

Meeting Minutes – Port Byron Library Board of Trustees

Meeting Information			
Date:	December 1, 2022	Location:	Port Byron Library
Time:	Start: 6:00 pm End: 6:45 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, Amanda Hare, Mary Beth Howell		
Guests:	Amy Lamouroux		
Reports			Presenter
1	Approve Meeting Agenda Motion: Hal Lewis Second: Dan Mills All Approved	Joyce Alfred	
2	Approve Meeting Minutes from Previous Meeting (November 2022) Motion: Bernie Tomasso Second: Sharon Mills All Approved <ul style="list-style-type: none"> ● Change to November 2022 Minutes: <ul style="list-style-type: none"> ○ School Tax Levy money comes on December 31st not from the county. 	Joyce Alfred	

3	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● Treasurer's report given by Bernie R. ● Amy would like to move \$3000 from the Special Legislative Grant to make sure there is enough money for the rest of the year. ● It was asked if we don't use the money could we move it back - yes it can. ● Book sale ● A question was asked if the grant money was supposed to be used for anything specific. Amy explained the grant funds and ● Money was made on hats and mittens - hats and mittens were given for free (made by the woman on Wednesday night) but people gave donations for them. ● Motions made to move \$3000 from Legislature Grant (0803) to the Operating Account (1220) ● Motion: Sharon Mills ● Second: Hal Lewis ● All Approved <p>Motions to accept the treasurer's report</p> <ul style="list-style-type: none"> ● Motion: Bernie Tomasso ● Second: Dan Mills ● All Approved 	Bernie Redmond
3	<p>Director's Report</p> <ul style="list-style-type: none"> ● Amy talked about December Programming ● Creative writing club starting Dec 23rd ● Bingo going well - new people have been coming ● Teen nights - adding new event ● Senior Yoga went well ● Board meetings 1st Thursday of each month. ● Payroll Report 	Amy Lamouroux
Old Business		Motion By
1	<p>Personnel Manual Update</p> <ul style="list-style-type: none"> ● The Policy and Procedures committee need to meet about the Personnel Manual. 	
2	<p>By Laws Update</p> <ul style="list-style-type: none"> ● The Policy and Procedures committee met about the By-Laws. ● Waiting for Trustee training language from the State. ● Voting to waiting until January 	

3	<p>Minimum Wage Increase and Employee Pay Rate</p> <ul style="list-style-type: none"> • The librarian makes less than the new minimum wage that starts on December 31st. • New minimum wage will be \$14.20. • Bernie T. suggested we give \$14.50 to the librarian. • A motion was made to raise the Librarian's pay to \$14.50 starting December 23, 2022 <p>Motion: Hal Lewis Second: Mary Beth Howell All approved.</p>	
New Business		Motion By
1	<p>Budget Committee Appointment</p> <ul style="list-style-type: none"> • We need to form a budget committee. • Bernie Redmond, Amanda Hare, Joyce Alfred offered to be on the budget committee. • We would like a resolution to have Bernie Redmond, Amanda Hare, Joyce Alfred to be on the budget committee. • All Approved. 	
2	<p>Building Committee</p> <ul style="list-style-type: none"> • We need to form a building committee • Mary Beth Howell, Bernie Tomasso, Patricia Brazak 	<p>Motion: Sharon Mills</p> <ul style="list-style-type: none"> • Second: Dan Mills • All approved.
3	<p>Meeting Adjourned</p>	<p>Motion: Hal Lewis Second: Bernie Redmond</p>
Public Comments		N/A
Other Notes & Information		

- Dan pointed out how Amy has done an excellent job cleaning out the library. Clutter has been moved. You can get through areas where you couldn't get through before. Also the book sale was very organized.
- A light will be added to the peak of the library. This is being done by the Town of Mentz. Also the flood lights are going to be looked at and bulbs replaced.

Next Meeting - January 5, 2023