Meeting Minutes – Port Byron Library Board of Trustees

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| **Meeting Information** | | | | | |
| **Date:** | | June 5, 2025 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:02 pm  End: 6:49 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  Absent: Sarah Thompson | | | |
| **Guests:** | | Amy Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion to approve meeting agenda.  Motion: Andrea Seamans  Second: Donna Burleton  All Approved | | | Amanda Hare | |
| **2** | Approve Meeting Minutes from Previous Meeting (date)  Motion to approve meeting minutes.  Motion: Rachel Kepple  Second: Kasey Cioffa  All Approved | | | Amanda Hare | |
| **3** | Treasurer’s Report  Motion to accept the treasurer's report  Motion: Donna Burleton  Second: Andrea Seamans  All Approved   * Individual Donations are up * The voters approved the library increase of $3000 | | | Bernie Redmond | |
| **4** | Policy & Procedures Committee Report   * Rough draft of financial policy * Library card not needed for computer use * Record keeping - can keep digital copies, financial information needs to kept in hard copy * Fundraising - raffle documents not needed * Amy is working on a presentation for the boards/towns * Amy will develop a community survey over the summer * Discretionary amount for mom-board approval needs to be specific * Need a policy regarding background check * Library should shop for insurance every 3-5 years * Do we want to do paper ballots for voting for new trustees? * Move monthly board meeting day for 2026 & annual meeting - thinking about the 2nd Tuesday of each month. | | | Amanda Hare | |
| **5** | Director’s Report  Motion to accept the director’s report  Motion: Kasey Cioffa  Second: Rachel Kepple  All Approved   * June Program Calendar * Circulation Numbers: May 2024 total unique circs: 777 May 2025: 689 * 8 New Library Cards – 1 Adult No Internet, 5 Adult, 1 Child No-Internet, 1 Senior Citizen * Program/Attendance Numbers: 2MG, 12A, 2T, 3J, 4C; 115A, 3T, 12J, 14C * Collection Dev Report: 51 Items added: 2 A DVD, 3 ANF, 8 AF, 6 Picture Books, 3 EZ Readers, 3 BB, 13 J Chapter Books, 3 JNF, 3 JGN, 5 YAF, 1 YAGN, 1 Video Games – No Material Challenges * Payroll Report * Bulk Buy Update – Check and all staging paperwork sent to Eric at Finger Lakes Library System– just waiting to hear back about delivery. * The voters approved the increase by 78% (256 out of 329) of the vote. Very Encouraging! * Eric has been very busy and so I am waiting to hear back from him on Microsoft Purchasing. * Tax Filing 2024 has been completed. * Hard Drive purchase – purchased 2 (5tb) drives for $246.50 * Amy would like to put together a community survey and present it for approval at the September meeting. If any board members would like to share anything that they would like to see on the survey please do get it to Amy in writing either email or written down. Thank you | | | Amy Lamouroux | |
| **Old Business** | | | | **Motion By** | |
| **1** | None | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Board Member Resignation | | | Motion to accept the resignation of Carol Waterman effective June 5, 2025.  Motion: Rachel Kepple  Second: Mary Beth Howell  All Approved | |
| **2** | Lighting Cost Overage   * Lighting Update – We did go over the accepted quote amount of $1600 - The new amount is $1662.50 | | | Motion to approve writing a check to Specialty Mechanical Services for our light purchase and installation of $1662.50  Motion: Bernie Redmond  Second: Mary Beth Howell  6 approved, 1 abstention | |
| **3** | 2026 Meeting Dates   * We would like to move the board meetings to the 2nd Tuesday each month. We will vote on this in September when all members are here. | | |  | |
| **4** | Purchase Limit   * Purchase Limit – Most Libraries do not have a purchase limit. The ones that did responded with $250, $300, and $500. I think that the $250 could get cumbersome with some purchases and that $300 would be better. Weedsport shared their new financial policy they just recently did. * We will discuss this in September. | | |  | |
| **5** | Meeting Adjourned | | | Motion to adjourn.  Motion: Mary Beth Howell  Second: Andrea Seamans  All Approved | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information**  Andrea: Trail town committee has been meeting. It is a long process. They are looking for more members to be on the committee. Community meeting is June 24th at 6pm at the Samual Center. | | | | | |
| **Next Meeting -** Thursday Sept 4th. at 6pm | | | | | |