Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| Date: | January 6, 2022 | Location: | Port Byron Library |
| Time: | Start: 6:00 pmEnd: 6:47 pm | Meeting Type: | Board of Trustees Monthly Meeting |
| Called By: | Joyce Alfred | Facilitator: | Joyce Alfred |
| Submitted by:  | Mary Beth Howell | Approved by: |  |
| Attendees: | Susan Alexander, Joyce Alfred, Hal Lewis, Mary Beth Howell, Mary Jo Kolczynski, Kathy McLoughlin, Patricia Brazak, Bernie Redmond Absent: Bernie Tomasso |
| Guests:  | Ben Love (Library Director), Willie Kimball |
| **Reports** | **Presenter** | **Time Allotted** |
| 1 | **Approve Meeting Agenda**Motion: Susan AlexanderSecond: Kathy McLoughlinAll Approved | Joyce Alfred |  |
| 2 | **Approve Meeting Minutes from Previous Meeting**Motion: Susan AlexanderSecond: Kathy McLoughlinAll Approved | Joyce Alfred |  |
| 3 | **Treasurers Report:*** Ended year with $20,000 and a deposit was made of 98,000 (tax levy money and donations)
* CD – need to decide on the CD – do we want to roll it over? A discussion was held. Is there a penalty if we need it? Yes. It doesn’t look like we need the money seeing we had money left over.

Motion: Kathy McLoughlinSecond: Patricia BrazakAll Approved | Susan Alexander |  |
| 4 | **Director’s Report*** Doing good. Library was closed for a week due to COVID. Teddy Mountain came – about 50 people. One family at a time. Joni Lincoln (local author) came to do story with the book she wrote. She will be at Weedsport at the end of the month. Ended the year with good attendance for the programs.
* Circulation is up from this time last year.
* Ben will have a proposed library budget for the next meeting.
 | Ben Love |  |
| **Old Business** | **Motion By** | **Approved By** |
| **1** | **Handicap Door Price Quote*** Price Quote from Kelley Bros
* Install podium with button outside and inside. They are battery operated so no wiring would be needed.
* Discussion was held: Do we have enough of a need for a handicap door? We do have a lot of patrons that would use it. All that would be needed is the right side of the doors. We should be tax exempt. Ben said he could try to more quotes but no one is calling him back. We do have the money to cover it. Quote was proposed to the library on November 5th. Someone would need to be at the library when the work was being done. Ben will get in touch with the company to see
 | **Motion:** Mary Jo Kolczynski**Second:** Susan Alexander**Motion:** To have the handicap doors installed by Kelley Bros.  | All Board Members |
| **New Business** | **Motion By** | **Approved By** |
| 1 | **Treasurer Position*** Need a new treasurer as Susan will be leaving the board in March. Needs to report to the board at the meetings, sign checks and going to the bank to make deposits (if needed). The book keeper takes care of most of the stuff like paying the bills. Joyce (President) can also help make deposits and sign checks (when authorized). Bernie Redmond was asked if he would like to take over the treasurers’ position. He had some questions about the position. He is willing to take the position.
 | **Motion:** MaryJo Kolczynski**Second:** Hal Lewis**Nomination:** Bernie Redmond to be treasurer. He will take over in March.  | All Board Members |
| 2 | **Ancestry*** Mike Reilley from the Historical society talked about having a genealogy session at the library and using ancestry.
* Cost would be tailored to the size of the library.
* Ben will have more information at the next meeting.
 | None needed.  | N/A |
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| 1 | **Meeting Adjourned** | **Motion:** Hal Lewis**Second:** Susan AlexanderMotion: To adjourn the meeting.  | All Board Members |
| **Other Notes & Information** |
| Next Meeting February 3, 2022* If anyone knows anyone that would like to be on the library board, please bring them to a board meeting.
* If anyone knows a Yoga Instructor, please have them contact the library. The library is looking into hosting Yoga classes.
* Website needs to be updated with the agenda and the minutes. Agenda should be posted a week in advance. This is Ben’s responsibility.
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