

April 17, 2023

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

Jordan Bramley Library Board of Trustees

Minutes for the Regular Monthly Meeting

Monday April 17, 2023

Start Time: 5:47 pm

Attendance: L. Byrnes, T. Sullivan, M. Smart, A. Ryan, Stew MacDowall, J. Clark

Absent: D. Barber, K. Vellone

Guest: Maureen Doyle

The Pledge of Allegiance was recited.

Agenda Item No. 1: Budget Questions/Review Annual State Report

Julie C. gave a comprehensive overview/synopsis of the library's budget. As the discussion continued, Tim S. asked why we carried a deficit last year. Julie stated it was a planned deficit because we knew we had new monies coming in from the state for planned projects. And we budgeted for our portions of those construction projects knowing the funds would come in from the state. We knew we had the money from the building fund and the MML fund. We were operating in the red because we knew we had the money for the projects that needed to be completed on a timely basis (AC and two boilers plus other projects). Julie C. continued by stating the same is true for this year. It was a two year project grant. Linda stated she would double check the deadline for spending the state monies. Julie stated Tim and Linda need to contact NY state to see if the money used can be put towards the new boilers and to let them know specific projects increased in price by the time those projects were able to be completed. We are sure those monies can go towards those needed repairs/replacements but just double check with the state. Julie C. continued we still have \$47,800 in the capital fund to spend. The budget conversation turned to the MLL funds and what monies were liquid and what monies were not (MML Investments on Balance Sheet). Julie C. recommended viewing the liquid MLL funds as "emergency use" but it is currently just sitting there gaining no interest due to bonds being called in. It would be pertinent to meet with Steve Ziemba so that the board has a better handle on the MLL account. The board thanked Julie for providing us with information in an understandable way and Mindy promised to send her the minutes by including them in the email instead of as an attachment.

Maureen Doyle, from the Historical Society and Museum thanked the board for the new sidewalk to their door ... it is beyond expectations. Maureen D. stated the ceiling and walls have been painted and they are currently painting the floor. Some new sheetrock and peg board replaced the old beaver board, and there is new emergency lighting and window framing. An exhaust fan was found and it works! In May, four fourth grade classes will be visiting and the museum has speakers booked through October. They are creating a collaboration with Brutus and Port Byron Historical groups and hoping to bring in other groups as they work towards a

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canal celebration in 2025. The museum is also helping to bring some of the Erie Canal Bike Ride participants into the village and to the museum. The museum will be converting one of the rooms into a Lincoln Room and taking down a double wall between two rooms. Maureen D. stated the cost for the painting was \$2,180.00 and is asking the library board for 15% of that cost. The board thanked her for all the museum has done for the community. Mindy stated the museum has gone from an obscure entity to a focal point for Jordan. Maureen left the meeting. The board members present had a brief discussion and decided to wait until the full board was in session to discuss the museum request for 15% of the costs.

The board moved on to the NY State Annual Report. Linda B. stated the state has become more strict with some things and she has adjusted some things. Tim S. asked if there was a template. Linda stated the report is sent to her on a link, the state opens it, she answers the questions, submits it, and the state shuts the link down. Mindy asked if there was anything new and Linda stated the state wants many things broken down by age groups now and many things are answered "N/A" because we are a smaller library. Mindy stated it sounds like it's a uniform document for all state public libraries no matter the size. Linda said yes.

A motion was made to accept the State Annual Report: motion: T. Sullivan

2nd: M. Smart

Vote: 4-0 motion carries

Agenda Item No. 2: Senior Staff Associate Position

This agenda item was tabled until the next meeting.

Agenda Item No. 3: Monthly Reports

Linda reviewed the Director's Report. Though some adults thought the Easter Bunny costume was scary, all the kids loved it. The egg hunt was a success and there should be some tweaks next year. Tim asked if we could ask the same people who donate for our Christmas baskets if they could also donate a basket for the Easter raffles. Linda stated she could ask. Linda said the Law Enforcement was not well attended. Ashley R. stated it may have been because even though students had no school, parents may have had to work and couldn't bring them to the event. The Tea with the Princess and Prince was a big success.

The library received a donation from the Wheeler family for nonfiction books and the Drummond family would like the donations received from Shirley Drummond's passing go towards the Greg Drummond Memorial fund. Tim S. would like one of the rooms to be named after Shirley. Stew and Mindy felt the children's room would be appropriate considering her years of teaching. Tim stated a plaque with a photo would be nice. Mindy suggested her birthday as a possible date for the presentation of the room. Linda will check on that. The Group sent the library a check for \$5,839.00 and Linda is hoping to replace the New Books display rack. Linda B. stated very pricey in library catalogs. Tim S. stated he would check with the Boy Scouts and Mindy stated she would email one of the technology teachers at the high school to see if this project would fit into her curriculum for Drafting or Materials Processing.

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The Board read through the March meeting minutes. There was some discussion about the kitchen. Stew is in the process of gathering information and possible quotes and felt Joan Scott (local food pantry director) would know a family who could use the old stove and refrigerator. Ashley asked if the Boy Scouts had agreed to paint the barn and she was also looking for the donut machine! Tim said he would talk with the Scout Master and Stew asked if their trailer could be pulled out of the barn if it is raining on the day of our plant/book sale.

A motion was made to accept all the reports: motion: T. Sullivan
2nd: S. MacDowall
Vote: 4-0 motion carries

Agenda Item No. 4

Bunny/books, Law Enforcement Day, Tea Time: All were discussed prior during the meeting

Agenda Item No. 5

Plant/book Sale: discussed prior in the meeting. Ashley stated should we use part of the May meeting to prep for the Plant/Book Sale. Stew stated he will have a price sheet for the plants. Linda wants to increase prices and all agree. Tim stated as a rain contingency we will use the community room and Linda will reserve it for us. Mindy stated if we don't have bags it could be "fill your arms with books" for a special price.

Around the Table:

Ashley - For the plant/book sale do we have a special of fill a bag for a certain amount? Other members felt it was a great idea.

Stew - hope for good weather for the plant sale

Mindy - I will contact Liz Woodford about the book display rack

Ashley - added ... donuts; donuts maybe in May?

Linda - all good

Tim - stated he had an "apithame" and interested in starting a type of Friends group again. He would like the nucleus to be board members who will be ending their terms soon so that the group has a good footing and good start. This way the Board can do Board things and not focus so much on fundraising. Let's just say ... this discussion will continue once the whole board is present ... As the Library Turns ... season 3 episode 4 will continue!

A motion was made to adjourn: motion: T. Sullivan
2nd: S. MacDowall
Vote: 4-0 motion carries

Meeting adjourned: 7:48

Respectfully submitted,
Mindy Smart, Secretary

