Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | March 11, 2025 | **Location:** | Port Byron Library |
| **Time:**  | Start: 6:02 pmEnd: 7:38 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, Donna BurletonAbsent: Joyce Alfred |
| **Guests:**  | Amy Lamouroux, Sarah Thompson, Kasey Cioffa, Carol Waterman |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion to approve meeting agenda.Motion: Mary Beth HowellSecond: Donna BurletonAll Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from Previous Meeting (February)Motion to approve meeting minutes.Motion: Andrea SeamansSecond: Rachel KeppleAll Approved\*\*\*Suggestion - when putting names in the minutes - add where they are from ie. Sarah from Finger Lakes\*\*\* | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Andrea SeamansSecond: Donna BurletonAll Approved | Bernie Redmond |
| **4** | Budget Committee Report* 9 computers in the library - suggested it be reduced to 8
* Amy would like to purchase an external hard drive for saving library documents.
* Replace Amy’s computer and 1 public computer.
* Then replace 2 -3 per year.
* Quote for the light bulbs.
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| **5** | Director’s ReportMotion to accept the director’s reportMotion: Mary Beth HowellSecond: Bernie RedmondAll Approved* March program calendar
* Circulation numbers
* Program Attendance Numbers
* Payroll Report
* Update on Prime Non-profit
* Eric at Finger Lakes let Amy know that the bulk buy forms are available around May 1st (for the computers) and due by the end of May
* Still working on NYSEG rebate - not getting a better deal than what we are going to get from the contractor.
* Submitted updated message to the village for newsletter
* We were awarded $2607.47 from the Community Foundation.
* Applying for the Outreach mini grant.
* Injury Sheet - add to the appendix of the employee manual.
* Asked CAP and Unity House about chairs. CAP said no thank you and haven’t heard back from Unity House.
* Amy will attend Cayuga County Electronics recycling event March 22nd to recycle old laserjet printer and computer
* In the display this month are 2024 Award winners
* Amy emailed the town about the Knox Box to see if they had any empty locked storage space. She has not heard back.
* Tax Levy - We can ask for up to $3215 increase.
* Amanda Hare needs to be voted in for her second term and any new members.
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | none |  |
| **New Business** | **Motion By** |
| **1** | CD Investment VoteA motion was made, with our CD that matured on March 10, 2025, we will take $35,000 and move it to a 6 month CD that will mature in September 2025 and move $15,000 from the CD to a 13 month CD to mature in April 2026, $27,000 moved from the operating account to a 6 month CD to mature in September 2025, $2187 moved for the CD to the operating fund for the interest income, the remaining of the original amount to moved to savings to cover the new chairs, computers and lighting/construction costs.  | Motion to Motion: Mary Beth HowellSecond: Rachel KeppleAll Approved |
| **2** | Budget VoteA motion was made to approve the Port Byron Library Budget for 2025. |  Motion: Donna BurletonSecond: Andrea SeamansAll Approved |
| **3** | New/Existing Board Member Term VoteA motion was made to accept a second term for 3 years for Amanda Hare and continue as President of the board.Motion - Bernie RedmondSecond - Andrea SeamansAll approvedA motion was made to add Sarah Thompson to a term of years to the library board.Motion - Rachel KeppleSecond - Andrea SeamansAll approvedA motion was made to add Kasey Cioffa to a term of 3 years to the library board.Motion - Mary Beth HowellSecond - Bernie RedmondAll approvedA motion was made to add Carol Waterman to a term of 3 years to the library board.Motion - Mary Beth HowellSecond - Bernie RedmondAll approved | All Approved |
| **4** | Tax Levy VoteA motion was to ask for a $3000 of the tax levy vote.Motion - Andrea SeamansSecond - Berine RedmondMotion approved | Motion: Andrea SeamansSecond: Bernie RedmondAll Approved |
| **5** | Lighting Replacement/Upgrade VoteA motion was made to accept the quote from Specialty Mechanical Service, Corp to replace the light bulbs Motion - Donna BurletonSecond - Andrea SeamansMotion approved | Motion: Donna BurltonSecond: Andrea SeamansAll Approved |
| **6** | Meeting Adjourned | Motion to adjourn. Motion: Rachel KeppleSecond: Mary Beth HowellAll approved |
| **Public Comments** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - Thursday - April 3, 2025**Andrea Seamans suggested we put the monthly programming calendar out at the different town offices for people to pick up. |