Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | April 4, 2024 | **Location:** | Port Byron Library |
| **Time:** | Start: 6:00 pmEnd: 8:05 pm | **Meeting Type:** | Board of Trustees Monthly Meeting |
| **Called By:** | Joyce Alfred | **Facilitator:** | Joyce Alfred |
| **Submitted by:**  | Mary Beth Howell |  |  |
| **Attendees:** | Bernie Redmond, Sharon Mills, Joyce Alfred, Amanda Hare, Mary Beth Howell, Rachel Kepple, Bernie Tomasso, Donna Burleton absent: Andrea Seamans |
| **Guests:**  | Amy Lamouroux |
| **Reports** | **Presenter** |
| **1** | Approve Meeting Agenda* A motion was made to approve the meeting agenda.

Motion: Bernie TomassoSecond: Joyce AlfredAll Approved | Joyce Alfred |
| **2** | Approve Meeting Minutes from Previous Meeting (March 14, 2024)* A motion was made to accept the Meeting Minutes from March

Motion: Bernie TomassoSecond: Mary Beth HowellAll Approved | Joyce Alfred |
| **3** | Treasurer’s Report* A motion was made to accept the treasurer's report

Motion: Sharon MillsSecond: Joyce AlfredAll Approved | Bernie Redmond |
| **3** | Director’s Report* Programming Flier
* Circulation Numbers
* Amy sent a thank you card to Hal Lewis for his dedication to the library.
* Payroll report
* Construction grant update
* Tompkins County Grant - should be hearing from them soon.
* Outreach mini grant - Amy applied for this.
* March 11th - a patron caused a disturbance in the library. This is not the first time this has happened with this patron. Amy has been in contact with the State Police. This patron is banned from the library at this time.
* Flier went out with the water bill.
* Motions to accept the director’s report

Motion: Mary Beth HowellSecond: Bernie TomassoAll Approved | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | None |  |
| **New Business** | **Motion By** |
| **1** | Vote on New Board Member* A motion was made by Bernie Tomasso and seconded by Sharon Mills to approve Donna Burleton to the library board.
 | **Motion: Bernie Tomasso****Second: Sharon Milles****All Approved** |
| **2** | Vote on Transfer of Funds to Savings* A motion was made by Rachel Kepple and seconded by Mary Beth Howell to transfer $2826.15 from the operating account to the savings account.
 | **Motion: Rachel Kepple****Second: Mary Beth Howell****All Approved** |
| **3** | Vote to Update Code of Conduct* A motion was made by Bernie Tomasso seconded by Sharon Mills to accept the code of conduct policy and Photography & Recording Policy as printed with amendments.
 | **Motion: Bernie Tomasso****Second: Sharon Mills****All Approved** |
| **4** | Vote on Board Committee MembersPolicies/Procedures: Bernie Tomasso, Sharon Mills, Andrea SeamansBuilding: Mary Beth Howell, Joyce Alfred, Rachel KeppleBudget: Bernie Redmond, Donna Burlington, Amanda Hare* A motion was made by Sharon Mills and seconded by Donna Burlington to approve the 3 committees as everyone has placed themselves.
 | **Motion: Sharon Mills****Second: Donna Burleton****All Approved** |
| **5** | Vote on Librarian Evaluation* A motion was made by Sharon Mills and seconded by Bernie Tomasso to increase the librarians salary by 3%.
* A discussion was had regarding Amy’s evaluation. Amy wanted to push back her evaluation due to not being able to complete her goal on organizing the reference room.
* It was pointed out that Amy added this goal as an extra goal and it didn’t need to be added.
* Joyce pointed out that you don’t always complete your goals. Sometime goals are ongoing.
* Bernie brought up – if we hold off the evaluation then it pushes everything back and we are not in compliance with the evaluation schedule.
* It was decided that Amy’s evaluation will stay as is.
 | **Motion: Sharon Mills****Second: Bernie Tomasso****All Approved** |
| **6** | Vote on Opening an Extra Hour for Eclipse* A motion was made by Mary Beth Howell and seconded by Rachel Kepple to open at 1:00 pm instead of 2:00 pm April 8th for the eclipse viewing party.
 | **Motion: Mary Beth Howell****Second: Rachel Kepple****All Approved** |
| **7** | Meeting Adjourned* A motion was made by Bernie Tomasso and seconded by Mary Beth Howell to adjourn.
 | **Motion: Bernie Tomasso****Second: Mary Beth Howell****All Approved**  |
| **Public Comments****Wally Myers - NARCAN presentation and NARCAN box installed in public bathroom.** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - May 2, 2024 - 6:00 pm** |