Meeting Minutes – Port Byron Library Board of Trustees

|  |
| --- |
| **Meeting Information** |
| **Date:**  | May 6, 2025 | **Location:** | Port Byron Library |
| **Time:**  | Start: 6:04 pmEnd: 7:14 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 Burleton, Kasey Cioffa, Carol WatermanAbsent: Sarah Thompson |
| **Guests:**  | Amy Lamouroux |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion to approve meeting agenda.Motion: Andrea SeamansSecond:Rachel Kepple All Approved | Amanda Hare |
| **2** | Approve Meeting Minutes from Previous Meeting (date)Motion to approve meeting minutes.Motion: Donna BurletonSecond: Bernie RedmondAll Approved | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Mary Beth HowellSecond: Kasey CioffaAll Approved* 3 deposit last month
* Cayuga County Funding
* Book Sale is doing well
 | Bernie Redmond |
| **4** | No Committee ReportNext Meeting - Policy and Procedures Committee -  May 15th @ 4:30 pm |  |
| **5** | Director’s ReportMotion to accept the director’s reportMotion: Mary Beth HowellSecond: Andrea SeamansAll Approved* May Calendar
* Circulation Numbers: Apr 2024 total: 953 Apr 2025: 838
* New adult card – 1 Child, 1 Child No-Internet, 1 Senior Citizen
* Program/Attendance Numbers: 3MG, 13A, 2T, 5J, 5C; 153A, 11T, 30J, 22C – Attendance is up!
* Collection Dev Report: 44 Items added: 3 ANF, 2 AF, 12 Picture Books, 4 EZ Readers, 1 BB, 10 J Chapter Books, 3JNF, 2 JGN, 1 YAF, 2 YANF, 2 Children’s Movies, 2 Video Games
* We didn’t have a materials challenge but we had a patron come into the library and request to be shown all of our LGBTQ+ books in the children’s section. Which was easy, because about a year ago we went through all of our children’s books and put stickers on the spine so parents could easily see that there is content of that nature in the book at some level. She was mostly interested in the picture books, which we only have one. She was happy with what she found.
* Payroll Report
* Bulk Buy Update - Computers we chose were out of date. New computers were chosen. There was an increase in price on the computers. The new price is $2642.
* Lighting Update - Specialty Mechanical came in last Wednesday (4/29/25). They did most of the big room except for the YA section. They are coming in tomorrow (Wednesday 5/7/25) to finish up.
* Outreach Mini Grant – Not awarded - Amy will apply for it again.
* The Tax Levy increase newsletter came out – We ordered 15 yard signs. Amy is speaking with school about possibly attending the budget presentations. All town offices have been given program flyers
* Need to Purchase 2 Microsoft Office Licenses at $125 each and Still finalizing the hard drive/cloud back-up solution
* Background Check webinar was helpful. Amy has the link and you can view at your leisure and simply fill out the self-assurance form – Amy has copies if you need one.
* Friends meeting with Diane Grant from the Weedsport Friends Group – went well – they are successful with the basket raffles and it is minimal undertaking. They made $2740 last December.
* Sign Thank you card for Joyce Alfred.
* Tax Filing Draft – J&E ready to file. Will need President and Treasurer Signatures.
* Hard Drive purchase – should really have 2 hard drives one for the processing computer and one for director’s computer. Policy & Procedure will want to include a policy on frequency of updates and storing hard drive in safe.
* Joyce Biss with The Old Mentz Heritage Historical Society emailed Amy yesterday about holding our Port Byron Chronicle Newspapers in their new building as they have the appropriate preservation equipment to keep it safe. Amy let Joyce know that we should probably have a written agreement so future persons are aware of the arrangement. This would be something we could keep a binder for, which could also include the Inventory List that Amy is creating to inventory all of the artwork and artifacts that we house here at the library. Amy also let her know that Amy would need to discuss it with the board. It was suggested that a sign be put up stating where the digital copies can be found and where the original copies can be found.
* Smoke Free Movie Resolution – Tobaccofreecny.org has created a statewide program called Reality Check. They have sent many libraries information on creating a “Smoke-Free Movie Policy”. Many of the directors have been discussing this via email. Most feel they couldn’t commit to this at this time. It was mentioned that if it were only movies shown to patrons under 18 that might be more manageable. For us, Amy knows it would create a requirement that we fully vet any movie we are going to show for smoking. This can typically be found in the ratings information on certain movie databases. However, because in the past ratings were done differently, it could be difficult and time consuming to confirm. We would need to make sure that every movie does not violate our own policy if we do adopt this suggested policy.
* Breakdown of Statistical Classes – Port Byron Village: 395, Town of Mentz: 116, Town of Conquest: 67, Town of Montezuma: 80, Town of Throop: 98
* Talking to the public about the library – Amy wanted to share a cohesive message with the board as the board members may encounter conversations about the library – especially now that we are on the ballot for a $3,000 increase this year. We did ask for $4,000 last year and we are asking for $3,000 this year. These amounts are determined and mandated by the State Comptroller. Because we did not ask for an increase in 2022 or 2023, our tax cap allowed us to roll over determined amounts from those years, which is why last year was a little more. Asking for a small, capped at 1.8%, yearly is allowed and most libraries do ask regularly. Our particular situation is that we try to be very mindful of monitoring and managing our funds, as we understand they are public funds. With the increases in the cost of goods and minimum wage, we have needed to ask for these allowed increases in order to not cut programming and material (books, movies, games, etc.) purchases. All of our budgeting information is open and available to the public. They are welcome to call, email, or stop in anytime we are open and ask to see the information. Please share this with any person you meet, who may need more information and please encourage them to come into the library.
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | NONE |  |
| **New Business** | **Motion By** |
| **1** | Future Fundraising Plans* There is paperwork that needs to be filed with the village if we do raffle baskets. They need to know who would be selling the raffles because they have to do a background check.
* We need to look in to see if we need to file paperwork for a silent auction.
* How long will it take if we put in the paperwork for the raffle baskets to the village for us to be able to hold a raffle.
* Potter’s would be willing to let us use the back room to hold the raffles or silent auction. They have the first Thursday free that we could do Thankful Thursday for the library and do the raffles or silent auction.
* A fundraising committee needs to be formed.
* If a friends group was set up they have to have by-laws and their own account. This might be too big for the library.
* Amy will look to see if there are some patrons that would like to be on a fundraising committee and have at least 1 board meeting on the committee.
* There needs to be a reason that we would be doing a fundraiser.
 |  |
| **2** | Hard Drive PurchaseA motion was made to purchase 2, at least 2TB Western Digital external hard drives not to exceed $350 and funds to come from the office supply category. | Motion: Rachel KeppleSecond: Andrea SeamansAll Approved |
| **3** | Meeting Adjourned | Motion to adjourn. Motion: Mary Beth HowellSecond: Bernie Redmond |
| **Public Comments** | **N/A** |
| **Other Notes & Information*** Amanda asked if we should have a contest for community/school to create a sign for the library/logo. Andrea said we should contact the art teacher and work with the teacher to offer this idea to the students for next year.
 |
| **Next Meeting - June 5, 2025** |