Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** | | | | | |
| **Date:** | | January 14, 2025 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:02 pm  End: 7:18 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, Donna Burleton | | | |
| **Guests:** | | Amy Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Andrea Seamans  Second: Bernie Redmond  All Approved | | | Amanda Hare | |
| **2** | Approve Meeting Minutes from Previous Meeting (December)  Motion: Joyce Alfred  Second: Donna Burleton  All Approved | | | Amanda Hare | |
| **3** | Treasurer’s Report  Motion to accept the treasurer's report  Motion: Rachel Kepple  Second: Andrea Seamans  All Approved   * Received tax levy - December 26, 2024 * Donations were down for the year but it was close to what we targeted. * Haven’t seen bullet aid. | | | Bernie Redmond | |
| **4** | Committee Report   * NYSEG - LED bulb rebate update   + Stephen Kepple came and took a look at how many bulbs we would need and how long it will take to replace the bulbs. * Chair update * Printer update | | | Amanda Hare | |
| **3** | Director’s Report  Motion to accept the director’s report  Motion:  Second:  All Approved   * Plant sale * New comic book club * A question was asked about charging for some programs like the adult painting class. Amy will make a note and start this in February. * Circulation numbers are down from 2023 * Mike Riley’s genealogy group * Payroll Report | | | Amy Lamouroux  A motion was to change the February meeting from February 20, 2025 to February 11, 2025 at 6:00 pm.  Motion - Bernie Redmond  Second - Donna Burleton  All approved | |
| **Old Business** | | | | **Motion By** | |
| **1** | Employee Evaluation Policy Vote | | | A motion for the Librarians evaluation to be completed in September, Assistant Director evaluation to be completed in October and the Directors evaluation to be completed in November annually, no matter when the position was filled.  Motion: Mary Beth Howell  Second: Joyce Alfred  All approved | |
| **1** | Long Range Plan  A vote needs to be taken at the February meeting to approve the Long Range Plan. The plan was given to everyone to review. | | |  | |
| **2** | Budget Review | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Chair Purchase   * A motion was made to purchase 10 chairs of one style and 10 chairs of a different style for a total of 20 chairs in the amount of $1974 and the funds will be coming out of savings. | | | Motion to adjourn.  Motion: Mary Beth Howell  Second: Joyce Alfred  All approved | |
| **2** | Printer Purchase   * A motion was made to purchase a printer (Epson ecotank 8550) for the library and the funds will be coming out of the savings in the amount of $649.99 | | | Motion to  Motion: Joyce Alfred  Second: Bernie Redmond  All Approved | |
| **3** | Meeting Adjourned | | | Motion to adjourn.  Motion: Mary Beth Howell  Second: Rachel Kepple  All approved | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting - February 11, 2025 at 6:00 pm** | | | | | |