Meeting Minutes – Port Byron Library Board of Trustees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting Information** | | | | | |
| **Date:** | | November 3, 2022 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:01 pm  End: 6:52 pm | **Meeting Type:** | | Board of Trustees Monthly Meeting |
| **Called By:** | | Mary Beth Howell | **Facilitator:** | | Mary Beth Howell |
| **Submitted by:** | | Mary Beth Howell |  | |  |
| **Attendees:** | | Dan Mills, Patricia Brazak, Bernie Redmond, Sharon Mills, Hal Lewis, Amanda Hare, Mary Beth Howell Absent: Bernie Tomasso Joyce Alfred | | | |
| **Guests:** | | Amy Lamouroux, Erin Sherman | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Hal Lewis  Second: Bernie Redmond  All Approved | | | Mary Beth Howell | |
| **2** | Approve Meeting Minutes from Previous Meeting (date)  Motion: Dan Mills  Second: Sharon Mills  All Approved | | | Mary Beth Howell | |
| **3** | Treasurer’s Report   * Treasurer's Report given by Bernie R. * Amy’s concern:Will we have enough money for the end of the year? * We can take money from the money market account if needed. * Legislative Grant account can be used for operating expenses. * Amy would like to vote on this in December. * Money from the County comes on December 31st. | | | Bernie Redmond | |
| **3** | Director’s Report   * Event flier for November * Volunteer luncheon Nov 12, 2022 @12 * Black Friday book sale - Nov 25th - Dec 3rd * Senior yoga * Locks have been changed * Closed Nov 11th & Nov 23rd & Nov 24th * Online banking has been working great * Tax cap documents have been filed and accepted by the state. * Trustee training - Amy has a form - fill it out and she will keep it in your file. * Payroll Report * Amy talked with NYSEG * IRS communication - penalty abatement request * Anyone that donates more than $75 per year needs to receive a receipt from the library for tax purposes. * Christmas on Main Street - Dec 17th * 2023 Board Meeting Dates   Motion: Sharon  Second: Bernie R  All Approved | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | Personnel Manual   * Policies and Procedures Committee - Hal Lewis, Dan Mills, Sharon Mills * 2 meetings between now and Dec board meeting * Policies and procedures committee will look at the Personnel Manual   Motion: Bernie Remond  Second: Patricia Brazak  All Approved | | |  | |
| **2** | By Laws Update   * Vote at Dec meeting on By laws * Policies and procedures committee will look at the by laws | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Minimum Wage Increase and Employee Pay Rate   * Vote in December * At this time 1 staff member makes below the new minimum wage as of December 31st. | | |  | |
| **2** | Meeting Adjourned | | | Motion: Dan Mills  Second: Bernie Redmond | |
| **Public Comments**  Erin: A lot of people that came in to trick or treat on Halloween didn’t know all the stuff that the library offered. Hopefully this will bring in more people to the library. | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting -** | | | | | |