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 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, Amanda Hare, Mary Beth Howell, Rachel Kepple, Andrea Seamans  Absent: Donna Burleton, Joyce Alfred | | | |
| **Guests:** | | Amy Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion: Rachel Kepple  Second: Bernie Redmond  All Approved | | | Amanda Hare | |
| **2** | Approve Meeting Minutes from Previous Meeting (date)  Motion: Andrea Seamans  Second: Bernie Redmond  All Approved | | | Amanda Hare | |
| **3** | Treasurer’s Report  Motion to accept the treasurer's report  Motion: Mary Beth Howell  Second: AndreA Seamans  All 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 | | |  | |
| **5** | Director’s Report  Motion to accept the director’s report  Motion: Mary Beth Howell  Second: Rachel Kepple  All 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 Howell  Second: Bernie Redmond  All Approved | |
| **2** | Final Budget Review   * To be voted on at Annual Meeting | | |  | |
| **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 savings  Motion: Andrea Seamns  Second: Bernie Redmond  All Approved | |
| **New Business** | | | | **Motion By** | |
| **1** | CD Investment Review   * To be voted on at Annual Meeting | | |  | |
| **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 Seamans  Second: Mary Beth Howell  All Approved | |
| **3** | Approval Employee Evaluation Policy   * This was voted on in January 2025 | | |  | |
| **4** | Approve Annual Report | | | Motion to approve the Port Byron Library Annual Report.  Motion: Bernie Redmond  Second: Rachel Kepple  All Approved | |
| **5** | Meeting Adjourned | | | Motion to adjourn.  Motion: Rachel Kepple  Second: Mary Beth Howell  All Approved | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information**   * Amanda Hare's term is up. Needs to be voted on at the March meeting. | | | | | |
| **Next Meeting - Tuesday March 11, 2025** | | | | | |