Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| Date: | February 17, 2022 | Location: | Port Byron Library |
| Time: | Start: 6:06 pmEnd:  | Meeting Type: | Board of Trustees Monthly Meeting |
| Called By: | Joyce Alfred | Facilitator: | Joyce Alfred/Bernie Tomasso |
| Submitted by:  | Mary Beth Howell | Approved by: |  |
| Attendees: | Susan Alexander, Joyce Alfred, Mary Beth Howell, Mary Jo Kolczynski, Kathy McLoughlin, Patricia Brazak, Bernie Redmond, Bernie Tomasso Absent: Hal Lewis |
| Guests:  | Ben Love (Library Director), Willie Kimball, Amanda Hare |
| **Reports** | **Presenter** | **Time Allotted** |
| 1 | **Approve Meeting Agenda**Motion: Mary JoSecond: Bernie TomassoAll Approved | Joyce Alfred |  |
| 2 | **Approve Meeting Minutes from Previous Meeting**Motion: Patricia BrazakSecond: Bernie RedmondAll Approved | Joyce Alfred |  |
| 3 | **Treasurers Report:*** No report – due to annual report
* Checking account straightened around. Joyce is now on the checking account.

Motion: Second: All Approved | Susan Alexander |  |
| 4 | **Director’s Report*** Valentine’s Day Party – 15-18 kids – A good time was had. New family came in and got library cards.
* Everything going well.
 | Ben Love |  |
| **Old Business** | **Motion By** | **Approved By** |
| **1** | **Ancestry*** Ben talked to Finger’s Lakes. We already have access to Heritage Quest
* Ancestry can be time consuming.
* Ben will get more information for next meeting.
 | **None Needed** | N/A |
| **2** | **Handicap Door*** Still looking for someone to get another quote from.
* More info at up coming meeting.
 | **None needed** | N/A |
| **New Business** | **Motion By** | **Approved By** |
| 1 | **2022 Budget*** Ben handed out a report with last years numbers and the prosed budget for the new year.
* Ben went through and explained the increases.
* Ben will apply for grants that come up.
 | **Motion:** Bernie Tomasso**Second:** Susan Alexander.  | All Board Members |
| 2 | **Funding Increase*** We need to let the school district know by March 9th if we want to increase the funding from the school budget.
* Ben suggests we ask for an increase of $3000 (same as last year)
* Patty wondered if we should ask for more money with cost of living going up. Then she thought about it and said maybe we should stay with $3000.
* Bernie Redmond asked if Ben knew what percent of the community uses the library. Ben has that information in the annual report.
* Bernie Tomasso suggested that Ben have The Citizen write up an article about the library. Other library’s are doing this. This would give people an idea of things the library offers.
 | **Motion:** Mary Beth Howell**Second:** Mary Jo Kolczynski | All Board Members |
| 3 | **Annual Report Approval*** Ben asked that all Trustee fill out their information for the annual report.
* Not all reports from book keeper are in yet.They are working on it. Ben should have it next week.
* Library collect – 16,002 (cataloged books)
* Total materials – 20,000
* We have access to 26,309 electronic books through overdrive
* 8741 audio books through overdrive
* 5460 library visits last year
* 363 – resident borrows (Port Byron)
* 417 – non-resident borrowers (outside of Port Byron)
* Disaster Plan – We don’t have one. Ben suggests that we might want to have one.
* Program Attendance: 138 programs
	+ 50 adult programs
	+ 14 teen programs
	+ 77 children’s programs
* Attendance:
	+ 327 adult programs
	+ 174 teen programs
	+ 542 children’s programs
* Circulation: about 11,000
	+ We loan out double what we borrow.
	+ 5082 loaned out
	+ 2564 borrowed
 | **Motion:** Patty Brazak**Second:** Susan Alexander | All Board Members |
| 4 | **Yoga Instructor*** What are we looking for?
	+ Once a month
	+ Amanda Hare knows someone that might be interested.
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| 1 | **Meeting Adjourned** | **Motion:** Kathy McLoughlin**Second:** Susan AlexanderMotion: To adjourn the meeting.  | All Board Members |
| **Other Notes & Information** |
| Next Meeting March 3, 2022* Susan Alexander, Mary Jo Kolczynski and Kathy McLoughlin last board meeting as their terms are up. (2, 3 year terms). Thank you for all that you have done.
* We will still have a quorum. There is 6 trustees (5 are needed).
* Amanda Hare might be interested in being a trustee.
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