Meeting Minutes – Port Byron Library Board of Trustees

|  |
| --- |
| **Meeting Information** |
| Date: | 11/4/2021 | Location: | Port Byron Library |
| Time: | 6:02PM | Meeting Type: | Board of Trustees Monthly Meeting |
| Called By: | Joyce Alfred | Facilitator: |  |
| Submitted by:  | Patricia Brazak | Approved by: |  |
| Attendees: | Bernie Tomasso, Susan Alexander, Joyce Alfred,Hal Lewis, Mary Beth Howell, Mary Jo Kolczynski, Kathy McLoughlin, Patricia Brazak |
| Guests:  | Ben Love (Library Director) |
| **Reports** | **Presenter** | **Time Allotted** |
| 1 | Approve Meeting AgendaMotion: Bernie TomassoSecond: Susan AlexanderAll Approved |  |  |
| 2 | Approve Meeting Minutes from Previous MeetingMotion: Kathy McLoughlinSecond: Mary Beth HowellAll Approved |  |  |
| 3 | Director’s ReportLibrary fliers were shown to board members for inputDonations of new fixtures were accepted to display children’s books and video gamesCirculation- Weeding to begin in December, Book Sale for Black FridayAwaiting quotes on handicap doorsLibrary now has direct deposit | Ben Love |  |
| **Old Business** | **Motion By** | **Approved By** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **New Business** | **Motion By** | **Approved By** |
| 1 | Secretary Position: Will use template for the meeting minutes, Mary Beth taking over the position | Patty BrazakMary Jo | All Board Members |
| 2 | Susan and Joyce will go to the bank and add Joyce’s name to the accounts |  |  |
| 3 | Meeting Adjourned | Hal LewisSusan Alexander | All Board Members |
| **Other Notes & Information** |
| Next Meeting Dec. 2nd (Meeting was canceled due to library closure for Covid-19) |