

**Port Byron Library
Board of Trustees Meeting
Conference call
March 4, 2021.**

Call to order at 6:05 PM

Present: Hal, Patty, Julie, Mary Jo, Mary Beth, Kathy, Susan
Also present: Ben and Willie
Approval of agenda
Motion to approve Julie
Second - Kathy
All approved.

Secretary's Minutes

Everyone received a copy
Motion to approve
Motion - Mary Jo
Second - Mary Beth
All approved.

Treasurer's Report - Susan

Review of accounts - income and expenses- No unusual activity.

Director's Report - Ben

Circulation - up in several children's categories from last February. DVDs down, most areas improved or maintained levels.
Programming- Storytime is continuing. We prepare 10-15 take-home craft packets. We have had good participation. Eleven took part in coloring contest - we awarded three prizes.
Regarding the budget - it is similar to last year - wages are up slightly. We are working with FLLS to fix some figures from 2019. FLLS has reduced funding slightly - but they will continue services.

Committee Reports - Julie

Personnel and Trustees Handbooks are still in progress, we need to form a Personnel Committee to handle mediations and assessments. Hal suggested add it to handbook and we will form a committee at a later date.

Old Business:

Cameras - Hal - ordering 4 indoor/outdoor cameras for about \$500 plus \$224 for monitor. Hal is asking for legal advice from FLLS regarding posting notices re cameras - privacy issues, etc.
Motion to approve purchase of cameras and monitor -Mary Beth
Second- Mary Jo
All approved.

Bookkeeper Search - INDEED employment site - Hal- | have requested 100 resumes.

Motion to continue search with INDEED - Mary Jo
Second - Julie
All approved,

Computer Replacement through FLLS - on hold until Spring.

New Business: 2021 Budget-

Discussion regarding Quick Books - we need to keep it - it contains a lot of data.

Discussion regarding Alarm Monitoring - relatively small expense - keep it.

Julie - we need to verify Board Officers 1x/yr - Hal - President, Julie - Vice President, Susan - Treasurer, Patty - Secretary. All will remain for the present.

Motion to adjourn - Julie

Second Mary Jo

All approved.

Adjourned at 6:45 PM

Next meeting will be April 1st, 2021 either by phone or in person, Hal will advise.

Notice: Julie DeWolf's father died - sympathy card at library to be signed.

Meeting packets should be ready for pickup one week prior to meeting date.