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 pmEnd: 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 AgendaMotion: Rachel KeppleSecond: Joyce AlfredAll Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from October with amendmentsMotion: Donna BurletonSecond: Bernie RedmonAll ApprovedOct Minutes changes \*\*\*New Business - 1. Employee Evaluation - change assistance to assist | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Joyce AlfredSecond: Donna BurletonAll 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 ReportPolicy & Procedures* Amy is Waiting to hear back about the raffle license.
* Talking about doing another community survey.
 | Amanda Hare |
| **3** | Director’s ReportMotion to accept the director’s reportMotion: Mary Beth HowellSecond: Rachel KeppleAll 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.
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| **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.
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| **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 RedmondSecond: Joyce AlfredAll 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 BurletonSecond: Rachel KeppleAll Approved |
| **3** | Changing Payroll Supplier* Move this item to December meeting
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| **3** | Meeting Adjourned | Motion to adjourn. Motion: Mary Beth HowellSecond: Joyce Alfred |
| **Public Comments**none | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - December 5, 2024** |