

August 19, 2024

Our mission: to be the community hub connecting our patrons to the world.

Jordan Bramley Library Board of Trustees

Monday August 19, 2024

Monthly Meeting

Start time: 6:53pm

Before the meeting, those in attendance worked in the pole barn sorting books for the upcoming Jordan Fall Festival.

Attendance: D. Barber, M. Smart, A. Ryan, S. MacDowall, D. Cassick, L. Byrnes

Absent: T. Sullivan, J. Bachmann, J. Clark

The Pledge of Allegiance was recited.

Reports: Director, Secretary, Treasurer

The board members read the reports silently with little discussion. There was no Treasurer's Report for the month. Darcy asked for discussion/questions. The only added information was learning the library coordinated with the school's summer program for a set number of students to join in our summer reading program during the morning sessions. The cooperation is applauded by all to benefit our community's students.

A motion was made to accept all reports: Motion: M. Smart

2nd: S. MacDowall

Vote: 4-0 motion carried

Guest: Maureen Doyle

M. Doyle was unable to attend but provided a copy of her notes. Tim S. also provided a copy of a letter he received from the community council in regards to reimbursement funds to the library. It is the position of the board, the community council, and the historical society that a small committee should be established to draw up written agreements between the entities in regards to payments, rent, reimbursement, and so forth rather than relying on a gentleman's agreement from the past. Mindy S. and Linda B. are willing to serve on such a committee. The board also agreed to table any official action until Tim S. is present.

Agenda 1: Director Transition

Linda B. stated it was going well and Julianna is doing well. They have been very busy with the summer reading program. Stew asked if Julianna had a set schedule. Linda B. indicated she did not and will suggest to Julianna that she use a calendar and/or the day book to list her

days/hours in the library on Friday for the following week so that staff are aware and can communicate to patrons/callers asking to speak with the director. Linda B. stated she would pass the information along to Julianna.

Agenda Item 2: NYLA updates

Darcy stated everything was all set and Julianna and Denise need to sign up on the website soon so that they can register for the NYLA conference.

Agenda Item 3: Five Year Plan

Safety and Security: Stew stated the price of cameras is so much, we should wait until insurance demands it or if we have a problem. To date, there hasn't been any theft or vandalism. It was also decided to live with what we have in terms of keys for the same reasons as above. Currently, Linda B. stated those on staff and the board president have keys.

Policies and Procedures: Mindy went over the Internal Harassment Policy and the Emergency Plan Policies. Some discussion ensued with some minor edits.

A motion was made to accept the Internal Harassment and Code of Conduct Policy to be posted for 30 days to the public. Motion: A. Ryan

2nd: S. MacDowall

Vote: 4-0 motion carried

A motion was made to accept the Emergency Plan Policy with minor edits to be posted for 30 days to the public. Motion: D. Barber

2nd: S. MacDowall

Vote: 4-0 motion carried

There was talk of updating the employee handbook. Mindy stated she would accept the mission.

Foyer: Darcy B. stated there was still about \$400 to spend. After some discussion, we will look to purchase some new rugs. It looks bright and inviting. There was some discussion on items on the bulletin board. Denise C. stated Julianna approves and stamps them for display. They are then taken down after 30 days.

Agenda Item 4: emails/phone numbers

After some discussion, it was agreed to keep communicating for voting/major decisions via jbl email accounts and to set up a text thread for other communications (i.e. scheduling, quick reminders, questions). When sending out the meeting minutes, Mindy will ask others to provide cell numbers to be added to a library thread for texting purposes.

Agenda Item 5: Fall Festival

The discussion ended with the decision to fill a bag for \$15 on Friday and Saturday; and those working would judge when to announce "Free Books" based on what the inventory looks like in real time. Linda B. stated we should purchase another box of bags. We have 3 and should have 4.

A motion was made to allow the purchase of one box of book bags for the Jordan Fall Festival fill a bag promotion. Motion: D. Barber

2nd: A. Ryan

Vote: 4-0 motion carried

Around the Table

Stew- we need to fix the website. Linda stated Julianna was going to call Casey (it spins when she tries to update it).

Ashley- nothing really

Denise- is looking forward to pumpkin lattes

Linda- thank you for your support

Mindy- thanks to those who worked on the foyer, and she is going policy hunting to update more

Darcy- the foyer "open book" color is growing on me

A motion was made to adjourn the meeting: Motion: M. Smart

2nd: S. MacDowall

Vote: 4-0 motion carried

Meeting adjourned: 8:18 pm

Respectfully submitted,

Mindy Smart,
Secretary