

January 15, 2025

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

Jordan Bramley Library Board of Trustees

Wednesday January 15, 2025

Monthly Meeting

Start Time: 6:39 pm

Attendance: T. Sullivan, D. Barber, A. Ryan, M. Smart, S. MacDowall, C. Crews, P. Lyons, J. Bachmann, L. Byrnes, D. Cassick

Guest: Maureen Doyle

Tim S. began the monthly meeting with Julianna giving the monthly Director's Report: She thanked Jessica and Denise for their holiday break penguin craft and reading program. Other events coming up: a puzzle exchange in February, a 2025 Reading Challenge, and the organization of the office and back of the Book Shoppe continue. A heating issue occurred and Titan Heating was contacted. It was a frozen pipe in the children's room. The heat is rising, but it is not fully fixed yet. Titan Heating is working on it. Julianna B. also stated she submitted the Carnegie Grant for Library Programs after being contacted by Darcy B. and a patron. Hopefully she will see if the Jordan Bramley Library makes it to the next round.

A motion was made to accept the Director's report: motion: D. Barber, 2nd S. MacDowall  
Motion carried 7-0

The Secretary's Report was read silently and the minutes from the December meeting prompted some discussion. Stew M. stated he spoke with Flower City Glass and we are ADA compliant. To repair the door would cost \$1,927. To replace the door would cost \$7, 427. Mindy S. stated her research with the NYS Education Dept for public libraries found outside doors must be 36" and interior doors must be 32". She did not find any cases where a library asked for a variance from the state. Stew M. stated those were the measurements he knew ADA compliance to be too.

A motion was made to accept the Secretary's report: motion: A. Ryan, 2nd P. Lyons  
Motion carried 7-0

Denise Cassick asked the board to consider purchasing some new chairs for the children's room. She brought a sample and would like at least 2 children's chairs and 1 adult chair. The board asked her to bring some price quotes. Tim S. stated we could display the chairs at the plant/book sale to show the public what we would be purchasing with the proceeds from the event. Denise continued and discussed a banner for the library to be carried in the parade and to be displayed when the library participates in outside events such as the book fair at the middle school. She also asked about purchasing polo shirts to replace the tee shirts. All agreed and she will get quotes.

Pg 2 monthly min cont.

Tim S. stated he sent a letter to the Jordan Community Council and is waiting for a reply. Maureen Doyle stated we still need to meet with the Jordan Historical Society and Museum and get something in writing for the tenant/owner relationship the JHS has with the library. Currently, it is 15% of expenses. Linda B. and Mindy S. will sit down with the JHS. Maureen will be in touch.

Tim S. reiterated to the board the need to have Chris DeCola come in and discuss the MLL account.

At this juncture in the meeting, Tim S. led the voting for trustee positions and officer positions. This information is recorded in the 2025 Annual Meeting minutes.

Tim S. went around the table. Stew stated we need to focus on the 5 year plan. Pam did not have anything to add. Carolyn is concerned about having too close a relationship to the Elbridge Library. Julianna stated as director she makes the final decisions and we work closely with Elbridge considering we share the Jordan-Elbridge School District and we should work/coordinate together. Mindy stated the following: as the incoming president, her focus will be reiterating the role of the board which is to support the director and not micromanage the director or the staff. In the past few years, the board has had to focus on fundraising/volunteering, but those events are pretty well set. The board now needs to focus on its role in policy making, 5-10 year plans, promoting the library, and approving budgets. The NYS Handbook for Library Trustees states a trustee has an obligation to support the Library Director wholeheartedly within the context of the employment relationship. When trustees volunteer the lines become blurred and create a confusing situation which quickly turns negative and leads to gossip and negative innuendo. And, within a small community such situations become untenable and hurt the mission of the library. She also stated she would be working on a policy based on the Handbook to limit a trustee's volunteer time. Trustees should be friendly but keep a distance from staff. Board trustees do not communicate closely with staff members. All communication goes through the director to the board and vice versa. These lines of communication must be respected. As a trustee, we must take our role seriously, acting with honesty and integrity and make decisions not based on individual aspirations but on what is best for the library and the community. She also stated healthy boards have discussion and disagreements, but once a majority vote is taken all trustees must support that decision if the library is to succeed. Mindy stated it is a privilege to serve and we should take a moment to reflect on that honor to serve others and not ourselves. She hopes our actions reflect that privilege and she's looking forward to a great year. Darcy agreed with these statements. Ashley stated she's looking forward to Julianna enacting some of her ideas and programs now that she has a year under her belt. All thanked Tim S. for his service to the community and the library. We will miss him.

A motion was made to adjourn: motion S. MacDowall, 2nd D. Barber motion carried 6-0

Meeting adjourned: 7:42 pm

Respectfully submitted,  
Mindy Smart, Secretary

