

October 19, 2020 Minutes

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

Jordan Bramley Library Board of Trustees

Minutes for Regular Meeting

Monday, October 19, 2020

Attendance

Carlson, L, Johnson, J Richardson, M Smart, T Sullivan,
L Byrnes. Dick Strauss, Julie

Agenda

Accept and waive reading of the October 2020 Secretary Report: Approved Introduce new Board member : Dick Strauss is going to join the Board until the end of December. Welcome, Dick!

Reports

• Director:

1. We would like the Friends of the Bramley Library to present a detailed report of the money they raised and their purchases at the Annual Board Meeting

2. The Library Surveys are now placed on the circulation desk as well as online but few are being filled out.

3. We lost the mobile person who checks out DVD's to patrons, but they can still check out books from the mobile van.

4. The pole barn lost electricity because we hit a line while digging. We called an electrician who fixed the problem for us. We now know where the line is buried and where the fuse box is located in case we need to know for future construction.

5. The Boy Scouts are working on a sidewalk but it needs to be adjusted as the walkway slopes toward the building which will cause water to well up near the building resulting in possible flooding. It is nice to have a walkway, it just needs to be sloped differently. The walkway has to be ADA compliant (handicap accessible) because that back entrance is used as an emergency exit by patrons and staff.

6. We have lots of library cards being issued to 5th and 6th graders at the middle school. Jen Martin at the high school is also helping the high school freshmen to obtain library cards. 7. The preschoolers come to the library every Tuesday and Thursday morning. 8. The Republican Committee would like to use the Community Room for their meetings. This is ok as long as they sanitize any tables they use and move them back into their original configuration.

• Treasury Report

1. The money in the MML needs to be reinvested again. We will call Chris DeCola to ask advice about interest rates (which are currently very low) and make a decision for the money to remain in the MML or to put it into a CD.

2. Suggestion: When folks donate money in memory of those that have passed away, we need to ask them if we want it to be restricted for a certain purpose. Most of the money is

currently used to buy books. Question: Could we use that money to purchase other materials? It was decided that it is probably not legal. Perhaps we can make a list of our general needs for donors to select from. Money restricted by the family of the loved one can only be used to purchase items they have asked it to be used for. Money restricted by the Board can also be unrestricted by the Board.

3. What is the policy and procedure for accepting donated funds? We need to update this procedure. We will discuss finances in January.

Motion to accept all reports made by Mindy, seconded by Jan. Unanimous vote.

There was a discussion about inspecting and changing bylaws so the Board will be able to meet during a zoom meeting and will be able to approve things through email or other approved technology.

Old Business

1. Discussion and a vote on Pole barn repairs 15% 35% 50% split. The pole barn needs repairs. It is leaking when it rains and the doors won't close properly. The cost for repairs is \$6,600. We have been in contact with the Community Council and have proposed that we split the cost between Community Council 35%, Historical Society 15%, and the Library 50%. We should give everyone a heads up about the repairs.

2. Is it a worthy investment to repair the Pole Barn? As we store valuable items in the pole barn and it would be too expensive to store them elsewhere, we decided that it is worth the investment. Vote to go ahead with repairs for pole barn motioned by Tim. Seconded by Mindy. Motion passed with unanimous vote.

3. Director Benefits for Health & Retirement: Linda has asked us to look at options for health insurance and a tool for retirement benefits for the Library Director position. Linda will look into it and report back.

4. MML Accounts funds for Library: See above discussion in Treasury Report. 5. Hours / Monday through Friday for the library: Linda would like to take 1 hour from Monday and move it to Friday. So the Friday hours would be 10am-4pm. This would start in January. This will give OCPL time to adjust our time in their database and web page. M-F library hours will be 10am-3pm. Saturday hours for the library are 10am-2pm.

Things in progress

1. Craftsman show December: Don Meixner called to inquire about using the Community Room for a craft show in December. We haven't had a craft show since February so we are in need of it. The Friends are working on Christmas Baskets as a fundraiser for the library right now.

2. Director's evaluation: Director Evaluation will start in June. Linda is looking for a suitable tool for us to use.

3. Landscaping: We need to landscape some of our outdoor area. The School of Forestry may be available to help us out. They also hire YA's aged 15-24 and train them. They will start the maintenance and then make the gardens.

4. Logo design: We like the preliminary logo design that the high school graphic design

students came up with. They will begin to add other details like color and words.

5. Sidewalk: Linda got a hold of a guy to fix the sidewalk.

6. Training for the Board will be on November 9th 6:30pm-8:30pm.

7. Quitclaim deed: We should check on how it is going as we haven't heard back from the lawyer yet.

8. PPR Loan:L Takes a lot of paperwork to complete it so it is forgiven. We are waiting on it.

Motion to ADJOURN made by Jan and seconded by Leslie