Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** |
| **Date:**  | April 3, 2025 | **Location:** | Port Byron Library |
| **Time:**  | Start: 6:02 pmEnd: 7:10 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, Andrea Seamans, Donna Burleton, Sarah Thompson, Kasey Cioffa, Carol WatermanAbsent: Rachel Kepple |
| **Guests:**  | Amy Lamouroux |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion to approve meeting agenda.Motion: Andrea SeamansSecond: Donna BurletonAll Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from Previous Meeting (March)* March meeting Minutes amended. Sarah Thompson and Carol Waterman will be taking over the terms of Bernie Tomasso and Joyce Alfred and their terms will be for 2 years.

Motion to approve amended meeting minutes.Motion: Bernie RedmondSecond: Kasey CioffaAll Approved | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Mary Beth HowellSecond: Donna BurletonAll Approved* Love your Library Grant
* Community Foundation Grant
* Donation from Dave and Laurie Waterman
 | Bernie Redmond |
| **4** | Budget Committee Report - Policy & Procedures |  |
| **5** | Director’s ReportMotion to accept the director’s reportMotion: Mary Beth HowellSecond: Donna BurletonAll Approved* April programming Calendar
* Circulation Numbers
* 3 New adult card – 1 Child No-Internet
* Program/Attendance Numbers
* Payroll Report
* Update on Prime Non-profit – I am still trying to figure this out. We were charged $179.99 for our Prime Business Membership.
* Eric Franks from Finger Lakes came and hooked up the processing computer. He wiped the old public computer and it has been put in the storage room for now. He was going to remotely wipe it, but the day we went to do it, there was no internet in the village. I will look to recycle it at the next event, this is what Eric also recommended. He also connected the director computer to the new Epson and helped me complete the family search set up in the reference room. We also set up the handicap accessible computer area and measured to be sure it was in compliance with ADA.
* Specialty Mechanical let me know they have ordered the bulbs and that they would be in touch for setting a date for installation.
* All the old chairs have been given away or are awaiting a trip to the dump in the back hallway at this time. The other set of 10 chairs has been ordered for $1138. That total for all 20 chairs is $1824.10, in the January minutes it was approved for $1974, but because the first 10 were purchased on sale, that lowered the overall total cost.
* We currently have a coloring contest going on right now.
* We have applied for the Outreach Mini Grant (OMG) from Finger Lakes, we have requested the amount that we need to add to the Community Foundation to do 2 visits for the traveling library this year. We should know in a couple of weeks if we are awarded.
* In our display this month are the 2024 Award Winners.
* Mark from the Town of Mentz let me know that they do have a locked room with some space that they could allow me to keep our boxed financial records. I haven’t moved forward on that just yet. He has not worked out the knox box with Corey Rooker (Fire Chief - Port Byron Fire Department) just yet.
* The Policy and Procedure committee needs to discuss what to do with financial records. How long do we need to keep the records? Can they be scanned?
* The Tax Levy increase was sent to the School board, requesting a $3,000 increase in vote in May. Staff are working on doing a really well done and shared “Did You Know Campaign”
* Eric Franks from Finger Lakes recommended that we use physical hard drives. He said we could use cloud hard drives, but that there is always a security risk with those. He suggested we purchase Western Digital Hard Drives as they are a reputable brand. I did look into their cost and they range from $129 – 199, depending on size. I think 2 TB should be sufficient which is on the lower end for cost.
* Carol Waterman and I have met a couple times to discuss possible fundraisers. One thing we have been talking about and trying to put information together is for a Silent Auction that we are thinking would be great to do in October 2025. We have discussed possible locations and how we would go about getting donations and from who. Also, we have been talking about how to start a Friends of the Library group here. Diane, who is the president of the Weedsport Library friends group has agreed to meet with us and we are tentatively looking at meeting just to gather information and insight on Tuesday, April 8th but have not confirmed a time just yet.
* We have finished our Report to the Community which is NY State minimum standard. It is posted to our website and also was shared to facebook.
* About 2 years ago I started assisting Tracey Ingleston on researching and filling out forms in an effort to get his brother Star Ingleston, who lost his life in a battle in Vietnam, a Medal of Honor. One of the requirements to get a Medal of Honor is 2 eyewitness reports. We could only secure one. So Claudia Tenney’s office suggested to Tracey that they rename the Martville Post Office as Star as an auxiliary honor. Tenney’s office told us to start an online petition. I reached out to my contact at the Citizen Newspaper and they stated they were already in the works for a Story because March 29 is Vietnam Veteran’s Day. So they ran a story on this. The digital came out already and the print copy should be in today’s paper.
* Long Range Plan Check In – Document Provided
* Sarah Thompson - Building Committee
* Carol Waterman - Budget Committee
* Kasey Cioffa - Policy & Procedure Committee
* No Policy & Procedure committee meetings for April
* Budget Committee Meeting - May 15, 2025
* Building Committee Meeting - June 26, 2025
* Bulk Buy forms are ready from Finger Lakes
	+ Replace Directors Computer with a laptop, the laptop and a public computer
	+ A motion was made to replace the directors computer, laptop and public computer - all in one through the bulk buy from Finger Lakes to not exceed $3000
	+ Motion - Bernie
	+ Second - Mary Beth Howell
	+ All approved
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | NONE |  |
| **New Business** | **Motion By** |
| **1** | Accept Board Member Resignation | A motion was made to accept the resignation of Joyce Alfred effective March 11, 2025 for personal reasons. Motion: Andrea SeamansSecond: Mary Beth HowellAll Approved |
| **2** | Bookkeeping and Tax Filing Service* Mike Kinney @ JE Tax Service
* Heather Christopher - Independent Contractor
 | A motion was made to move our bookkeeping and tax preparation from Custom Accounting to JE tax services.Motion: Andrea SeamansSecond: Kasey CioffaAll Approved |
| **3** | Meeting Adjourned | Motion to adjourn. Motion: Mary Beth HowellSecond: Andrea Seamans |
| **Public Comments** | **N/A** |
| **Other Notes & Information**Places to Recycle Computers Advanced Document Concepts - 74 Genesee St - AuburnVerizon Wireless - 298 Grant Ave - AuburnBJ’s Wholesale Club - 11 Plaza Drive - AuburnSalvation Army - 161 Grant Ave - Auburn |
| **Next Meeting -** Tuesday, May 6th.Mary Beth Howell will not be at the meeting. |