**Port Byron Library**

**Board of Trustees Meeting**

**October 7, 2021**

Called to order by President Joyce at 6:09 PM

Present: Joyce, Hal, Bernie R.,Kathy, MaryBeth, MaryJo, Susan, Patty.

Bernie T. excused – Ill with COVID.

Guests: Ben, Willie Jean.

Review agenda - approve

Motion - MaryBeth

Second - Hal

All approved.

Approve Minutes

Motion - Hal

Second - Susan

All approved

No public comments.

Susan - Treasurer's Report

Read from Bank statements

Director's Report

Ben listed October activities - many offerings for all age groups, varied interests.

5 new computers have been installed including 1 laptop for public use, 2 more coming.

Still researching handicapped door installation.

Meeting with new bookkeepers on Wednesday - starting accounts payable.

Going to direct deposit for paychecks - $20.00 fee per month.

Will be doing tax prep and filing $700.00

Approve bookkeeping service

Motion - Kathy

Second - MaryBeth

All approved.

Carpet cleaning - go with Stanley Steemer

Motion - Hal

Second - Susan

All approved.

Appreciation Day - library people - approx. 25 - Sat. 10/23 noon.

Susan's official resignation as Acting President

Motion to accept - MaryBeth

Second - Mary Jo

All approved.

Appreciation plaques discussed. No action taken.

Move to executive session-

Willie Jean - from $14.00 to $16.00

Motion - MaryBeth

Second - Kathy

All approved.

Adjourn executive session

Motion - Hal

Second - Bernie R.

All approved.

Adjourn regular meeting

Motion- MaryJo

Second - MaryBeth

All approved.

Adjourned at 6:44 PM

Next meeting Nov. 4