Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| Date:  | September 1, 2022 | Location: | Port Byron Library |
| Time: | Start: 6:01 pmEnd: 7:42 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, Sharon Mills, Hal Lewis, Bernie Tomasso, Joyce Alfred, Amanda Hare, Mary Beth Howell Absent: Bernie Redmond |
| Guests:  | Amy Lamouroux, Linda Miller, Kari Dwyer |
| **Reports** | **Presenter** |
| 1 | Approve Meeting AgendaAll Approved | Joyce Alfred |
| 2 | Approve Meeting Minutes from Previous Meeting (date)Motion: Hal LewisSecond: Bernie TomassoAll Approved | Joyce Alfred |
| 3 | Treasurer’s Report* Not much to report
* Bernie asked the bookkeeper about the letter from the IRS - couldn’t confirm if it was about the extension for taxes. They will get back to us.
 | Amy Lamouroux |
| 3 | Director’s Report* Director from Seymour Library - Paul from the Rotary group in Auburn looking for books - they came and took 18 boxes of books. Books are being sent to Africa.
* Amy has been taking old books to the Salvation Army to help get rid of the books.
* Amy has a strategy so donations don’t get out of hand. She will get boxes that hold boxes and once they are filled we can’t take anymore books.
* Play Place in Auburn will take books up to age 10.
* Great give back - way for libraries to give back to their communities. We will be doing a canned food drive. September 15th - October 15th.
* Canal Day booth
* September Events Calendar
* A motion was made to have Amy put on the view only mobile banking
	+ Motion - Dan Mills
	+ Second - Sharon Mills
	+ All approved
* Amy had a training session with Sara from Finger Lakes
	+ Amy has to have a locking file cabinet in her office.
	+ Budget and Bylaws are supposed to be posted on the web site and they are not.
	+ Finger Lakes will offer some training this fall for Trustees - Amy will let us know when they are available.
* Amy has a secured share file between her and the bookkeeper. All original bills and donations are kept in house.
* Amy had the bookkeeper purchase new checks that will go through a printer and we will get a bottom stub for our records.
* Hat and mitten tree this fall for the kids.
* Shelving crowding in fiction - Amy would like to rearrange some of the shelving.
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | **Hiring Librarian*** Kari Dwyer
* Amy would like to hire Kari for the Librarian position
* 20 hours @ $14 an hour
 | Motion to hire Kari Dwyer as Librarian for 20 hours @ $14 an hour starting September 2, 2022.Motion - Bernie TomassoSecond - Dan MillsAll approved |
| **2** | **Temporary Librarian Contract Extension*** Amy would like a 60 day extension for Linda Miller to help Amy proved time to find an Assistant Director
 | Motion - A motion was made to extend Linda Miller’s position for 60 days. Motion - Dan MillsSecond - Patricia BrazakAll approved |
| **3** | **Personnel Manual Update*** Personnel committee ?
* Disciplinary form ?
* Grammatical errors
* What forms do we need?
* A list is needed to see what everyone needs to do each month.
* Amy will make updates and bring manual back
 | N/A |
| **New Business** | **Motion By** |
| 1 | **Approval of Assistant Director’s Resignation*** Executive Session (6:55pm)
* Executive Session ended (7:15 pm)
 | Motion - to accept Willy Kimball’s resignation on August 22, 2022, approval for Amy to send a letter to Willy and to pay for unused sick and vacation time. Motion - Sharon Mills Second - Hal Lewis All approved |
| 2 | **Terms for Assistant Director Position Posting*** Amy will post for position of Assistant Director position
* 20 hours a week
* $17 per hour
* Bernie Tomasso will help Amy post on indeed.
 | N/A |
| 3 | **By Laws Update & Posting*** Amy got a copy for Finger Lakes.
* By Laws haven’t been updated since 2017.
* Should be updated every 2 years.
* Needs to be updated to include trustee training.
* Board should give updates to Amy before the next board meeting so she can present them at the next meeting.
* By Laws need to be posted on the website and a hard copy needs to be available at the library.
 | N/A |
| 4 | **Budget Posting Regulation*** Budget needs to be posted on the website and a hard copy needs to be available at the library.
* Amy couldn’t find an electronic copy of the budget.
* Bernie Tomasso showed Amy a copy of the budget the board received.
* Amy did find this on the computer. She didn’t realize that was the budget.
 | N/A |
| 5 | **Canal Day*** There will be 2 tents at Canal Days.
	+ Book sale tent
	+ Reference Tent
* Amy is looking for volunteers to help at the Canal Day tents.
 | N/A |
| 6 | **2023 Trustee Education Requirements*** Trustees must have training each year starting in 2023.
* Finger Lakes will offer training for Trustees.
* Amy will let the Trustees know when the training will be.
 | N/A |
| 7 | **Daily Cash Donations Security and Reporting*** Amy talked to Sara at Finger Lakes and she said we don’t need to keep track of who specifically gives money.
* Bernie thinks it would be nice to know what donations we receive from the community in memory of people.
* Joyce feels we should have a log sheet to know what the money comes from ie: $1.50 came in from copies. $15 was a donation.
 | N/A |
| 8 | **Paid Leave Tracking and Reporting*** Not being tracked
* Bookkeeper will keep track of this for $18 per month.
* Amy told the book keeper to go ahead and do this.
* Sick and vacation time needs to be defined in the personnel manual.
* Direct needs to give a report to the board each month on payroll hours.
* Direct can approve 4 extra hours for employees. Anything more needs board approval. Emergency situations if someone is sick so hours are covered can be done and notification to a board member needs to take place.
 | N/A |
| 8 | **Meeting Adjourned** | Motion: Hal LewisSecond: Mary Beth HowellAll approved |
| **Public Comments** | **N/A** |
| **Other Notes & Information*** Amy will help Mary Beth Howell set up a secure website to keep the executive session minutes.
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| **Next Meeting - October 6, 2022 @ 6:00 pm** |