

**Jordan Bramley Library Board of Trustees**  
**Minutes for Regular Meeting**  
**Monday, April 15, 2019, 6:33 p.m.**

Call to Order: 6:33 p.m.

Pledge of Allegiance

**Attendance**

D. Bader, A. Carlson, L. Carlson, H. Czarnecki , L. Johnson, J. Richardson, T. Sullivan, L. Byrnes, S. Drummond. **Others:** Steve Zambia

Adoption of Agenda

**\*Investment Funds:** Steve Zambia's report is moved to first order of business so he can leave. In preparation for our building renovation project, we asked Steve if we can begin to save funds in a way that we can access it quickly. Steve says he can save some of our funds in the money market part of our mutual funds account instead of buying more bonds.

We want to use our Capital Funds account to store money for our building renovation account. The Board must approve the money in there for this project.

TABLED ITEMS:

- We will table discussion about putting money in Capital Account until Steve can get us some figures about money we decide NOT to invest in bonds. We may want to purchase CD's as a short term investment.
- We will continue our discussion about library donations. Can we give people an option to donate to our Capital Fund so it can be used for building renovation?

**REPORTS:**

**Secretary's Report:** no corrections

**Treasurer's Report:** Nothing out of the ordinary to report. It looks like we are \$424.00 over budget but we are awaiting a back payment from the State.

**Director's Report:** Linda reports that Hoopla is expensive and it is not worth it. We discussed library technology. We decided to assign money that was going to go for Hoopla to technology purchases for the library instead. We passed a motion to acquire two chromebooks to be used in the library only. We hope that this equipment will expand availability especially to high school students who use chromebooks during the school day and will appreciate access to this equipment after school hours.

- Motion to purchase technology equipment for the library instead of purchasing access to Hoopla. Anna proposes, Dave seconds. Unanimously approved.
- Motion to approve the purchase of two google chromebooks for use on the library premises only. We will ask the school district for guidance. Jan proposes, Tim seconds Unanimously approved.
- Motion to approve *Annual Report for Public and Association Libraries 2018*. Jan proposes, Anna seconds. Unanimous approval.

We have a sexual harassment policy written but we need training by the end of the year. The Board and all volunteers need to be trained. The training must be site specific. Some training will happen on April 26, 27 @ 8:30 p.m.

**Motion made to accept all the reports by D Bader seconded by T Sullivan. Unanimous approval**

**Friends Report:** Friends will purchase a perennial plant for Wayne Fuller. The valuable painting donated to the library has been picked up by an appraiser. We hope to sell it for \$5,000. We discovered that the dolls in the library scare the kids. We will remove them. Our rummage sale will be Friday May 3 and Saturday May 4, 2019. We need more items to sell. We will have an ice cream social on Memorial Day. We have a twitter account used for library business, ice cream social, and other events. Bikers are coming through. The Friends will decide what they want to do about this possible event.

**OLD BUSINESS:**

**Website and Social Media Report – Anna**

We need a mission and vision statement to be placed on the library website. Anna, Linda, and Loretta will meet to formulate a mission statement.

We also have a need for pictures for the gallery portion of the website. These could be pictures of people taking part in library events and activities.

Suggestion: Can someone look into possible grants through Google for equipment for the library?

- Amazon Smile. Amazon will donate 5% of a sale to a charity of the buyer's choice. The charity must be a part of Guide Star to qualify. Amazon will need a tax number and bank number to get us started. We will discuss this more at next meeting. Anna will get more information about it to share with us.
- PayPal - Anna: Paypal button: This is a button placed on our website that makes it easy for patrons to donate to the library. PayPal charges 2.2% of the donation plus a .30 cent transaction fee. PayPal is an online bank. It will need library bank account number, and tax number for us to open an account. People can use a credit card with this service.
- Motion to open PayPal account for the library as a donation option for patrons. Jan proposes, Loretta seconds. Unanimous approval.

**Inventory from Scouts – Tim:** Still no word from scouts. We will give them until April 30, 2019 to respond. Karen Simpson is in charge of the scouts. Linda will try to reach her.

**Scanlon Estate Sale report - Jan:** Pricing is in progress. Holly Czarnecki is in charge of pricing and Karen Roberti is helping with tagging and price stickers. We are looking for a trash metal person to haul away scrap metal after the sale. For other trash, we are using Green Bag service. The Green Bag people will pick up the trash for us. No dangerous/hazardous wastes allowed. We will need to make a special trip to OCCRA to discard any old food and hazardous waste. All profits from this sale will go to the Capital Fund. We need volunteers to help at the sale.

**NEW BUSINESS:**

Financials:

MML Report – Steve Ziemba \*see above. Steve made first report.

Memorial Fund Report – Steve Ziemba \*See above. Steve made first report.

TABLED ITEM: Minimum Wage Increase Study –Linda will report in May.

TABLED ITEM: Funding – Holly

TABLED ITEM: Tax Cap - Julie

## **OTHER BUSINESS**

Ways to communicate to patrons:

- School District Newsletter: We should keep in mind that we can advertise in it.
- We can also arm the library front desk with information staff can use to inform patrons about events. Linda will put this information in the library Day Book.

Tax Cap: Motion to exceed the State mandated 2% tax cap. David proposes, Jan seconds.  
Unanimous approval

Red Cross: Tim will meet with Red Cross people on Weds at 9am. Thank You, Tim!

We have sent an email to Sue Young and Brad Hamer to invite them to come to the next meeting. Topic will be building renovation.

Public Expression

**Next Meeting: May 20, 2019 at 6:30 p.m.**

**Adjournment: 9:04 p.m.**