

Our mission: to be the community hub connecting our patrons to the world.

Jordan Bramley Library Board of Trustees

Minutes for Regular Meeting

Via ZOOM

Monday, April 20, 2020 6:30 p.m.

Call to Order: 6:51 pm

Attendance: Bader. Carlson, A . Carlson, L. Johnson. Richardson. Sullivan.  
Byrnes.

Adoption of Agenda: Thanks to everyone for trying out Zoom.

For the best interests of the library, Jan moves to use Zoom in place of meeting in person when necessary.

Tim seconds the move. Vote: unanimous.

We will make the minutes available on the website. The public may join our Zoom meeting by emailing Linda:  
jordanlibrary@yahoo.com

#### REPORTS:

Director's Report OK

There were problems with the procedure for Chrome books given to us. The main problem is the devices are not returned in a timely manner when people borrow them. They were meant to be loaned, so this is a problem.

Secretary's Report OK

Treasurer's Report: not available

Motion made to accept the Reports by Loretta, seconded by Anna.

Discussion/Corrections: none

Vote: unanimous

#### FRIENDS REPORT

Friends Rep. -

Friends Liaison - Linda (Interim)

Everyone is doing fine in the Friends group. No report offered this month.

#### ASSIGNMENT REPORTS:

5 Year Plan - Loretta. No action to report.

Budget & Finance – Leslie. Working on it. Will schedule a meeting with Julie.

Buildings and Grounds - David. All well. Motion made by David and seconded by Anna to do full repairs on the library gutters for \$1525.00. Unanimous vote. We will go ahead with gutter repair.

Personnel - Jan. Office is getting cleaned up. The staff is sheltering in place at home. Linda checked on them and they are well.

Policies and Reviews – Linda – In review: Adopting and Reviewing Policies. The Jordan Bramley New Board Policy for reviewing current policies was adopted after its second reading on April 20, 2020. The vote was unanimous. We have now posted the document on our website for public review. If no additional comments come from the public, it will be finalized in 30 days.

The Jordan Bramley Whistleblower policy was presented on 4/20/2020 for board members to review. We approved the policy by unanimous vote. The policy will now be shown on the website for 30 days to get public comment.

Public Image - Anna. Future plans are on hold for now.

#### OLD BUSINESS:

Board Position: We are still looking.

Property Acquisition – Title search. We will go ahead with quitclaim deed.

Payroll Company - On hold. We will stay with the same paycheck company for now.

Gutters: covered under buildings and grounds see above.

#### NEW BUSINESS:

Survey Everything is closed due to lockdown orders. This is on hold.

New Signature Card at Bank: Leslie and Linda have signed. Tim will stop by the bank soon to sign.

SBA Loan We were approved! Due to the loan approval, we are looking into withdrawing our request for additional funds for mandated library staff salary increases.

#### OTHER BUSINESS

Space Needs Initiative to Public report – Jan: On hold until we open up. We have parties interested in the fate of the Historical Society. We will have a meeting in the future.

Waiver: Should we develop a waiver for employees to sign so no one holds the library responsible for catching coronavirus? Linda is looking at all the options to keep our staff safe. She is buying masks and hand sanitizer. She is considering a plastic curtain between staff and patrons at front desk, or other barrier. Our barcode reader can be used without touching it. We might set it up for self checkout. How will we keep patrons safe, especially for those that tend to stay in the library for hours? We should explore virtual learning as an option for our patrons. Perhaps we could do an intro to the library after coronavirus video. Our decision is to wait and see what develops and refer to OCPL.

Close Community Room? People can use the room if they can social distance 6 feet apart for their activity. We will place a hold on the Blood Drive. We will allow the community room to be open when the library opens up. We will work it out one step at a time.

Other Activities: The Memorial Day Parade is cancelled. Bands can't even practice at this time to be in the parade. The pool may be closed this summer. Our rummage sale is cancelled. The Fall Festival may be cancelled. The bike ride may also be cancelled. We will prepare as we get more information.

Public Expression: None

Next Meeting: Monday, May 18, 2020 at 6:30 p.m.

Adjournment. 8:16 pm