

December 19, 2022

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 December 19, 2022

Start time: 6:00 pm

Attendance: L. Byrnes, T. Sullivan, D. Barber, A. Ryan, S. MacDowall, K. Vellone, S. Ziemba, M. Smart

The Pledge of Allegiance was recited.

Tim welcomed the board on a snowy evening, and we jumped right into the snow bank by perusing the reports.

### **Director's, Secretary's, and Treasurer's Reports:**

The reports presented were for the months of October and November, 2022. In the October Director's report, it was noted that attendance was down from last year but the circulation was up, and the Book Shoppe to date has raised \$978.85.

The November Director's report woke some members from their holiday slumber, as Linda B. stated we have 50 raffle baskets this year and as of today, raised \$2,004.00!! Winners will be drawn tomorrow and contacted. Linda B. also noted that 150 Erie Canal calendars arrived Dec. 1 and all have been distributed. Linda B. was asked by the Head Start Program at the Jordan Episcopal Church to read a story or two to the class. She is going to try to do it once a month. Steve Z. asked what's the difference between Head Start and Pre-K. Linda B. replied not a real difference in the programs or curriculum. Darcy B. replied, Head Start is federally funded and Pre-K is state funded. Linda stated the Better World Books earnings to date are \$22.37 and should grow as they cut checks quarterly. She also opened an account with Staples rather than purchase from Office Max, because due to NYS Contract pricing, Linda has already seen a substantial savings in printer ink of over \$100. The gutters were cleaned; taking two workers 4 hours to complete, flushing them and cleaning debris off the roof for a charge of \$300. The Christmas Crafts and Storyboard Walk on Nov. 26th was a huge success with many community members commenting about how much they enjoyed the event. And Linda B. concluded with how wonderfully successful the Gingerbread Making Event was on Dec. 1st. Darcy asked the cost. Linda B. replied \$30 per house, and she charges \$5 with the Community Council covers the rest through a grant. The person who runs the program limits participation to 25. Stew M. commented on how great the event was.

No pressing issues were presented in the Treasurer's reports.

Moving on to the usually quiet reading of the Secretary's monthly minutes, the silence was broken when Tim S. asked about what to do with the disbanded Friends check. Ashley stated she was a little confused; since they have announced disbanding, the group has gifted the library a beautiful outdoor bench and now the \$500 check. A discussion ensues about how NY

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state views the relationship between libraries and Friends groups; how they are each separate entities. Linda B. stated in the by-laws of the Friends group, if they have to dissolve, any remaining funds go to the library. Tim stated he is unsure of the group's status. Mindy stated it should be mentioned at our annual meeting that at this time we are unsure of the status of the group. Darcy stated in the meantime we should educate ourselves on the role of Friends groups and work to solidify lines of communication so we know the exact status of the group. Tim stated in the meantime, we should deposit the check in the general fund for use (to be determined) later since the check arrived after Linda B. had purchased holiday books, materials for adults and children.

Tim then asked Linda if the construction money had arrived yet. Linda stated no, but another letter arrived saying the money has been awarded. Steve asked Linda if she received funds from C. DeCola from the MML fund. Linda stated not yet and Steve said he would check on it.

A motion was made to accept all reports: motion: K. Vellone  
2nd: S. MacDowall  
Vote: 7-0 in favor

Linda brought up for discussion giving all staff holiday pay and to pay staff an additional half hour each shift. Currently, staff must work 5 years to receive holiday pay and Linda stated all staff members get to work 15 minutes early and leave 15 minutes later. Discussion ensued, with Mindy stating staff members are missing out on pay through no fault of their own when their shift falls on a holiday. Linda stated all but two staff receive the holiday pay now. Tim stated he would like to see one year of service before staff receive holiday pay.

A motion was made that after one year of service (anniversary date of hire), the employee will receive holiday pay equal to their normal assigned hours at their regular rate of pay.

Motion: A. Ryan  
2nd: M. Smart  
Vote: 7-0 in favor

### **Agenda no. 1: Gutters/Electrical Repair**

The gutters were discussed and the issue resolved. In terms of electrical repairs outside, we are waiting on electrician Matt Brehaut.

### **Agenda no 2: Holiday Celebrations/Volunteer Spreadsheet/Budget and Percentage**

Ashley stated the holiday celebration on Nov. 26th was a big success and felt a way to improve it would be to better align the craft hours with the library hours since many people asked if the library was open. Katheryn agreed and said an earlier start time would enhance the program because there seemed to be a lull between morning and afternoon events. Darcy stated we should have a budget line for next year and limit it to two crafts with one being tied to the

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storyboard walk book. Linda stated she can reimburse Darcy and that her fundraising expenses were over budget. Darcy said no, and stated if we organize sooner and ask businesses to donate we would be in better shape. Stew felt the event was well worth it due to the great community response we received. Tim suggested we start planning in August. Darcy stated the volunteer spreadsheet is in google drive share and people can input information there. Tim would like it by February and he will input the people who made basket donations.

Tim moved on to lead some discussion about an increase for the library on the school budget vote line. Linda stated she will call R.J. Hartwell at the school district. Some discussion ensued and it was agreed that to cover increasing expenses and salaries, we needed to increase our amount. Linda stated she would be in touch with the Elbridge Library.

A motion was made to increase the line on the school budget vote to \$12,000 for 2023:

Motion: T. Sullivan

2nd: S. MacDowall

Vote: 7-0 in favor

### **Agenda no. 3: Five Year Plan**

Darcy led the discussion. The subcommittee met and came up with a draft plan which she handed out for all to peruse. Darcy stated with tonight's discussion, under #3 on the draft she would add "staff handbook update". Steve brought up some wording issues, and discussion ensued in terms of the use of the community room. It was decided to be cautious about any wording in terms of not alienating any one or more groups within the community and being cognizant of first amendment issues. Discussion moved on to making the statements more specific and goal oriented with some statements spot on for our endeavors and others more within the director's job description. Darcy took copious notes and will amend the draft. Nice work by the subcommittee!

### **Agenda no. 4: Annual Meeting Date**

After an extremely brief discussion, it was decided January 30, 2023 will be the annual meeting with a short monthly meeting to follow.

### **Around the Table**

Ashley - Is "Plow Day" still on? (Yes!) and very impressed with all the things we have set in motion this year!

Linda - ready for the baskets to be over! Been a great year and we have done some phenomenal things in my 20 years here.

Kathryn - great year with you and excited for 2023! Check out the Ward-O'Hara festival of trees

Mindy - Have a wonderful, blessed Christmas!

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Steve - interested in the ticket count for each basket. Still working on the Geocaching - save pringles cans and looking for businesses to contribute \$10 prizes

Stew - very good year; we accomplished a lot

Darcy - Thank you for the input on the 5 year plan

Tim - That's a wrap!!!

Motion to adjourn: motion: S. Ziemba

2nd: K. Vellone

Vote: 7-0 in favor

Meeting adjourned: 7:52 pm

Respectfully submitted,

Mindy Smart,  
Secretary