Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | May 2, 2024 | **Location:** | Port Byron Library |
| **Time:** | Start: 6:02 pmEnd: 7:30 pm | **Meeting Type:** | Board of Trustees Monthly Meeting |
| **Called By:** | Amanda Hare | **Facilitator:** | Amanda Hare |
| **Submitted by:**  | Mary Beth Howell |  |  |
| **Attendees:** | Bernie Redmond, Sharon Mills, Joyce Alfred, Amanda Hare, Mary Beth Howell, Rachel Kepple, Andrea Seamans, Bernie Tomasso, Donna Burleton |
| **Guests:**  | Amy LamourouxSarah Glogowski - executive director from Finger Lakes Library System |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion: Andrea SeamansSecond: Joyce AlfredAll Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from Previous Meeting (April)Motion: Bernie TomassoSecond: Rachel KeppleAll ApprovedApril meeting minutes amendment:Question about Amy’s evaluation (New business - 5) - The evaluation should be passed out in May, returned in June so that is closer to Amy’s anniversary date in August. We don’t meet in august. If the evaluations are given to the board in September, the policy and procedure committee would review it in October and Amanda and Amy would meet in November and approved in December. Evaluations given to the board in June at the meetingEvaluations due to the policy and procedure committee by June 30th. Policy & Procedures committee meets in the summer.Board Meeting - Executive session in AugustEvaluation presented to the board in September for approval. | Amanda Hare |
| **3** | Treasurer’s ReportMotions to accept the treasurer's reportMotion: Donna BurletonSecond: Sharon MillsAll Approved* Cayuga County Funding arrived in April
* Waiting for local library state funding
 | Bernie Redmond |
| **3** | Director’s ReportMotions to accept the director’s reportMotion: MAry Beth HowellSecond: Andrea SeamansAll Approved* May programming calendar
* Teen programing has been successful
* Circulation numbers are up from last year
* Payroll Report
* Amy still gathering information on the chair replacement
* Amy checked to see if other libraries turn off their wifi at night - some do, some don’t. Something to consider if we feel there is a problem at night.

**A motion was made that the wifi be turned off at 11:00 pm and turned back on at 5:00 am.** **Motion: Joyce Alfred****Second: Mary Beth Howell****All Approved*** We were awarded the FLLS mini-grant
* We did not get the Tompkins County Community Foundation Grant - they did give Amy some feedback on her grant.
* Amy called and asked for the police report with the sheriff’s office. She left a message and has not heard back. She will follow up next week.
* Code of conduct has been posted in the window when you enter the library.
* Amy has hung restricted area and employee only signs
* Update on Erin’s homeschool goal
* Amy went to visit Union Springs, Aurora and Lansing libraries.
* Link for Sexual Harassment training - Amy will send the board the link.
* Flier came out on the school budget including the proposition for the increase in library fund.
* If the school budget vote ever has a proposition to approve the library budget without the library asking for an increase - contact Sara at Finger Lakes right away. It should not be on the budget vote.
* Budget balance sheet
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | None | **n/a** |
| **New Business** | **Motion By** |
| **1** | Vote on Director and Employee Evaluation Amendment* Discussed in the April Meeting Minutes approval
 | **n/a** |
| **2** | FLLS Director Share* Construction grant update - hopefully will be approved in June
* FLLS is a library for libraries - they don’t have books, the public can’t come use the “library”. FLLS is here to consult for all the libraries in their system.
* Role as a trustee - care, loyalty and obedience
* The trustees - Hire, evaluated and discipline and terminating the library director
* The trustees Pass policies
* The trustees have Fiduciary responsibility
* The trustees support and are an advocate of the library
 | n/a |
| **3** | Meeting Adjourned | Motion: Bernie RedmondSecond: Mary Beth Howell |
| **Public Comments** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - June 6, 2024** |