

December 16, 2024

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

Jordan Bramley Library Board of Trustees

Monday December 18, 2024

Monthly Meeting

Start Time: 6:01 pm

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

Guest: Maureen Doyle

The Pledge of Allegiance was recited.

Tim S. gave the floor to M. Doyle, who wanted the board to know the Sievers family will donate the SmartTV in the Jordan Historical Society Museum to the Jordan Bramley Library. Some discussion ensued re: the use of the t.v. Its purpose would be used to advertise library events on a closed loop via a thumb drive. There would be no extra monthly subscription costs involved.

### **Director, Secretary, Treasurer Reports**

Julianna B. gave the director's report. Several topics discussed included having the library open regular hours on the Saturday of the village Christmas celebration, as well as additional hours for the story walk, as patrons were wanting to use the library in the morning. It was also suggested the library move their Christmas gala to a weekend evening to increase participation as this event originated on a Wednesday to coordinate with past village tree lighting ceremonies which are now incorporated into the new Saturday celebration. Julianna also stated over the school holiday break, the library will be closed December 24, 25, 26 and January 1.

Tim S. asked how the budget was coming along for 2025. Julianna B. stated she and Julie Clark had met briefly and hope to meet next week to finalize a draft together. Tim S. asked for staff names/hourly wages/number of hours per week. Julianna B. will provide that data to him. There were no questions/discussions re: the monthly financial report.

Members silently read through the secretary's minutes from the last meeting. These minutes generated some discussion on various topics. Tim S. asked Maureen D. if there were any updates on the memorial she is refurbishing. She stated she wanted to get through the busy holiday season first. All board members agreed to let the project proceed considering Maureen D. was donating her time and her money to the project.

Pg 2 monthly min cont

Julianna stated the state grant for the kitchen was being updated. She and Denise C. were looking to write specific grants for summer school events from the Rural Communities Grant. It is an ongoing open submission period throughout the year with up to \$5,000 awarded.

A motion was made to accept all reports: D. Barber; 2nd S. Macdowall. Motion carried 7-0

Carolyn C. asked if we could cut back on our magazine subscriptions to save money and she asked who do pay for the upkeep of our landscaping. Both Julianna B. and Linda B. replied that magazine subscriptions are based on request numbers as to whether the library subscribes and many people place holds on them. And no one really is assigned to the landscape upkeep.

### **Agenda 1: Director Transition**

Julianna B. stated Linda B. has been a wonderful help and Linda B. has subbed in for the open staff member position that was vacated. It is great having a staff member with so much library knowledge and she has taught Julianna B. so much. Darcy B. asked for an example of some things she has learned. Julianna gave the example of the two unique holiday events and what goes into each one, the first year of what goes into making the annual budget and the upcoming annual report for the state. Linda B. added there are a few more things to check off the list. There was some discussion re: book purchasing role. Currently Linda B. has continued to purchase books and work a staff position. It was decided by the board that Julianna B. would shadow Linda B. and take over the purchasing as the director. The board agreed by February, 2025 Julianna's transition would be complete and Linda B. would remain as a staff person.

### **Agenda 2: Draft Letter to the JCC**

Board members read the draft letter and some discussion ensued. Tim S. will continue to work on the draft. Discussion took place re: groups charged for the use of the community room. The board agreed that all groups would be charged. Julianna B would work on a policy for the community room fee and the board granted permission to negotiate with nonprofits, regular room users, and their fee.

### **Agenda 3: Historical Society Agreement**

It was decided the JHS and members of the JBL board would meet to create a use of space agreement. Mindy S. agreed to join the meeting with Julianna B. and Linda B.

### **Agenda 4: Libraries Transforming Communities**

Stew M. stated he received a quote from Kelly Brothers, and just to replace the crash bars it would cost \$5,200. Stew asked them about ADA compliance issues and the company had no answer. Mindy S. will look into any possible variances with door replacements. Julianna B. will

Pg. 3 monthly min cont.

contact the OCPL to see if they have information on ADA compliance. Stew will call our local codes enforcement officer. Pam M. suggested making the back door compliant if we needed to go that route.

#### **Agenda 5: Five Year Plan**

Library Interior - Carolyn C. stated she spoke with Christine who can be here this Wednesday at 11:30 to give us ideas. It was discussed to keep the character of the library with possible projects involving the carpets, walls, and drapes. We continued to discuss the best place to hang the smart tv. Julianna stated a patron wanted to donate a tv with DVD/VCR and some discussion ensued as to the best place for it to go.

#### **Agenda 6: Bonus**

After some discussion a motion was made.

A motion was made to give each staff member a Christmas bonus of \$50: Motion A. Ryan; Second D. Barber. Motion carried 7-0

#### **Agenda 7: Annual Meeting**

After discussion, it was decided the annual meeting will be Wed January 15, 2025 at 6pm with the monthly meeting to follow. Darcy will send Julianna the invitation list members and addresses she has on file and a formal invitation will be sent. It was also discussed and decided to not raise the tax rate the school district collects for us.

Tim began "around the table"

Carolyn - suggests a regular staff meeting

Linda - the baskets this year were phenomenal

Julianna - wants to set a specific timeline to start before April

Darcy - reach out to school so teachers can place holds on books/materials to use

Tim stopped around the table to excuse Linda B, Julianna B, and guest for a board executive session. The board went into **executive session** at 7:38 pm and came out of **executive session** at 8:06 pm.

A motion was made to increase all staff pay by 2.5%. Motion D. Barber, Second S. MacDowall, Motion carried 7-0

A motion was made to adjourn at 8:12 pm. Motion A. Ryan, Second M. Smart Motion carried 7-0

Respectfully submitted,

Mindy Smart,  
Secretary

