

October 18, 2021

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 October 18, 2021

Start time: 6:28 pm

Attendance: T. Sullivan, D. Barber, D. Strauss, S. MacDowall, M. Smart, L. Johnson

Absent: L. Byrnes

Public attendance: Holly Czarnecki, Monica Critz

The Pledge of Allegiance was recited.

**Director's Reports (September, 2021) and Secretary's Report (September minutes)** will be held over until the November board meeting due to Linda's absence.

Tim allowed public comment prior to beginning the meeting's agenda. H. Czarnecki addressed the board, stating her resignation as president of the Friend's of the Jordan Bramley Library was not accepted and she would continue as president. She stated the holiday raffles were set to go out and the Friend's group would contemplate taking a hiatus for a few months to a year due to lack of membership and the need to regroup. She also stated communication is not well between the Friend's group and the library. Darcy asked how the library board could help and Holly stated she would try to attend more board meetings. Tim stated with only four members in the group, he wanted the group to keep going especially with the raffles out. So he spoke with Shirley Drummond, suggesting she be the interim president with the offer being that this library board is in support of the Friend's board. Holly stated she changed her mind and is back as president of the Friends. M. Critz addressed the board as a former Friend's member, stating she was there to support Holly and feels the library board and the library have overstepped into the Friends group. Tim stated he has asked for meeting minutes/communication from the Friends group or a representative to attend board meetings and received very little communication from the group.

To address the Friend's and the board's concern about the lack of effective communication, going forward Darcy suggested we develop/update a written statement of relationship between the library board, the Friend's board, and the library director. She also suggested replacing the liaison to the Friend's board with a library board member instead of using the library director in that capacity. Loretta suggested a representative from the Friends attend each or every other board meeting.

Pg. 2 October 19, 2021 minutes cont.

### **Agenda Item 1: Building and Grounds**

Shutters: Stew spoke with the company that replaced windows and received a quote for black vinyl shutters for 10 windows: \$1,650 with no time frame for installation. Stew stated the price was fair. Loretta asked if two for each window. Stew replied yes. Tim stated we could hold off until the Spring to put up shutters. Darcy suggested getting other bids. Stew will ask John Nevin and Dick suggested getting a bid from Mr. Holbrook, too. Stew will ask both for quotes.

A motion was made to purchase shutters not to exceed \$1650 while taking the lesser bid.

Motion: D. Barber

2nd: L. Johnson

Vote: All Yes

Eagle Scout Project: Tim stated scout master Rick Rohmer approached him and Porter Ross is interested in building shelves in the library pole barn for his Eagle Scout project. Porter needs to gain several approvals first, and then he will present to the board. Loretta stated it would be great to better organize things. Tim stated we could then hold book sales right from the pole barn.

Architect Plans: Tim distributed a hard copy of the Architect's follow-up report and asked trustees to peruse and discuss via email. Darcy suggested setting up a dumpsite for comments by sharing a google document. She will set it up and Mindy will forward the document to Dick's email account. Loretta asked what the meeting with Kin Studio was like. Tim stated improving traffic flow through Linda's office to one bathroom facility that is ADA compliant. Mindy stated moving the central desk so that it improves safety and a sightline to the main entrance. Tim also discussed the possibilities of reclaiming the museum space and Loretta discussed the use of gained space for small meeting/tutoring rooms. Stew asked if anyone has spoken to the historical society yet and no one has at this time as the process is just in a pre planning initial phase. Tim discussed getting drawings and displaying them for community input and possibly having a committee separate from the board to guide any renovations. Dick discussed the sharing of utilities: community council pays 35% of library's utilities and the historical society pays 15%. The concern was so many groups and their dwindling membership. Stew discussed consolidation may be in the future for many small towns and villages.

Dumpster for Pole Barn and Library: Darcy researched two quotes for a dumpster from DeMarcos (\$220) and 5 Star Dumpster (\$385). Dick recommended calling Dependable Disposal and Darcy agreed to call. Tim gave the background on acquiring a dumpster; Denise and Kay are volunteering to go through all the books in the pole barn but need a dumpster to dispose of ruined items. Stew and Mindy suggested organizing the pole barn first, then acquiring a dumpster so that it spends less time in the parking lot for others to dump their trash into. Tim also stated Denise informed him the pole barn is leaking again and he will talk to Linda and John Nevin.

Pg. 3 October 19, 2021 minutes cont.

## **Agenda Item #2: Friends of the Library**

Holly's Resignation: Mindy asked Dick to give a history of the Friend's group and its relationship to the library. After previous discussions/public comment earlier in the meeting, discussion ensued and it was determined there are issues with communication and boundaries, and some individuals overstepping those boundaries. Tim suggested a flow chart for the library. Darcy pointed out that our trustee handbook (pp. 74-75) gives great information on the need for all parties involved to explicitly understand their individual roles and more information can be found at [www.ala.org/united](http://www.ala.org/united) including a detailed section on Working Together: Roles and Responsibilities Guideline between Friends/Board/Director; including a memorandum of understanding. Darcy will print out and bring copies to the next meeting.

Mayor's Christmas request - see letter: Discussion centered around the holiday weekend as the date, the length of the event (all day), the lack of volunteers and at this time the trustees agreed to keep the library open from 10am-2pm and people can come in to see and purchase tickets for the raffles.

## **Around the Table**

Mindy - Contacted Mayor Brim re: the Main Street Grant from the county executive. Mayor Brim has not been contacted yet, but stated Manlius has received some grant money.

Darcy - has not had time to reach out re: the Weissman grant. She will make a google document for the architect discussions/ideas. She will also look into a flowchart for the library.

Dick - praised Mindy as secretary; minutes are timely, accurate, and detailed. He mentioned finding what was causing the musty smell upon entering the library. He stated Chris DeCola called him re: Steve Zeimba and having direct access to the library's investment accounts. Discussion ensued re: not appropriate for one individual to have access without any controls in place; we need to protect the library and protect the individual involved (i.e. the director having a credit card or Steve having complete access). Dick suggested an update to the investment policy and looking back at the February 1, 2021 meeting notes when some members met with Chris DeCola. Dick stated he respected Steve's opinion, but the board needs a finance committee to make recommendations.

A motion was made that only Jordan Bramley Library financial advisor, Chris DeCola, has full access to the library's investment accounts. Motion: M. Smart

2nd: S. MacDowall

Vote: All Yes

Loretta - stated she's happy to be here! And gave a nice smile!

Pg. 4 October 19, 2021 minutes cont.

Stew - really hopes we can work something out with the Friends group. He stated he doesn't care where the fault or blame lies, going forward we need to work together - we need to work it out. Mindy interjected and stated it's times like this when we all need to remember why we are here. We care and want the library to succeed for the community and we can all do our part.

Tim - had no more to add.

A motion was made to adjourn the meeting. Motion: D. Strauss  
2nd: L. Johnson  
Vote: All Yes

Meeting adjourned: 8:46 pm

Respectfully submitted,

Mindy Smart,  
Secretary