Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** | | | | | | | | |
| Date: May 5, 2022 | |  | Location: | | | Port Byron Library | | |
| Time: | | Start: 6:07 pm  End: 6:56 pm | Meeting Type: | | | Board of Trustees Monthly Meeting | | |
| Called By: | | Joyce Alfred | Facilitator: | | | Joyce Alfred | | |
| Submitted by: | | Mary Beth Howell | Approved by: | | |  | | |
| Attendees: | | Hal Lewis, Mary Beth Howell, Patricia Brazak, Bernie Redmond, Joyce Alfred, Dan Mills, Amanda Hare, Sharon Mills,  Absent: Bernie Tomasso, | | | | | | |
| Guests: | | Ben Love (Library Director), Willie Kimball | | | | | | |
| **Reports** | | | | | **Presenter** | | | Motion: |
| 1 | Approve Meeting Agenda | | | | Joyce Alfred | | | Motion: To approve the meeting agenda  First: Patricia Brazak  Second: Sharon Mills  All Approved |
| 2 | Approve Meeting Minutes from Previous Meeting | | | | Joyce Alfred | | | Motion: To approve meeting minutes  First: Dan Mills  Second: Hal Lewis  All Approved |
| 3 | Treasurer’s Report   * Received bank statements today. * Nothing major to report. * Everything looks good. * Joyce’s name is on the checking account. Working on getting Bernie Redmond’s name on it. | | | | Bernie Redmond | | | Motion: To approve treasurer’s report  First: Patricia Brazak  Second: Dan Mills  All Approved |
| 3 | Director’s Report   * Ben shared the May event flyer with the board and highlighted activities that were going on. | | | | Ben Love | | |  |
| **Old Business** | | | | | **Motion By** | | | **Approved By** |
| 1 | Handicap Door   * Ben brought check over to Kelley Bros. * Waiting for parts to come in. * Looking at June to start – hopefully. * Will take 1 – 2 days to install. | | | | N/A | | | N/A |
| **New Business** | | | | | **Motion By** | | | **Approved By** |
| 1 | Additional Storage Options   * Additional storage is needed for the library. * The board took a look at the storage closet. It is pretty full. * Storage unit outside is optional – will need to get permission from the town to have a storage unit outside the library. * In the foyer a shelving unit and storage would also be added. * Ben will get prices on storage units. | | | | N/A | | | N/A |
| 2 | Committee Assignments   * Personnel Manual needs to be updated.   + Sharon Mills, Dan Mills and Joyce Alfred volunteered to update this. * The state would like us to have at the library the following:   + Disaster Plan   + Whistle Blower   + Conflict of interest Policy     - Bernie Redmond, Amada Hare and Hal Lewis volunteered to work on these plans/policies. | | | | N/A | | | N/A |
| **Public Comments** | | | | |  | | |  |
| 1 | None | | | |  | | |  |
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| Meeting Adjourned | | | | Motion: To adjourn the meeting  First: Hal Lewis  Second: Sharon Mills | | | All Board Members | |
| **Other Notes & Information**   * Budget Vote – May 17th * Personnel Manual Committee Meeting – Thursday May 12th @ 10 am at the library. | | | | | | | | |
| Next Meeting June 2, 2022 at 6:00 pm  Mary Beth will not be at the meeting. Patricia Brazak will take the minutes. | | | | | | | | |