Meeting Minutes – Port Byron Library Board of Trustees

|  |
| --- |
| **Meeting Information** |
| **Date:**  | September 4, 2025 | **Location:** | Port Byron Library |
| **Time:**  | Start: 6:03 pmEnd: 7:09 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, Sarah Thompson, Kasey Cioffa |
| **Guests:**  | Amy Lamouroux, Charleen Wood |
| **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 (June)Motion to approve meeting minutes as corrected.Motion: Donna BurletonSecond: Rachel KeppleAll Approved\*7th bullet point - mom-board should be non-board | Amanda Hare |
| **3** | Treasurer’s ReportMotion to accept the treasurer's reportMotion: Mary Beth HowellSecond: Andrea SeamansAll Approved\*A lot of donations this summer\*Nothing special\*Budget looks good | Bernie Redmond |
| **4** | Budget Committee Report\*No committee meetings for the summer |  |
| **5** | Director’s ReportMotion to accept the director’s reportMotion: Second: All Approved\*Programming Flyer\*Circulation numbers are down\*Payroll report\*Penny Helzer collection was moved over to OMHC (historical society). Lucy Thomas also collected the alumni collection and moved it to OMHC.\*Annual Meeting - Friday October 17, 2025 9:30am - 1:00 pm. Amanda Hare, Andrea Seamans, Donna Burleton, Amy Lamouroux and Sarah Thompson all plan on attending\*Budget should be voted upon at December meeting\*ADP Insurance said they were not able to meet all of the requirements for our policies at this time. Amy is going to reach out to Wright Agency and familiarize herself with what we have and how they choose those companies.\*Traveling library dates - Montezuma Sept 24th, Conquest - Oct 8th, Throop - Oct 22nd\*We are partnering with a program called Energy Smart CNY which is offered through NYSERDA. This is for seniors. The date for this program is Sept 30th.\*Sexual harassment training needs to be done.\*Trustee Training needs to be done. \*Meetings for 2026 moved to the 2nd Tuesday of the month. Motion to approve the new schedule for the 2026 Board Meeting Motion: Rachel Kepple Second: Mary Beth Howell All approved.\*Budget Committee Meeting - September 25, 2025 at 4:30 pm | Amy LamourouxMotion to approve directors reportMotion: Andrea SeamansSecond: Bernie RedmondAll Approved |
| **Old Business** | **Motion By** |
| **1** | 2026 Meeting DatesJanuary 13thFebruary 10thMarch 10thApril 14thMay 12thJune 9thSeptember 8thOctober 13thNovember 10thDecember 8th | Motion to approve the new schedule for the 2026 Board MeetingMotion: Rachel KeppleSecond: Mary Beth HowellAll Approved |
| **2** | Purchase LimitThere was a discussion on whether the purchase limit should be $250 or $300. Amy said that $250 was good.  | A Motion was made to approve a single item purchase limit without board approval to no more than $250. Motion: Rachel KeppleSecond: Donna BurletonAll Approved |
| **3** | Community Survey\*Amy gave the board a list of questions she came up with for a community survey. |  |
| **New Business** | **Motion By** |
| **1** | Employee EvaluationLibrarian evaluation was accepted | A Motion was made to accept the librarians evaluation for 2025.Motion: Rachel KeppleSecond: Mary Beth HowellAll ApprovedA motion was made to approve a raise for the librarian in the amount of $1.24 per hour. Motion: Bernie TomasoSecond: Donna Burleton |
| **2** | 2026 Preliminary Budget Review\*Move to old business in October |  |
| **3** | 6 month CD maturity$63,342.59 - amount at maturityproposed:$27,000 has to be moved to operating account$3342.59 move to savings$33,000 put into a 6 month | A Motion was made for when the 6th month CD matures on Saturday - September 11th at an amount of $63,342.59 will be moving $27,000 to the operating account, we will be moving $3,342.59 to the savings and we will reinvest $33,000 into another 6 months CD at a 4.25%.Motion: Mary Beth HowellSecond: Kasey CioffaAll Approved |
| **4** | Review By-Laws |  |
| **5** | Long Range Plan Goal Check |  |
| **3** | Meeting Adjourned | Motion to adjourn. Motion: Mary Beth HowellSecond: Kasey CioffaAll approved |
| **Public Comments** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - October 2, 2025 at 6:00 pm** |