

January 24, 2002

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 January 24, 2002

Start time: 7:11 pm (meeting followed Annual Meeting)

Attendance: T. Sullivan, L. Byrnes, M. Smart, D. Barber, S. MacDowall, A. Ryan, J. Clark (via zoom for the 2022 budget discussion portion)

Director's Reports & Secretary's Minutes for December, 2021:

The monthly meeting began with Linda B. presenting a new set of monthly data entitled: Statistical Summary. This format presents circulation data to include: check outs, holds placed, and borrows. It also includes items and patrons added/deleted, along with a financial breakdown in regards to new charges and monies collected. Needless to say, our director let her competitive side show, and presented both our library's statistics and the Elbridge Library statistics (healthy competition is good when it benefits the members of both communities!).

Linda B. also discussed the library taking over the used book shop now called the Book Shoppe. Kay Donnelly and Denise Cassick are volunteering to clear and restock shelves and as time allows, other staff members have been assisting. To date this month, \$62.35 has been raised and Linda B. expects to raise approximately \$100 a month.

The furnace has been throwing tantrums. Linda B. contacted Titan Heating and C. DeSellum fixed the heating zones but recommended looking into a new furnace due to its age and the difficulty in finding parts to replace those that break.

Linda renewed the 2 Empire Passes for 2022 and saved \$15 on each renewal. Two staff members have been out due to Covid, but schedules have been juggled to keep the library open.

Members went on to silently peruse the minutes for the December meeting with no edits. As to the amount of money the used book sale raised at the Fall Festival, Darcy commented that she felt this was a low number. Stew stated we should consider recording our own intake next year. Tim interjected we need to bookmark the June meeting to talk about recruiting volunteers for the upcoming Fall Festival. Ashley asked what the deal was with the bags? Linda stated the cloth bags were purchased (1,000) but only 200 were used this year so we will not have to purchase more bags for a bit. Tim asked if there was any progress on the kitchen and Linda replied she is calling this week. Mindy asked how the lights in the pole barn were after Stew led a full on investigation. Stew replied we will need an electrician.

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A motion was made to accept all reports. Motion: T. Sullivan
2nd: S. MacDowall
Vote: 5-0 approved

Tim S. jumped to **Agenda item no. 3** to review the online vote to withdraw the interest from MLL funds and place them into the Library's General Fund.

A motion was made to accept the online vote to withdraw \$3,459.25 from the MML account for the Library's General Fund and for various Memorial Funds. Motion: D. Barber
2nd: S. MacDowall
Vote: 5-0 approved

Tim S. opened discussion on **Agenda item no. 1**, the dissolving of the Friends of the Jordan Bramley Library group. Mindy stated that the president, Holly Czarnecki, emailed her earlier in the day with a letter attached for the board. Copies were made for each board member and distributed and a copy will accompany these minutes into the hard copy files kept at the library.

Tim also stated the bench was delivered. Linda stated the driver put it in the snow because it was too big to fit through the door. Mindy asked how we would move it into the pole barn for now. Linda will ask the village for help tomorrow.

Discussion ensued as to the effect of the dissolution of the Friends group. Darcy asked what items they had left in the library, and suggested the board secretary should write a letter to the Friends president asking for the return of the keys to the filing cabinet and the cabinets in the community room by February 1, 2022. Darcy also stated Linda should seek counsel from the state library board as to what steps/responsibilities the library has. Linda stated she will call them. And Mindy stated she will compose a letter.

Julie joined the merry group via Zoom to discuss the **2022 Budget**. Julie began the discussion by stating the tax increase of \$7,500 is the same increase the Elbridge Free Library will be asking for. Under Income, Julie pointed out that the Federal Grant of \$12,923.00 was from 2021 PPL income during Covid but it didn't turn into monies we did not have to repay until recently, therefore, we must claim them on our 2022 budget. She went on to show increases in fundraising categories that the Library will take over with the Friends group dissolving. The Historical Society Reimbursement is lower this year compared to last year due to them repaying the library for two year in 2021 (covering their commitment for 2020 & 2021). Under Miscellaneous Grants, the construction money and grant money were under last year's column for Jan-Dec 21 for \$20,512.82 and the balance of the construction grant of 76,700.00 was included in the proposed 2022 budget. The Supervisor's salary decreased due to the retirement of a staff member and the Director's salary includes a 6% increase. Julie highlighted that our total construction grant expenses is estimated at \$102,270 and the grant income is expected to

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be \$76,700.00; leaving the library to cover \$25,570.00. Once again, Julie made the numbers concise and simple with Mindy commenting as long as she understood her left pocket was for the library paying out money and her right pocket contained assets, she was understanding the use of the grant monies and how nonprofit budgets work.

Tim proceeded to **Around the Table**

Tim asked if it was too late to put in a furnace in the construction grant. Linda said she could rewrite the grant and swap out the insulation with the furnace but we would be dependent on the state for approval.

Stew stated the Town of Elbridge did an inspection and we need to replace the batteries in the emergency exit signs. He also cleaned the gutters in the front and back of the library when he was checking on the pole barn lights, and they should be properly cleaned in the spring. Stew also said it was an excellent meeting and suggested we think about security cameras after the incident last week when a fire occurred in front of the building; whether it was mischievous children or something more sinister, it would be good to have.

Darcy is going to make it her mission to find more people willing to serve as trustees no matter how many No's she receives.

Ashley said she was interested in helping with fundraising.

Mindy thanked Ashley in advance for the time and efforts she will give to the library as a trustee.

Linda gave a huge sigh ... the annual meeting is done!

A motion was made to adjourn the meeting: Motion: A. Ryan

2nd: D. Barber

Vote: 5-0 approved

Meeting adjourned at 8:20 pm

Next meeting is Monday February 28, 2022 (the 21st is a holiday)

Respectfully Submitted,

Mindy Smart,
Secretary