Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** | | | | | |
| **Date:** | | March 2, 2023 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:05 pm  End: 7:18 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  Absent: Bernie Redmond | | | |
| **Guests:** | | Amy Lamouroux, Andrea Seamans, Rachael Kepple | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Bernie Tomasso  Second: Hal Lewis  All Approved | | | Joyce Alfred | |
| **2** | Approve Meeting Minutes from Previous Meeting (February)  Motion: Hal Lewis  Second: Sharon Mills  All Approved | | | Joyce Alfred | |
| **3** | Treasurer’s Report  Motions to accept the treasurer's report  Motion: Mary Beth Howell  Second: Amanda Hare  All Approved   * Moved money from Grant Account, Money Market account and Building Fund to a Certificate of Deposit account. We will earn more money on this account. | | | Hal Lewis | |
| **3** | Director’s Report   * Spring Book Sale - March 27th * Creative Writing club going well * Chess Club is struggling * Ad for Library assistant has be posted * 3 resumes have come in * Amy’s evaluations was due on Feb 6th. An evaluation form needs to be created. * Amy would like to move the April meeting to April 13th. Everyone was fine with this.   A motion was made to accept the directors report.  Motion: Sharon Mills  Second: Patricia Brazak | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | Personal Manual Update   * Making Progress * Manual should be finalized by May | | |  | |
| **2** | By-Laws Update   * Copy of By-Laws given. Stuff written in black has been approved. Stuff in red was what was changed. | | | Motion was made to accept the By-Laws as written.  Motion: Bernie Tomasso  Second: Hal Lewis  All Approved | |
| **3** | Approve 2023 Budget   * Amy highlighted the Profits and Losses for 2022. * Joyce suggested we take the deficit money from the savings account so that we start with the correct amount for 2023 without a deficit. * Amanda asked what happened with our 3 internet providers. Amy canceled TDS internet. TDS will still provide the phone service. Spectrum internet was moved into the Fingers Internet account. We will only have to pay Finger Lakes for the internet. * Alarm monitoring is actually $300 not $250. Surplus will go down to $109.88 | | | Motion was made to transfer $7989.54 to the operating account to cover the deficit from 2022  Motion: Hal Lewis  Second: Mary Beth Howell  All approved  Motion to approve the 2023 budget as written  Motion: Hal Lewis  Second: Sharon Mills  All approved | |
| **New Business** | | | | **Motion By** | |
| **1** | Annual Meeting   * Elections * Hal Lewis is staying on for a 2nd term * Accept the resignation of Patty Brazak * 2 open position to be filled finishing March 2026 (3 year term) | | | Motion was made to accept the resignation of Patty Brazak  Motion: Bernie Detomasso  Second: Hal Lewis  All Approved  Motion was made to appoint  Andrea Seamans to a trustee position for a 3 year term.  Motion: Patricia Brazak  Second: Bernie Tomasso  All approved  Motion was made to appoint  Rachael Kepple to a trustee position for a 3 year term.  Motion: Patricia Brazak  Second: Bernie Tomasso  All approved  Motion was made to appoint Steve Whipple to a trustee position for a 3 year term.  Motion: Bernie Tomasso  Second: Sharon Mills  All approved | |
| **2** | Meeting Adjourned | | | Motion: Hal Lewis  Second: Sharon Mills | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting - April 13, 2023** | | | | | |