Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | 2/11/25 | **Location:** | Port Byron Library |
| **Time:**  | Start: 6:00 pmEnd: 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, Amanda Hare, Mary Beth Howell, Rachel Kepple, Andrea SeamansAbsent: Donna Burleton, Joyce Alfred |
| **Guests:**  | Amy Lamouroux |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion: Rachel KeppleSecond: Bernie RedmondAll Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from Previous Meeting (date)Motion: Andrea SeamansSecond: Bernie RedmondAll Approved | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Mary Beth HowellSecond: AndreA SeamansAll Approved | Bernie Redmond |
| **4** | Budget Committee Report* Amy is looking into nonprofit Prime
* Amy canceled Adobe
* 10 chairs were purchased - they were on sale.
* CD rates
* Printer was purchased
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| **5** | Director’s ReportMotion to accept the director’s reportMotion: Mary Beth HowellSecond: Rachel KeppleAll Approved* February Calendar
* Reading Challenge in February
* Blind Date with a Book
* Circulation numbers are down this month
* Rosen Grant - Annie and Amy applied for the grant - story time - bring to the kids in different towns - kids would get a free book and a healthy snack - Conquest and Montazuma and Throop.
* Payroll
* Jenny approved annual report
* Amazon discount
* Printer is set up and working
* Verification email for NYSEG
* Amy is in contact with Sarah about the Construction grant extension. She will talk to Sarah at her directors meeting.
* Swank - $400 to stream per year
* Working on updating water bill message
* Amy will be off from Feb 17th - Fri 21st
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | Long Range Plan* Dates corrected to 2025-2030
* Goal #5 - Inquire about creating a scholarship for students looking to attend school for a field in Library Science.
 | Motion to approve the Port Byron Library Long Range Plan with the amendments with the change of dates and the 3rd bullet point on goal #5. Motion: Mary Beth HowellSecond: Bernie RedmondAll Approved |
| **2** | Final Budget Review* To be voted on at Annual Meeting
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| **3** | Vote on Total Amount Adjustment for Printer Purchase | Motion to approve the purchase of the printer for $649.99 and amend and add the four year protection plan for $103.99 total $753.98 and the money came from savingsMotion: Andrea SeamnsSecond: Bernie RedmondAll Approved |
| **New Business** | **Motion By** |
| **1** | CD Investment Review* To be voted on at Annual Meeting
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| **2** | Approval Personal Manual* Amy will look in to see if there is an incident report sheet. If not it will be given to the policy and procedure committee to create.

  | Motion to approve the Port Byron Library Personnel manual as printed with amendments. Motion: Andrea SeamansSecond: Mary Beth HowellAll Approved |
| **3** | Approval Employee Evaluation Policy* This was voted on in January 2025
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| **4** | Approve Annual Report | Motion to approve the Port Byron Library Annual Report. Motion: Bernie RedmondSecond: Rachel KeppleAll Approved |
| **5** | Meeting Adjourned | Motion to adjourn. Motion: Rachel KeppleSecond: Mary Beth HowellAll Approved |
| **Public Comments** | **N/A** |
| **Other Notes & Information*** Amanda Hare's term is up. Needs to be voted on at the March meeting.
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| **Next Meeting - Tuesday March 11, 2025** |