Meeting Minutes – Port Byron Library Board of Trustees

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| **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 Agenda  Motion: Bernie Tomasso  Second: Susan Alexander  All Approved | | |  | |  |
| 2 | Approve Meeting Minutes from Previous Meeting  Motion: Kathy McLoughlin  Second: Mary Beth Howell  All Approved | | |  | |  |
| 3 | Director’s Report  Library fliers were shown to board members for input  Donations of new fixtures were accepted to display children’s books and video games  Circulation- Weeding to begin in December, Book Sale for Black Friday  Awaiting quotes on handicap doors  Library 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 Brazak  Mary 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 Lewis  Susan Alexander | | All Board Members |
| **Other Notes & Information** | | | | | | |
| Next Meeting Dec. 2nd (Meeting was canceled due to library closure for Covid-19) | | | | | | |