

May 15, 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 May 15, 2023

Start Time: 6:02 pm

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

Guest: Denise Cassick

The Pledge of Allegiance was recited.

### **Agenda Item no. 1 - Senior Staff Assistant**

Tim S. welcomed Denise Cassick and discussion ensued in which the board would like to offer her the position of Senior Staff Assistant. Denise C. was given a copy of the job description and will contact Tim S. with her acceptance decision. Darcy B. asked for clarification of the job title and Mindy S. read back the minute notes from the March, 2023 monthly meeting, "A motion to create a Senior Assistant position effective April 17, 2023" was seconded and motion carried. Linda B. will change the job title on the job description summary. Mindy S. also read back from the March, 2023 minutes (at Tim's request) re: discussion of 5 additional hours per week would be added, bringing the total hours per week to 17 @ 17.35 per hour. Tim S. stated once Denise makes a decision, we would vote via email.

Denise C. went on to share that she and Jessica will be marching in the Jordan Memorial Day Parade and tossing pencils wrapped with the library's name on them. She passed around a sign-up sheet for others to join in. Linda B. added that the library banner had been donated to the museum but they are unable to find it. She and Maureen Doyle had discussed ordering a new one and having the library and the museum march together.

### **Agenda Item no. 2 - Director's, Secretary's, and Treasurer's Reports**

In reviewing the Director's Report, Linda B. pointed out Teens attendance was way up due to the Tea Party event and one day the library recorded more than 20 teens. Discussion moved on to dedicating the children's room to Greg and Shirley Drummond with Tim S. stating we should look for a date in October and Darcy B. stating that would give us time to plan for a plaque and a small reception. Linda B. distributed a Volunteer Policy and stated she has 3 volunteers signed up. Stew M. stated this will be the Reading of the First Draft of the Volunteer Policy. Linda B. will post it tomorrow for public comment. Tim S. stated all trustees should review for comment and edits next meeting. Then Tim S. came out of left field and asked if we should consider asking the Elbridge Library to join us in the parade. After some pondering, it was decided the Elbridge parade was more apropos for them, but we still remain open to an invitation. Linda B. brought us back on task to say take a look at new bunny costumes and she discussed working with Liz Woodford from the JE High School and the new book display which

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will be postponed until the Fall. Linda B. stated the State Construction Grants are open and she will apply without any specifics at this time. Mindy S. asked if the current construction grant had been amended and Linda B. replied she had contacted the state and is refiguring the data/cost for them. Linda B. asked if she should charge the museum (15%) and the community council (35%). Stew M. replied it's a good question for Dick Strauss. Linda B. said she would ask. Tim went on to say we should have signs/cards in the library promoting each small business that has serviced the library. Mindy will develop a spreadsheet with contact information. Linda B. stated please don't forget to vote for the school budget. Stew stated he was sure Joan Scott would take the stove after Linda B. talked about Alex Fletcher repairing the toilet and giving her a quote on the kitchen.

We moved on to the highly anticipated family fun event scheduled for this Saturday where bookworms, bibliophiles, and greenthumbs, floraphiles will congregate to partake in our annual used book/plant sale! Stew M. presented a plant sale sheet with codes for each plant and a price. Linda B. and Mindy S. agreed this group will be good "on the fly" should rain try to interfere with our event.

The trustees perused the Secretary's and Treasurer's Reports. Tim stated we need Steve to garner information about the MML accounts.

A motion was made to accept all reports: motion: A. Ryan

2nd: K. Vellone

Vote: 6-0, motion carried

Ashley brought up the reimbursement the Museum asked for pertaining to the painting/repairs they made to that portion of the building. The President of the museum had asked the trustees for 15% reimbursement for the cost. Technically, since the Jordan Library owns the building, the typical procedure has been for those organizations we house on our property to contact us with a proposal before any changes are made to include several quotes, a vote by the library board of trustees, and a vote for the library to pay 85% of the cost and the organization to pay 15%. After a good discussion with various viewpoints, it was decided the library would pay 85% of the cost of the painting/repairs and the library board secretary would send a letter to the museum explaining past practice with the museum, the community council and the boy scouts.

A motion was made to pay 85% of the museum's cost to paint/repair their portion of the building, with the understanding going forward all projects will be presented to the board of trustees for prior approval: motion: D. Barber

2nd: M. Smart

Vote: 6-0, motion carried

Stew M. stated we should have a certificate of insurance on file for each organization. Mindy S. stated she would contact Maureen Doyle and send a letter.

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**Agenda item no. 3 - L. Byrnes**

The board went into executive session at 7:26 pm

The board came out of executive session at 7:59 pm

**Agenda item no. 4 -**

We are set for the plant/used book sale

Around the Table:

Linda - all good

Ashley - I may have to miss the Oct and Nov meetings because my daughter is becoming a big sister then!

Mindy - I've got nothing! Who can top that!!

"From the Garden" Stew - I'm counting on the president to bring good weather Saturday!

Darcy - What a good group! Happy to be a part of this!

Kathryn - Hoping for a successful plant and book sale!

Tim - During the sale, let's twist a few arms and get a few new members ... that's how we got Kathryn!

The next meeting is June 26, 2023 due to June 19 being a holiday.

A motion was made to adjourn: motion: M. Smart

2nd: S. MacDowall

Vote: 6-0, motion carries

Adjournment: 8:03 pm

Respectfully submitted,

Mindy Smart,  
Secretary