

**Honeoye Public Library Board of Trustees
Minutes for the Meeting of October 9, 2024**

Janelle Specca, Janet Dys, Thelma Mattice, Blake Morton, Jen Manitone and Cynthia Langkamp.

Call to order - Meeting was called to order at 5:35 PM

Adoption of Agenda - with spelling correction. Jen made a motion to approve the agenda, seconded by Cynthia. Motion was passed unanimously.

Approval of prior meeting minutes - September - Janet made the motion to approve minutes seconded by Blake. Motion was passed unanimously.

Period of Public Expression - Day of caring. Acknowledge Laura for all the work she does for the book sale.

Treasurer's Report - Approve paid bills for September. Cynthia made a motion to approve paid bills, seconded by Janet.

Approve July, August and September financials. Check expenses. Totals do not add up correctly. We will review the financials at the next meeting.

Old Business

Musical Garden - No update

Applied for Construction Aid through OWWL. Submitted 6, 2024.

Continued Education - Information Lifecycle 8/26/24 - 12/15/24.

New Business:

2025 Library closed dates - corrected.

Towns - Sent out by Janet. Thank you Janet.

School Taxes were due at the end of September.

New Staff - Amy, Robin and Janelle

New Volunteer - Jason Manitone. Website Design. He has knowledge of WordPress.

Branding - New logo, color scheme, font selection.

Library System Open House and Meeting - November 13th, 3:00 - 4:00

Meeting to follow?

Policies:

Bylaws - with additional changes. Add President and Vice-President duties. Blake made a motion to pass, with changes, seconded by Janet. Motion was passed unanimously

Open Meeting Policy - Blake made motion to pass, seconded by Cynthia. Motion was passed unanimously.

Procurement Policy - Cynthia made a motion to pass with pending changes, seconded by Jen. Motion was passed unanimously.

Check request Form

Petty Cash Policy - Remove marked paragraph. Motion made by Blake, seconded by Cynthia. Motion was passed unanimously.

Internet Use Policy - Motion made by Cynthia, with corrections, seconded by Thelma. Motion was passed unanimously.

Collection Development Policy - Motion made by Cynthia, seconded by Thelma. Motion was passed unanimously.

Confidentiality of Library Records Policy - Motion made by Cynthia, seconded by Thelma. Motion was passed unanimously.

Next Trustee Meeting - November 13, 2024 @ 5:30.

Meeting adjourned at 6:25

Respectfully Submitted,

Cynthia Langkamp

