Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | December 5, 2024 | **Location:** | Port Byron Library |
| **Time:**  | Start: 5:56 pmEnd:  | **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, Donna Burleton |
| **Guests:**  | Amy Lamouroux |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion: Andrea SeamansSecond: Donna BurletonAll Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from Previous Meeting (November)Motion: Rachel KeppleSecond: Joyce AlfredAll ApprovedAmendment from October Minutes…..Approval of Board Agenda…..Bernie Tomasso’s name needs to be changed to Bernie Redmond. | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Joyce AlfredSecond: Andrea SeamansAll Approved* Giving Tree fundraiser and hat and mitten tree not going well.
* Question was asked if the $2000 (FLLS Collection Development Grant) was restricted. Yes, it is restricted.
 | Bernie Redmond |
| **3** | Budget Committee Notes* Payroll - Amy looked into the cost of ADP
* A suggestion was made that we make a list of donations needed for the library. Ie. paper, toner.
* Discussed budget
* It was discussed that there should be an email for the Board President.
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| **4** | Director’s ReportMotion to accept the director’s reportMotion: Donna BurletonSecond: Joyce AlfredAll Approved* December Program Flyer
* Adult activity - Erin will lead a snow globe activity.
* 10 new patrons in November
* Payroll Report
* Construction Grant - FLLS papers have been signed by the board President.
* Budget Balance Sheet
* Mike Reilley is trying to put a genealogy club together.
* Tracy Ingekston brought in non-toxic chemicals to show how these chemicals can really clean the carpets.
* Eric from Finger Lakes has been discussing the Windows 11 update. Eric says we should look into buying new computers. Amy feels we could go down to 4 computers instead of 5. The director's computer needs to be replaced too.
* Building Committee Meeting - December 17, 2024 at 4pm.
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | Long Range Plan* All edits have been made.
* Approval of the document will be at the next board meeting.
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| **2** | Changing Payroll Supplier* ADP - giving a 40% discount on their lowest rate.
* Paychex - discounts are locked in for 12 months. Then they evaluate the account to make sure your account has the fund available for payroll. The discount would then be put in place for the next 12 months.
* Amy’s recommendation would be with ADP. She feels that APD would be easier to work with. They will do the work that Amy has been doing.
 | A motion was made to switch payroll companies from Exeter Financial to APD effective on all pay periods on or after January 1, 2025. Motion: Andrea SeamansSecond: Joyce AlfredAll Approved |
| **3** | Employee Evaluation Policy Vote\*\*Moved to January meetings |  |
| **New Business** | **Motion By** |
| **1** | E-Content Contribution* A discussion was had to make a contribution to E-content to $500.
 | A motion was made to contribute $500 to E-contect connection. Motion: Joyce AlfredSecond: Rachel KelppleAll Approved |
| **2** | Budget Review* Amy looked at the budget with the budget committees
* Salaries was reduced
* Discussed moving money from the CD to the working fund.
* Budget vote will be in March
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| **3** | Approve 2025 Meeting Schedule* Meetings are the 1st Thursday of the month. It was suggested that the meetings be moved to the 2nd Thursday of the month. Andrea has another commitment on the 2nd Thursday of the month.
* January 14, 2025
* February 20, 2025
* March 11, 2025
* April 3, 2025
* May 6, 2025
* June 5, 2025
* September 4, 2025
* October 2, 2025
* November 6, 2025
* December 4, 2025
 | A motion was made to approve the board meeting schedule for 2025 with amendments as printed. Motion: Donna BureltonSecond: Andrea SeamansAll Approved |
| **3** | Meeting Adjourned | Motion to adjourn. Motion: Rachel KeppleSecond: Mary Beth Howell |
| **Public Comments - No public attended** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - January 9, 2025 @ 6pm** |