Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| Date:  | August 4, 2022 | Location: | Port Byron Library |
| Time: | Start: 6:02 pmEnd: 7:28 pm | Meeting Type: | Board of Trustees Monthly Meeting |
| Called By: | Joyce Alfred | Facilitator: | Joyce Alfred |
| Submitted by:  | Mary Beth Howell |  |  |
| Attendees: | Dan Mills, Patricia Brazak, Bernie Redmond, Sharon Mills, Hal Lewis, Bernie Tomasso, Joyce Alfred, Mary Beth HowellAbsent: Amanda Hare |
| Guests:  | Amy Lamouroux, Willie Kimball, Linda Miller |
| **Reports** | **Presenter** |
| 1 | Approve Meeting AgendaMotion: Sharon MillsSecond: Bernie TomassoAll Approved | Joyce Alfred |
| 2 | Approve Meeting Minutes from Previous Meeting (June 2nd)Motion: Bernie TomassoSecond: Sharon Mills\*\*One correction - Sharon Mills not on Search Committee\*\*All Approved | Joyce Alfred |
| 3 | Treasurer’s Report* The Treasury looks good. Bernie Redmond was very surprised at the donations we received.
* Willie writes thank you notes to those that donate to the library.
* Patty asked where the donations go?
	+ Donations go into the operating account.
* Bernie Tomasso asked if he had a line item for donations?
	+ Bernie Redmond will ask the bookkeeper.
* Willie sends a copy of donated checks once a week to the bookkeeper with the bills.
* Letter received from IRS to say they received our letter. Bernie Redmond not really sure what this is about. He will send the letter to the bookkeeper.
	+ We believe this is a letter saying the IRS received our letter asking for an extension on filing our taxes.

Approve Treasurer's ReportMotion: Patricia BrazakSecond: Hal LewisAll Approved | Bernie Redmond |
| 3 | Director’s Report* The town installed solar lights in the parking lot.
* 120 participants in the July activities
* 260 participants in the July reading program.

Approve Directors ReportMotion: Dan MillsSecond: Sharon MillsAll Approved | Willie Kimball |
| **Old Business** | **Motion By** |
| **1** | **Handicap Door*** Door is in and working well.
* There is a switch to turn off the automatic door when the library is closed. If left on and the door is locked and the button is pressed it could wear out the motor.
 | **N/A** |
| **2** | **Summer Reading Flier*** Summer Reading 2022 - August Events
* Amy highlighted activities for the month.
 | **N/A** |
| **New Business** | **Motion By** |
| 1 | **Discussion of Personnel Manual*** Amy will send out the manual to everyone
* Board needs to look over the manual and make any revisions if needed.
* Bring revisions to the next board meeting.
* Not an easy process but was a learning experience.
* The personnel manual should be reviewed every year to update items that are yearly.
* Finger Lakes will look over manual and send back anything they find if we want them too.
 | **N/A** |
| **Executive Sessions:*** The board entered into executive session at 6:00 pm.
* Executive session ended at 7:10 pm
 | **N/A** |
| 2 | **New Director*** Amy Lamouroux was offered the director's position and accepted it.
* Amy will start as the director on August 5, 2022.
* Amy will need to hire someone for her old position (librarian).
* Amy needs to call the bookkeeper to change payment amount for herself.
* Amy will need to set the agenda for the next meeting.
* Bernie Tomasso will work with Amy on anything she needs.
* Joyce asked Amy to keep a log of all money that comes into the library.
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| 3 | Meeting Adjourned | Motion: Hal LewisSecond: Mary Beth HowellAll Approved |
| **Public Comments*** No public comments
 | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - September 1, 2022 @ 6:00 pm*** Josie Moore is willing to do yoga classes. Amy will speak to her and get more information.
* Hal informed us that we need to have a regular meeting in order to go into executive session. We have to post an agenda a week in advance even if it just says executive session.
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