

Port Byron Library Board of Trustees Meeting
January 7, 2021

By conference call.

Called to order by President Hal Lewis at 6:00 PM

Present: Hal Lewis, Mary Jo Kolczynski, Mary Beth Howell, Kathy McLoughlin, Julie Smith, Susan Alexander, Patty Brazak.

Guests: Ben Love, Director and Willie Jean Kimball, employee.

Hal presented a brief statement - a reminder to Board members and staff to refer to Handbook - specifically pages 22-24 and 43-44 as regards Director/Library daily activities and Board members duties and support of Board decisions.

All members approved the Meeting Agenda.

All members have Secretary's minutes from last meeting.

Motion to accept - Kathy

Second - Susan

Unanimously approved.

Treasurers Report

All members have report. Susan added that she has deposited two checks on Jan, 6 - \$98,000.00 and \$3500.00. A CD account is maturing on 1/10/21 and we have 10 days to decide to either cash it in or roll it over - the interest rate is 0.15.

Motion to roll over CD - Kathy

Second - Mary Beth

Unanimously approved.

Director's Report

We will reopen the library on Jan. 19th as suggested by the County Health Dept. We opened for extended hours to accommodate virtual learning but there was little demand. It's rumored school will re-open on the 19th so we will go back to regular hours but may extend hours if the need arises.

Christmas programming - thank you, Julie, for all your hard work. Santa was great. Willie took pictures - we were careful to follow safety procedures. We gave away books and take home craft packets. We served 8 - 10 families.

Amy is doing virtual story time. That will continue once a week.

I researched Legislative Grants - that money is no longer available - but grant money received in the past can be used for any purpose we deem necessary.

We have a new credit card - for non-profits - staff each have one to be used for library business.

I have initiated weekly staff meetings - we can discuss upcoming business, including COVID updates from the Health Dept. We continue to follow all guidelines. We are not doing any in-person programming.

Old Business:

Hal - I have submitted a description to Sara at FLLS to begin search for bookkeeper. Several sites were suggested, Ben advised Sarah has someone in mind., but search is ongoing.

Computer Replacement: After much discussion re we purchase ourselves or go with FLLS we decided to go with FLLS since it is not urgent - they should be able to have it all in place in May or June. We would get support from them - we would like to have a color printer included in the package. Ben will work with FLLS.

Motion to purchase new computers through FLLS - Mary Jo

Second - Kathy

Unanimously approved.

Julie - do we want updates on old business from last meeting ? Hal suggested it doesn't need to be brought before the Board.

Overdrive Contribution:

Ben- in 2019 our contribution was \$788.60 - Suggest we contribute \$1000.00. From Operating Account,

Motion: Mary Beth

Second: Susan

Unanimously approved.

Packet for new trustee:

On page 20 of the handbook is a list of documents - Julie, Mary Jo, and Susan will form a committee to prepare and distribute packets. They will meet Jan., 15 at 6 PM in the library.

Referendum: Ben suggested we ask for \$3,000.00, this needs to be submitted to the school in Feb, Ben will do this,

Motion to approve Kathy

Second - Julie

Unanimously approved.

ALA Membership: Ben suggested we do this as it gives us access to grants and educational and instructional materials, and the cost is \$175.00 per year.

Apply for ALA membership

Motion - Susan

Second - Mary Jo

Unanimously approved.

Amy - re Director's Report - clarify policy on extended hours - we will return to regular hours for now and increase hours as need dictates. Maybe if we put out flyers to let the community know about the increased hours we might see more families take advantage of this option. Staff will research and come up with a plan.

Motion to adjourn - Julie

Second - Mary Jo

Unanimously approved at 7:28 PM

Next meeting by phone Feb. 4, 2021.