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 pm  End: 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 Agenda  All Approved | | | Joyce Alfred | |
| 2 | Approve Meeting Minutes from Previous Meeting (date)  Motion: Hal Lewis  Second: Bernie Tomasso  All 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 Tomasso  Second - Dan Mills  All 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 Mills  Second - Patricia Brazak  All 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 Lewis  Second: Mary Beth Howell  All 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. | | | | | |
| **Next Meeting - October 6, 2022 @ 6:00 pm** | | | | | |