Meeting Minutes – Port Byron Library Board of Trustees

|  | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Meeting Information** | | | | | |
| **Date:** | | October 2, 2025 | **Location:** | | Port Byron Library |
| **Time:** | | Start: 6:02 pm  End: 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  Absent: Kasey Cioffa | | | |
| **Guests:** | | Amy Lamouroux | | | |
| **Reports** | | | | **Presenter** | |
| **1** | Approve Meeting Agenda  Motion to approve meeting agenda.  Motion: Mary Beth Howell  Second: Donna Burleton  All Approved | | | Amanda Hare | |
| **2** | Approve Meeting Minutes from Previous Meeting (September)  Motion to approve meeting minutes as amended.  Motion: Donna Burleton  Second: Andrea Seamans  All Approved  \*\*\*Budget Committee Meeting - changed to September 22, 2025  \*\*\*New business #1 - Change - The raise for the librarian is effective September 1, 2025. | | | Amanda Hare | |
| **3** | Treasurer’s Report  Motion to accept the treasurer's report  Motion: Mary Beth Howell  Second: Donna Burleton  All Approved   * 2 deposits in September * LLSA stands for Local Library State Aide * Moved CD money around. | | | Bernie Redmond | |
| **4** | Budget Committee Report   * Projected Budget has decreased from 2025 * 2 tables at the Port Byron open house. * The Great Give Back for 2025 will benefit the American Legion. * Amy completed a request for Bullet Aide. * Amy will research insurance companies to possible change for 2026. * NYSEG smart meter was installed in July. * It is suggested that we take the money for the depict for the budget from our savings account. | | |  | |
| **5** | Director’s Report   * Share October Calendar * Circulation Numbers: September 2024 total unique circs: 795 September 2025: 572 – we are looking to do a couple of initiatives like for each time you check out a book in November you will be entered into our drawing to try and increase our check outs. * 3 New Library Cards – 2 Adult, 1 Senior Citizen * Program/Attendance Numbers: 2MG, 12A, 1T, 3J, 5C; 174A, 1T, 18J, 20C * Collection Dev Report: 77 Items added: 3 Adult DVD, 15 Adult Non-Fiction, 19 AF, 2 Children’s DVD, 11 Picture Books, 2 EZ Readers, 10 J Chapter Books, 3 JNF, 4 J Graphic Novels, 3 YA Fiction, 2 YA Graphic Novels, 3 Children’s Games - No Material Challenges * Payroll Report – Typical and we still have a decent amount of leftover budget on that. * We applied for a grant from The Youth Bureau of Cayuga County and we were awarded $1494 to offer 3 courses to children between the ages of 8-15, the courses are: Home Alone Safety – October 20, Babysitter’s Training - November 24, and First Aide for Kids and Scouts – Dec 1st or 15th, I am waiting to hear back on that date. These are through a company out of Rochester. They did the Home Alone Safety Course this summer at Seneca Falls library and it was really well received and attended. * Annual Campaign and Raffle Baskets at Winterfest. I am working with the Weedsport PTA, who has requested that I reach back out to the Weedsport Library and discuss joining forces and having a library table together as a joint force. The PTAs hesitancy is that Weedsport has Raffle Baskets already and the PTA has a raffle basket table also and then there is one other organization that also does raffle baskets. I know Weedsport usually combines their annual campaign letter showcasing their raffle baskets and asking their patrons to come to Winterfest and support them and then if they prefer to send a donation instead. I thought this would be a great way to incorporate an annual donation letter to the public. I am currently working to get in touch with Weedsports people and Jacqueline Hopkins the PTA contact that I have been speaking with said they have their next meeting on October 15th and so I am working to get something worked out ahead of that meeting. She said we have enough time right now. * I have registered all that wanted to attend for the annual meeting. I have a print out here of what is being served. If you need any special meal accommodations please let me know and I will let them know. They need to know by tomorrow. * The Block party we participated in for the Legion was great. I was there for a couple hours in the morning and it was well attended. * I am currently waiting to hear back from Dempsey and Aversa out of Auburn. I am still waiting to hear back from them. * ADP charged us on April 11 and July 25 when we were during our 4 months free time. I spoke with a rep and they refunded us $86.56, but we won't see that until October's financials. * We are collecting Kitchen Supplies for the Legion for our Great Give Back. They gave us a list of items. That will run from October 1 – 18th. If you google the great give back you should be able to find the site and read our blurb on there. * We are partnering with a program called Energy Smart CNY which is offered through NYSERDA. We are doing a workshop solely for seniors on Tues Sept 30th at 2pm and a community wide one on Thursday, October 23rd at 5pm. It’s a 45 minute presentation on how to conserve energy and save money and they give out this cool green energy kit to each family in attendance. * When I looked into the Survey Monkey Billing, I realized that they bill annually. The cost for a single user is $39/month with a 25% discount for non-profits which is $29.25/month and then multiplied by 12 months is $351. They do not let you cancel. If you want to cancel you can, but then you just have the rest of your already paid time to use it. I reached out to the other libraries inquiring if anyone would want to team up and use the account to do surveys and split the costs, but I didn’t hear from anyone. Gayle from Cato Library did send me info on a Community Link Program through Syracuse University. The deadline passed for this year back in August. I am still working on figuring out if there is another alternative for non-profits to do surveys. Otherwise the survey is built and ready to go, once we figure out the cost portion of it. * I wanted to clear up the recreational passes costs. We received a donation of $500 to cover the cost of renewing our passes, however the patron making the donation requested that we add a pass for CMOO out of Oswego. I quoted her that $500 should cover it, but that amount didn’t include the CMOO pass. That was my fault for under quoting. * The NYSEG bill average usage from January – May of 2025 was 1245 kwh a month, June – August 1325 kwh a month. Currently averaging this month, I went and looked at and read our meter on 9/9/2025 and averaged it out and it was looking like it would be only 951 this month. It is hard to tell if the LED lights have made a difference or not as we may have had a legacy meter which could have been miscalculating our usage. * We replaced our fax machine. It was giving us trouble for some time. The ribbon kept jamming. We are with E-fax so we do not need to purchase ribbons anymore. We are using our same number. This cost $18/month, we were given our tax exempt status. We are now asking for a minimum donation of $1.50 for all faxes regardless of whether they are local or toll free. | | | Amy Lamouroux  Motion to accept the director’s report  Motion: Donna Burleton  Second: Bernie Redmond  All Approved | |
| **Old Business** | | | | **Motion By** | |
| **1** | Community Survey   * Amy is going to look into some options to help us with survey, | | |  | |
| **2** | 2026 Budget Review   * Reviewed in the directors report. | | |  | |
| **3** | By-Laws Review   * Still working on it - moved to January. | | |  | |
| **New Business** | | | | **Motion By** | |
| **1** | Employee Evaluation | | | Motion to  Motion:  Second:  All Approved | |
|  |  | | | A Motion was made to accept the library assistant directors evaluation for 2025.  Motion: Rachel Kepple  Second: Mary Beth Howell  All Approved  A motion was made to approve a raise for the library assistant director in the amount of $0.96 per hour starting October 1, 2025.  Motion: Mary Beth Howell  Second: Andrea Seamans | |
| **2** | Meeting Adjourned | | | Motion to adjourn.  Motion: Rachel Kepple  Second: Mary Beth Howell | |
| **Public Comments** | | | | **N/A** | |
| **Other Notes & Information** | | | | | |
| **Next Meeting - November 6, 2025**  **Volunteer Luncheon - Saturday - November 15th at 1:00 pm at the Senior Center** | | | | | |