Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| Date: April 7, 2022 |  | Location: | Port Byron Library |
| Time: | Start: 6:08 pmEnd: 6:53 pm | Meeting Type: | Board of Trustees Monthly Meeting |
| Called By: | Joyce Alfred | Facilitator: | Joyce Alfred |
| Submitted by:  | Mary Beth Howell | Approved by: |  |
| Attendees: | Bernie Tomasso, Hal Lewis, Mary Beth Howell, Patricia Brazak, Bernie Redmond, Joyce Alfred, Dan Mills, Amanda Hare |
| Guests:  | Ben Love (Library Director), Willie Kimball, Sharon Mills |
| **Reports** | **Presenter** | Motion:  |
| 1 | Approve Meeting Agenda | Joyce Alfred | Motion: To approve the meeting agendaFirst: Bernie TomassoSecond: Patricia BrazakAll Approved |
| 2 | Approve Meeting Minutes from Previous Meeting | Joyce Alfred | Motion: To approve meeting minutesFirst: Hal LewisSecond: Bernie RedmondAll Approved |
| 3 | Treasurer’s Report* Bernie went over everything with Ben.
* Bernie asked why there was 5 different accounts. Ben explained why there was this many. It is due to grants that we receive.
* Everything looks good with the budget.
* Grant money in an account that no ones knows when the grant was received and what it was for. Ben and Joyce will go to the bank to find out when the money was deposited to see if they can figure out what the grant was for or to see if they can move the money to another account.
 | Bernie Redmond | Motion: To approve treasurer’s reportFirst: Patricia BrazakSecond: Hal LewisAll Approved |
| 3 | Director’s Report* A lot of activities planned for children over vacation break.
* Flyer was given of activities for April.
* Book sale made $140
 | Ben Love |  |
| **Old Business** | **Motion By** | **Approved By** |
| **1** | Ancestry* We have access to heritage quest through Finger Lakes
* Ben doesn’t think we need Ancestry as well as heritage Quest.
* Ben will talk with Mike Riley and getting a genealogy club together.
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| **2** |  Handicap Door* Updated proposal from Kelly Bros.
* Ben has reached out to other companies but has not been able to get any quotes from anyone else.
* Earliest job could be started is Late May/Early June
* Discussion was held to go ahead with Kelly Bro. to do the work.
* Legislature grant will be used for this job.
* Ben will call them to move forward with the job.
 | Motion: Made a motion to accept the bid by Kelly BrosFirst: Hal LewisSecond: Patricia Brazak | All Board Members |
| **New Business** | **Motion By** | **Approved By** |
| 1 | Thank you letter for Assemblyman Manktelow* Ben drafted a letter to be sent
 | Motion: A motion was made to accept the letter as printedFirst: Bernie TomassoSecond: Mary Beth Howell | All Board Members |
| 2 | Trustee Training* Not a requirement yet but will be a requirement next year (end of 2023).
* Required 2 hours a year for trustee training.
* Finger Lakes will offer these trainings.
* Trainings will be offered virtually and held at the library.
* Sexual Harassment training is required.
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| 3 | Summer Hours/Summer Board Meetings* Last summer hours were increased by 2 hours on Saturdays.
* Ben and the staff would to increase the hours again this year on Saturday’s for July and August.
* Summer Board meetings – usually board doesn’t meet in July and August.
* Ben thinks it would be good to have at least 1 board meeting during the summer.
 | Motion: A motion was made to have a board meeting on August 4thFirst: Bernie RedmondSecond: Hal Lewis | All Board Members |
| **Public Comments** |  |  |
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| Meeting Adjourned | Motion: To adjourn the meetingFirst: Hal LewisSecond: Sharon Mills | All Board Members |
| **Other Notes & Information*** Willie asked Amanda is her ex-mother-in-law was interested in teaching Yoga. She is not interested at this time due to COVID.
* Sharon Mills introduced herself. She came to see what the board meetings were like. She may be interested in joining the board.
* A motion was made to have Sharon Mills to become one of our trustees. First: Patricia Brazak Second: Bernie Tomasso. All Board Members approved.
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| Next Meeting May 5, 2022 at 6:00 pm |