Meeting Minutes – Port Byron Library Board of Trustees

| **Meeting Information** | | | | | |
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| **Date:** | | February 16, 2023 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:00 pm  End: 7:04 pm | **Meeting Type:** | | Board of Trustees Monthly Meeting |
| **Called By:** | | Joyce Alfred | **Facilitator:** | | Joyce Alfred |
| **Submitted by:** | | Mary Beth Howell |  | |  |
| **Attendees:** | | Patricia Brazak, Bernie Redmond, Sharon Mills, Hal Lewis, Bernie Tomasso, Joyce Alfred, Amanda Hare, Mary Beth Howell | | | |
| **Guests:** | | Amy Lamouroux, Rachael Kepple, Steve Whipple, Andrea Seamans | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Bernie Tomaso  Second: Hal Lewis  All Approved | | | Joyce Alfred | |
| **2** | Approve Meeting Minutes from Previous Meeting (date)  Motion: Sharon Mills  Second: Patricia Brazak  All Approved | | | Joyce Alfred | |
| **3** | Treasurer’s Report  Motions to accept the treasurer's report  Motion: Patricia Brazak  Second: Hal Lewis  All Approved   * Money was moved into a CD. We will make more money on the CD. * Amy will clear up the error in deposits for January. * Amy used $6.00 to mail a certified letter to board member resignation. * Joyce asked Amy to send a written thank you note to Potter’s Restaurant to thank them for picking the library to receive the Thankful Thursday at Potter’s. | | | Bernie Redmond | |
| **3** | Director’s Report   * Amy presented the February Programming * No more teen nights - not enough teens attending * One teen activity a month * Amy is thinking about starting a teen internship to help bring teens to the library. * Puzzle night one a month instead of two. * Card night one night a month instead of two. * Closed Monday February 20th - Presidents Day * Recruiting volunteers for summer reading * Amy will be applying for 3 different grants. * Perform 4 Purpose would like to come and do a summer program - Amy will apply for a grant for this. * Book Sale in March - Week of March 25th * Amy will be gone March 31st - April 8th * April 1st - Canal Day Easter Egg hunt - Easter Bunny and Pictures in the library. * Payroll Report * Amy will follow up on why Erin had 23 hours of holiday hours. | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | Personnel Manual Update   * May not be ready in March * A few more updates to be done | | |  | |
| **2** | By Laws Update   * Should be ready to be voted on in March | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Annual Report   * Annual report ready to go * Ending 2021 balance and beginning on 2022 balance don’t match - Amy is working with Jenny at Finger Lakes and the State to fix this error. * Budget will be posted on the Finger Lakes web site. * A paper copy will be available at the library. | | | Motion to approve the annual report on a contingency basis.  Motion: Bernie Tomaso  Second: Amanda Hare  All Approved | |
| **2** | Annual Budget   * Everything is very similar to last years budget * We were paying for 3 internet services - Finger Lakes, TDS & Spectrum - Amy will clear this up. * Question was asked about programming budget * Question on Office Supplies - money was spent on toner that was not needed. * The budget isn’t due until March - Amy would like for us to not approve the budget today - vote on it in March. | | |  | |
| **3** | **Librarian Resignation**   * Amy provided the resignation letter on the librarian and Amy’s response. * Amy will post the librarian position. She would like to have 4 - 5 candidates to interview. * Minimum wage $14.20 - librarian was getting paid $14.50 - Amy would like to be able to offer up to $15. The board agreed to have the position start at $14.50. * Add part time - 20 hours to the job description. * A certified letter will be sent to accept the resignation of Kari Dwyer | | | Motion to accept Kari Dwyer’s resignation  Motion: Hal Lewis  Second: Sharon Mills  All approved | |
| **3** | Meeting Adjourned | | | Motion: Mary Beth Howell  Second: Hal Lewis | |
| **Public Comments**  Rachael Kepple  Steve Whipple  Andrea Seamans   * All here to observe a library meeting. They may be interested in joining the board.   Rachael asked what the responsibilities of a trustee would be and what the committee that they would be on.  Andrea asked how long a term was for a trustee. | | | | **N/A** | |
| **Other Notes & Information**  ***Corrections to January Report***   * Hal Lewis will be on the budget committee in addition to Bernie Redmond * Preliminary Budget Review - Amy gave us the preliminary 2023 budget and 2022 budget to compare.   Amy’s 6 month evaluation is overdue. This should be done with the policy and procedure committee. (Hal Lewis, Sharon Mills are on this committee. Bernie Tomaso will move over the policy and procedure committee as the spot was vacated by Dan Mills. The new board member will be added to the building committee.) | | | | | |
| **Next Meeting - March 2, 2023 - Annual Meeting**   * Bernie Redmond won’t be at the March meeting | | | | | |