library hours. Amy will cover for Ben when necessary as soon as she has a key,  
Hours will be adjusted as needed.

Julie - We need to update Personnel Manual - previously done in 2017.  
It needs to reflect new employee structure and job descriptions.. Committee : Julie, Susan, & Cathy.  
Motion - Julie, Second - Susan. All present approved. Passed.

Julie - Research Alarm System. Ben will contact Herrtronics.

Julie - vacuum cleaner is obsolete - we could use shop vac.  
Cleaning lady schedule Jan., Feb. & March is 2x/wk.

Julie - do we have a plan in place in case we need to close again?  
FLLS will advise if and when that becomes necessary.  
We should adjust library hours for Christmas week.

Hal - Charter and By-Laws must be available in hard copy on demand.

Hal - need to elect Vice President of the Board.  
Julie volunteered . Motion - Cathy, Second - Mary Beth, all present approved. Passed.

Motion to adjourn at 8:05 by Julie, second - Susan. All present approved, Passed.

Submitted by Patty Brazak