

Jordan Bramley Library Board of Trustees
Board meeting August 17, 2020 / in person and zoom
6:30 – 8:00 p.m.

Pledge of Allegiance

Attendance

Carlson A. , Carlson L. , Johnson, Richardson, Sullivan, Byrnes
Guest Mindy Smart, Julie Clark.

Reports

Director's: The library opened up to the public on July 8, 2020. We are waving fines for overdue books. Jessica starts working the Wednesday 4-8 pm shift this coming Wednesday, August, 26. Casey Westby has been hired to handle our social media accounts including Facebook, Instagram, Twitter, and our Webpage. We will pay 2,000 per year but in monthly increments. Start date is Sept 1st. We will re-evaluate at the end of the year, December 31st

Secretary's: Adopt and waive reading of minutes from June 15, 2020 mtg. Motion to accept reports, JAN, second LESLIE. Unanimous vote yes.

Treasurer's: The Grant we received from the government has cut our budget by 20%. This may cover some of the revenue we would have gotten from the Fall Festival Book Sale.

Friends: The rummage sale is off because of COVID. We will try a book sale instead.

Motion to accept reports Jan, seconded by Anna. Unanimous vote yes.

Topics of Discussion

- Contracting with Casey Westby to handle all our social media's: This will mean we add a separate budget line to Contracting Services. Motion to contract with Casey to start on September 1, 2020 and to be paid monthly. Loretta, second Jan. Unanimous vote yes.
- Casey will be joining the meeting at 7:00 p.m. via Zoom for questions: Casey answered our questions.
- Hand book –page 19, Library specific email addresses for Trustees Because we handle library business, the Trustee Handbook recommends that we should each have a separate email for library business only. We could get a Google account or a GoDaddy account. If we use GoDaddy, our domain name will match the library's initials and will look more professional. We will ask Casey to investigate this.
- Handbook –page 31, electronic communications: We need to change our bylaws to allow electronic meetings, vote by email, and Zoom meeting. We will discuss this more thoroughly during the December meeting.
- Community room / JE schools: Will we offer our community room for use by Jordan-Elbridge Schools? We need to run this by our lawyer to see what liability we will have. Tim will draft a letter. We need to be sure the room is clean and sanitized after use by users because we have no additional custodial help. Mindy has offered to contact Jim Froio to see if there is a need.
- Landscaping project: OCPL has offered a construction grant to libraries that we can apply for. We need to have sidewalk fixed, and trees taken down. Motion to apply for grant to fix sidewalk and remove trees and stumps by Tim, seconded by Jan seconds. Unanimous vote yes for this project.

Assignments

- Linda – Job Description by September's meeting We will push to October meeting.
- Anna - survey by September meeting: We need to look over Anna's survey to see if it needs revising. We will discuss via email and finalize at the September meeting.
- Tim – Two estimates for Landscaping of the front / side of the building by Sept. mtg.
- Loretta – JE schools possible use of the Community room (letter) open. Mindy is taking care of this.

Old business

- Property transfer / village: This hasn't been handed back to us yet.

- Family Dollar The weeds are being addressed by Family Dollar.

New & continuing business

- Staff development Saved for another meeting.
- Library Tour outcomes: Saved for later date.
- Covid 19 policy review: We are the only library in the area with normal hours so far.
- Custodial contract: We are looking for custodial help. We will check with Jessica to see if she is interested.

Other business / discussion / Public expression

Anna has resigned from the Board. Thank you for your service to our library!

Tim motions to add Mindy to the Board. Jan seconds. Unanimous vote yes. Welcome, Mindy!

September 21, 2020 meeting

Please review Personnel page 43 in the Handbook

Adjourn: Motion to adjourn at 8:18 by Tim. Seconded by Jan. Unanimous vote yes.