

Byron Bergen Library Board of Trustees Meeting Minutes  
January 14, 2026

Attendees: Sally Capurso, Katie Rumble, Lauren Grimm, Nancy Bailey, Heather Kent, Kristine (Krissy) Bird, Anna Marie Barclay

Meeting called to order at 6:00 PM

Guests: Simone and Allie from Byron Bergen High School observed the meeting for community service.

**Motion to Approve December Meeting Minutes. Made by Heather. Seconded by Krissy. All approved.**

**FINANCIALS:**

Board members came into library at the end of December to review and sign off on the December vouchers.

**Motion to Approve paying December vouchers 192-199. Made by Anna Marie. Seconded by Lauren. All approved.**

For the month of January Vouchers: 1-15

Total Expenditures for the month: \$7247.06 without personnel costs

Total income for the prior month: \$442.90.

**Motion to Pay vouchers January 1-15. Made by Anna Marie. Seconded by Heather. All approved.**

**A few changes were made to the 2026 budget. A few line items were shifted around to accommodate overspending and under spending based on what was spent in 2025. New budget final amount is \$219,456.00.**

**Looking at revenue that we received last year, some of the amounts were increased in the revenue budget. The new estimated revenue is \$153,124. This is contingent on receiving the grants and donations.**

**CORRESPONDENCE:** Heather sent thank you notes to the following people. The board thanks them again for their generosity.

Debra Kleiger- \$250 donation

Carole and Kenneth Baker- \$50 donation

Marci Wolcott- \$600 donation

Diane and Louis Romano- \$100 donation  
John and Mary Jane Handley- \$321 donation  
Chris Ariyaratnam- \$55 jewelry sales donation

**Library Manager Report:** Candace Hensel asked Nancy to write a letter of support for a Community Heart grant for Byron. Board was supportive of this.

Ralph Wilson Foundation has branched out to Genesee area. There is still a lot of questions and Nancy will research what to do to get a potential grant from them.

Nancy handed out the stats for Kanopy and all the programs that were done in 2025.

Nancy needs to update the Microsoft office program. \$125 for staff computer and \$40 for patron computers. Total would be \$370.

**Motion to update Microsoft software for all the computers in the amount of \$370. Made by Sally. Seconded by Anna Marie. All approved.**

**Motion to Approve the renewal of 2 Empire Pass purchased at \$75 each for 2026. Made by Sally. Seconded by Krissy. All approved.**

Nancy handed out job descriptions of all employees.

New York State annual report will be due in April. Nancy will start working on that.

Library received 2026 Go Art Grant. Nancy is starting to get all the programs ready for 2026.

Michelle will be the cleaning person for the library. Denny is the maintenance person for the building, but not for the library.

#### **OLD BUSINESS:**

Policies and procedures were completed and sent to the board to review.

Motion to Approve policies with the exception of petty cash and billing/banking policies. They will be added later. Made by Sally. Seconded by Anna Marie. All approved.

Board will add policy for petty cash and bank account to the rest of the policies and procedure.

Worke's Comp situation: Sally and Anna Marie consulted with Stephanie Cole (lawyer)  
Town had paid for 2024 coverage, and library reimbursed the town in the amount of \$12.

Sally and Anna Marie will be sending that proof to lawyer and hopefully will be the end of the situation.

**NEW BUSINESS:** Board would like to recognize Cheryl for her service at the library. She has been working with us for 30 years and has been a great asset to the library. Hoping to attend the February meeting to be formally recognized.

Krissy Bird has agreed to be the board's vice president.

2026 Board positions:

Sally Capurso- President  
Krissy Bird- Vice President  
Anna Marie Barclay- Treasurer  
Katie Rumble- Recording Secretary  
Heather Kent- Corresponding Secretary  
Lauren Grimm- Trustee

**Motion to Approve Byron Bergen Public Library Board officers for 2026. Made by Sally. Seconded by Anna Marie. All approved.**

Shirley Wade will be meeting with Pat McGee and Kristen Loftus to discuss how the library and the school can work together. Asked for the board's input on how we can form a better relationship with the library and the school.

**Byron vote in 2026:**

Board discussed the pros and cons of going out for the vote in 2026. At the end, it was decided that we would like to try again to go out for the Municipal 414 vote in Byron. The library is dependent on that money and feels like there has been a lot more positive feedback after losing the vote in 2025.

**Motion for the Byron Bergen Public Library Board to go out for the Municipal 414 vote in 2026: Made by Lauren. Seconded by Krissy. All approved.**

Board to set up a central email for the trustees to access. Katie and Sally to get it set up and see what works best. Trying to have one central location for anyone to email regarding Board issues. Nancy and staff would remain having their own email addresses for every day library issues.

Board mentioned doing a craft sale in the fall. Will do more research on it and tabled to another meeting.

Board still looking for a new trustee.

**Motion to go into executive session at 7:11 pm.**

**Motion to End Meeting at 7:28pm. Made by. Seconded by. All approved.**

**Respectfully submitted by Katie Rumble**

**Next meeting is scheduled for January 14, 2025, at 6:00 pm.**