

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

Jordan Bramley Library Board of Trustees
Minutes for Regular Meeting with Zoom
Monday, June 15, 2020

Attendance

Carlson, A (via zoom), Johnson (via zoom), Richardson, Sullivan,
Byrnes.

Adoption of Agenda: Yes, with no revisions

REPORTS:

Director's Report: We are reopening on June 22, 2020 at 11am. We have no stats to report because the library was closed last month. Linda had a staff meeting. She went over new procedures including social distancing, the new plexiglass divider, the wearing of masks, and how to disinfect incoming library materials. We discussed a way for staff members to hear the phone and answer quickly while working in the stacks. Perhaps a headset or cordless phone. We have two staff members retiring: Jackie Ray and Sally Copley. We want to do something for them. We have an opening for 3 hours on Wednesday night from 2-5pm that we are looking to fill.

Secretary's Report: okay

Treasurer's Report: okay

Motion made to accept the Reports by Jan, seconded by Tim

Discussion/Corrections: none

Vote: Unanimous.

FRIENDS REPORT

Friends Liaison - Linda (Interim): Linda talked to Shirley. Friends haven't been meeting because of the virus. Nothing new to report. We discussed how to run the rummage sale, Fall Festival, and Christmas baskets during the pandemic. No decisions were made. We could sell baskets on our Facebook or websites pages. We have a PayPal account we could use for online sales.

ASSIGNMENT REPORTS:

5 Year Plan - Loretta: On hold.

Budget & Finance - Leslie: hold for next meeting

Buildings and Grounds - Tim: The gutters have been installed. The next project to attend to will be the sidewalk next to the back door, which is in need of repairs. An Eagle Scout May help with this project.

Linda reported that moss is growing on the roof. This can degrade the roofing and needs to be removed. We also need branches trimmed to eliminate shade so the moss won't grow back. We asked Linda to look for all the trees that need trimming on the property so the tree trimmer won't have to be called back for awhile.

Personnel - Jan: We asked Linda to write and revamp job descriptions for library staff as well as a job description for the director that the board can review.

Policies and Reviews - Linda: No new policies to review this month.

Public Image - Anna: no new notices have gone out. We will inquire if Elbridge wants to put out a joint statement to the papers about opening up the library.

OLD BUSINESS:

Property Acquisition: In the hands of the village. We sign after they sign.

Voting: We discussed amending the bylaws to include electronic platforms as a virtual meeting place as well as in person meetings. If both options are approved, we will be able to vote during electronic meeting sessions as well as in person meetings. We discussed adding an email link to the library website so community members can ask for a link to join the meeting. We will think this over and come to a decision for August 2020 meeting.

We discussed buying more laptops or chrome books so each board member can see and hear board members that are meeting virtually. Chrome books and laptops both are usable with Zoom software. We also discussed getting sound equipment to go with lcd projector in the community room.

NEW BUSINESS:

Trustee Education – Charter, ByLaws, Handbook. Read the Bylaws for the next meeting.

Community Room use: We have been asked if the census people can use our community room to train. Also, a community member wants to book a party for the month of November. It was suggested we get Bruce's opinion about adding verbiage on the form for community room use in regard to Covid.

Fines: waiving for 2020 or not, Replacement fee: We decided to keep the policy the same. We will revisit at another time.

New ad/flyer for Board seats: Needs correction from one to two board members before distributing. The ad on the website for more Board members is still there

OTHER BUSINESS

We will put the Boy Scouts and the museum on the agenda for the August meeting. We did receive an anonymous letter who wanted us to build out if the library needs more space, but leave the museum alone.

Public Expression

Next Meeting: Monday, Aug 17, 2020 at 6:30 p.m. with Zoom available.

Adjournment: 8:23 pm