November Meeting Minutes –

Port Byron Library Board of Trustees

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| **Meeting Information** | | | | | |
| **Date:** | | 11/7/24 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 5:59 pm  End: 7:58 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, Donna Burleton Absent: Andrea Seamans | | | |
| **Guests:** | | Amy Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Rachel Kepple  Second: Joyce Alfred  All Approved | | | Amanda Hare | |
| **2** | Approve Meeting Minutes from October with amendments  Motion: Donna Burleton  Second: Bernie Redmon  All Approved  Oct Minutes changes \*\*\*New Business - 1. Employee Evaluation - change assistance to assist | | | Amanda Hare | |
| **3** | Treasurer’s Report  Motion to accept the treasurer's report  Motion: Joyce Alfred  Second: Donna Burleton  All Approved   * Summer reading budget went over budget but there was money in other places that have evened this out. * Not happy with the accountant. Amy has been writing checks. * Contributions are down this year. | | | Bernie Redmond | |
| **3** | Committee Report  Policy & Procedures   * Amy is Waiting to hear back about the raffle license. * Talking about doing another community survey. | | | Amanda Hare | |
| **3** | Director’s Report  Motion to accept the director’s report  Motion: Mary Beth Howell  Second: Rachel Kepple  All Approved   * November Calendar * Black Friday Book Sale this month * Barbara Warner Dean * Pick up in attendance on homeschool program * Payroll Report * Balance Sheet * Proposed Budget | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | Long Range Plan   * Delete objectives - goal and objective redundant (some objective and goals will be merged) * Fixed typos and added words to make statements make sense. * Define ALA * Amy will make the changes and bring it back to a future meeting. | | |  | |
| **2** | Library Employee Evaluation Schedule   * A discussion was held * It was suggested that the employee evaluations should be on a schedule: September (librarian), October (assistant director) and November (director). Pay raises will take place at the time of the evaluation. * A vote will take place once the by-laws are changed. | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Holiday Closure   * A motion was made by Bernie Redmond and seconded by Joyce Alfred for the library to be open New Year’s Eve and Veterans Day effective 2025. | | | Motion: Bernie Redmond  Second: Joyce Alfred  All Approved | |
| **2** | Procedures for Library Closures   * A motion was made by Donna Burleton and seconded by Rachel Kepple to approve the library closure policy with amendments. | | | Motion: Donna Burleton  Second: Rachel Kepple  All Approved | |
| **3** | Changing Payroll Supplier   * Move this item to December meeting | | |  | |
| **3** | Meeting Adjourned | | | Motion to adjourn.  Motion: Mary Beth Howell  Second: Joyce Alfred | |
| **Public Comments**  none | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting - December 5, 2024** | | | | | |