Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** | | | | | |
| **Date:** | | June 6, 2024 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:02 pm  End: 7:07 pm | **Meeting Type:** | | Board of Trustees Monthly Meeting |
| **Called By:** | | Amanda Hare | **Facilitator:** | | Amanda Hare |
| **Submitted by:** | | Mary Beth Howell |  | |  |
| **Attendees:** | | Bernie Redmond, Joyce Alfred, Amanda Hare, Mary Beth Howell, Rachel Kepple, Andrea Seamans, Bernie Tomasso, Donna Burleton Absent: Sharon Mills | | | |
| **Guests:** | | Amy Lamouroux, Jesse Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Mary Beth Howell  Second: Andrea Seamans  All Approved | | | Amanda Hare | |
| **2** | Approve Meeting Minutes from Previous Meeting (June)  Motion: Andrea Seamans  Second: Joyce Alfred  All Approved | | | Amanda Hare | |
| **3** | Treasurer’s Report  Motion to accept the treasurer's report  Motion: Mary Beth Howell  Second: Rachel Kepple  All Approved   * Memorial donations * Outreach Mini Grant from FLLS | | | Bernie Redmond | |
| **3** | Director’s Report  Motion to accept the director’s report  Motion: Donna Burleton  Second: Rachel Kepple  All Approved   * Balance Sheet - question asked about CPA * Amy thanked us all for what we do and have done this past year and a half she has been director. * June programming calendar * Summer reading Program * Circulation numbers are a bit down for May compared to last year. * Amy’s email director [director@portbyronlibrary.org](mailto:director@portbyronlibrary.org) * Port Byron email [portbyronlibrary@gmail.com](mailto:portbyronlibrary@gmail.com) * Fire alarm system needs to be inspected. If there is a need the order to call is Amy, Erin, Amanda and Bernie Redmond. * There were 3 pay periods in May. * Chair purchase is still in limbo. * Wifi is turned off from 11pm to 5am. * Amy received one of the police reports for the incident with a patron. * 73% voted for the approval of an increase in money for the library. * Family literacy grant was granted. * Open house during canal days to thank those that helped change the reading center to a library (25 years) and being in this building (20 years). | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | Director Evaluation Process   * Evaluations from the trustees are due back by June 30th. * A discussion was had on whether to keep the evaluation as scheduled as we will have to meet during the summer or to change the policy and procedure so we don’t have to meet the summer. At this time we will keep the schedule for the trustees to meet this summer for Amy’s evaluation and we can have a discussion on whether to keep the schedule or change it. * Personal evaluations need to be done in executive session. * Committee will meet after June 30th. President will call a special meeting and inform the director 7 days in advance so that the meeting can be posted. | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Board Member Count Reduction   * Amy talked with Sarah FLLS. We have 9 trustees and must have at least 5 trustees to have a meeting. * Sarah thought we could reduce the amount of the trustees that vote to 7 and only need 4 trustees to have a meeting and vote. We could still keep 9 trustees on the board. * We will discuss this in September. | | |  | |
| **2** | Long Range Plan   * The state says a Long Range Plan should be done every 5 - 10 years. * The last Long Range Plan was Nov. 2005 * Long Range Plan (Draft) - Amy put together a Long Range plan as part of her goals. There are things that need to be added to the plan. * Trustees - read the plan over the summer, delete things, add things. A discussion will be at the September meeting to update the Long Range Plan and then the Policy and Procedures committee will need to get together to approve the Long Range Plan. | | |  | |
| **3** | Hours of Operation – Summer vs. Winter   * Should we change the Monday and Wednesday hours or keep them the same? * Right now the hours are 2pm - 7pm. Do we need to go to change them back to 3pm - 8pm? * A motion was made to keep the Monday and Wednesday hours as is 2pm - 7pm. | | | Motion to keep the Monday and Wednesday hours as is.  Motion: Joyce Alfred  Second: Mary Beth  All Approved | |
| **4** | Renew Oath of Office – All Members | | |  | |
| **5** | Meeting Adjourned | | | Motion to adjourn.  Motion: Rachel Kepple  Second: Joyce Alfred  Motion approved | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting - September 5, 2024** | | | | | |