Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | October 6, 2022 | **Location:** | Port Byron Library |
| **Time:** | Start: 6:08 pmEnd:  | **Meeting Type:** | Board of Trustees Monthly Meeting |
| **Called By:** | Joyce Alfred | **Facilitator:** | Joyce Alfred |
| **Submitted by:**  | Mary Beth Howell |  |  |
| **Attendees:** | Patricia Brazak, Bernie Redmond, Bernie Tomasso, Joyce Alfred, Amanda Hare, Mary Beth Howell Absent: Hal Lewis, Dan Mills, Sharon Mills |
| **Guests:**  | Amy Lamouroux, Erin Sherman, Kari Dwyer |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion: Bernie TomassoSecond: Bernie RedmondAll Approved | Joyce Alfred |
| **2** | Approve Meeting Minutes from Previous Meeting (September 1, 2022) and Special Meeting Minutes (September 22, 2022)Motion: Bernie TomassoSecond: Amanda HareAll Approved | Joyce Alfred |
| **3** | Treasurer’s Report* Bernie comes in once a week and works with Amy on the money that is in the library. At first there was money that was not accounted for. Bernie and Amy have worked together to better account for all money.
* Bernie presented the treasurer's report and daily transactions.

Approve Treasurer's ReportMotion: Mary Beth Howell Second: Patricia BrazakAll approved | Bernie Redmond |
| **3** | Director’s Report* October Programming
* 56 children participated in Sept activities
* 16 teens participated in Sept activities
* 105 adults participated in Sept activities
* 177 total patron’s participated in Sept activities
* Amy contacted RJ’s locks from Auburn and he is not comfortable changing the locks. He is not familiar with our locks. Amy contacted Fradon Lock to come and look at the lock to have it changed.
* Amanda suggested - Friendly Lock service.
* Closed Monday for Columbus Day.
* Eunice Rooker donations were used to buy 21 new books. Remainder of money will be used to buy a new shelving system.
* Volunteer luncheon - November
* Cash Drawer locked in safe every night.
* Great Give Back Food donation going well - will continue to collect through Oct 15th.
* Trustee Training - Oct 27th 5:00pm - 6:30pm

Approve Directors ReportsMotion: Bernie TomassoSecond: Bernie RedmondMotion Approved | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | Personnel Manual Update* Amy requests another month to work on this. Request approved.
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| **2** | By Laws Update* Amy requests another month to work on this. Request approved.
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| **3** | 2023 Trustee Education Requirements* Covered in directors report
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| **4** | Daily Cash Donation Security and Reporting* Covered in treasurer's report
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| **New Business** | **Motion By** |
| **1** | Patricia brought up that the parking lot/street is very dark in the winter.Town approved to put up an electrical light. Amy will contact the village about better lighting.  |  |
| **2** | Kari and Erin wanted to know if the door can be locked from the inside at night when they close and they are cleaning up. This way no one can come in while they are in the back of the library. Amy said you can lock the door from the inside and she would show Kari and Erin how to do this. Kari brought up having a locked cash drawer in the front of the library. |  |
| **3** | Meeting Adjourned | Motion: Mary Beth HowellSecond: Bernie TomassoAll approved |
| **Public Comments** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - November 3, 2022** |