

March 27, 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 March 27, 2023

Start Time: 6:04 pm

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

The board split into two groups; one to interview a candidate for the possible position of Senior Assistant (to the Director) and one to review/plan for upcoming fundraisers for the library.

The two groups reconvened together as a full board at 6:42 pm.

Agenda Item 1: Senior Assistant Position

Discussion ensued in regards to the new position of Senior Assistant and some of the job duties that would be expected to include:

Used book store	ILL's (interlibrary loans)	Fundraising
Payroll	Processing all new books	New computer system
Finding new materials for Library		

Tim S. asked if the Senior Assistant would have any supervising role and Linda B. responded staff supervision would solely stay within the Director's duties. More discussion continued and it came to a natural conclusion to hone and add detail to the above list in time for the April 17, 2023 board meeting.

A motion was made to create a Senior Assistant position effective April 17, 2023 with wages and hours to be determined. Motion: A. Ryan

2nd: K. Vellone

Vote: 6-0 motion carried

Agenda Item 2: Director's, Treasurer's, Secretary's Reports

There were several questions about the treasurer's report by Tim S. seeking clarification. Linda B. will ask Julie if she could stop in the next meeting at 5:45pm on her way to another meeting to address Tim's questions.

The kitchen was discussed and Linda B. met with John Nevin to let him know the upgrades/project he proposed was well out of the range of the library's budget. Tim S. asked if there were any other vendors we could approach. Stew M. had a meeting set up, but the vendor did not show. Stew M. has another vendor in mind and did speak to this contractor who works on small remodels. They will be meeting to write up some specs for the project. Ashley R. will give Stew M. the name of a vendor who is working at her home. Stew M. discussed the vent for

Pg. 2 monthly min cont.

the stove and he will speak with the town building codes person. He will keep us informed. Tim S. stated Matt Brehaut was here earlier tonight to look at the outside lighting situation. Darcy B. asked if we would still be looking at painting the pole barn. Stew M. stated it would take 15-18 gallons of paint at \$30-35 a gallon and we may want to enlist the Boy Scouts because most of the painting can be done from the ground.

The minutes were read silently with no comment or further discussion.

A motion was made to accept all reports. Motion: K. Vellone

2nd: S. MacDowall

Vote: 6-0 motion carried

Linda B. stated the Annual Report was completed and sent to the state and we are just waiting for the state to approve it. She also stated the Onondaga County Director has stepped down along with our liaison with the County.

Agenda Items 3 & 4:

Bunny and Books is HERE!!!! The event will be from 6-7 pm on April 5th with board members arriving at 5:30 pm. Darcy B. has the bunny suit and the youngest board member must assume the role and wear the suit ... Kathryn graciously stepped up not knowing she really had no choice. Along with a coloring station, parents will be encouraged to grab a book and read to their child. The Bunny will pass out Easter egg coloring kits and free books. Mindy will courageously attempt an Easter egg hunt among the stacks this year after last year's egg roll turned into egg salad. The children will be assigned a specific colored egg and are only allowed to collect that assigned color. Raffle baskets will be on display and the winners will be drawn on April 6th.

Linda B. decided to not take a vacation during the school's Spring break ... after the Bunny hops around the library on the 5th, Law Enforcement Day will be April 6th at 11:00 am complete with a friend from the K-9 unit. And to complete the trifecta, April 7th at 11:00 am Tea with Princes and Princesses will commence with a story hour followed by a "tea" complete with a review of manners when at such social functions topped off with tea and a sweet.

And since Linda B. is the energizer bunny ... the Jordan Bramley Library will be a co-sponsor for the Challenge Island Family Night Event on April 10th. The library will coordinate with this program during the upcoming summer months to provide wonderful programming for our families. And if that wasn't enough to grab your attention; Linda B. is planning a Firefighters Day in June and a possible October event involving tractors and pumpkins.

But before we move on to the summer and fall, to finish off the springtime the Plant and Used Book Sale will take place from 9am-noon on Saturday May 20th with board members convening at 8:00 am for setup. (April 17th meeting will be a trial run with a donut making machine for possible use at the May event). Tim S. asked Mindy S. if she could speak to Dave Reilley for any donated plants for the day. (She was on it the next day and Dave R. will be donating plants.

Pg. 3 monthly min cont.

Dave R. also said he would be by sometime this spring to trim up/spruce up the landscaping he did last spring).

Linda B. passed out a guide for Director requirements. Tim S. asked if our hours of operation are still good and Linda B. stated no complaints so we are good. And Tim S. asked if the staff was happy and Linda stated all good!

A motion was made to adjourn. Motion: M. Smart
2nd: A. Ryan
Vote: 6-0 motion carried

Meeting adjourned: 8:05 pm

Respectfully submitted,

Mindy Smart,
Secretary