

May 20, 2024

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

Jordan Bramley Library Board of Trustees

Monday May 20, 2024

Monthly Meeting

Start Time: 6:02 pm

Attendance: T. Sullivan, D. Barber, M. Smart, A. Ryan, J. Buchmann

Absent: S. MacDowall, D. Cassick, L. Byrnes, J. Clark

The Pledge of Allegiance was recited.

Reports: Director, Secretary, Treasurer

Julianna B. gave her director's report. Please see the report for specifics. Attendance was way up from last year at this time with an increase of visits from all age levels. Circulation was also up from a year ago. Julianna stated she is still learning with lots more to go! She instituted a new "To Be Shelved" idea. If books are removed from the shelf and not checked out, the patron is encouraged to place the book in the labeled blue bin so that staff can reshelve the book in its proper spot among the stacks. She also resolved an issue with a bathroom incident and staff will no longer loan the key, but personally unlock the community room door. She attended the OCPL staff development day and held a JBL staff meeting. A new patron survey has been created and this month coming up will be devoted to developing the details for the Summer Reading Program.

The Secretary's minutes from the April meeting were read in silence with little fanfare.

And the same held true for the Treasurer's report. The members perused the numbers with little to no discussion.

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

2nd: D. Barber

Vote: Motion carried 4-0

Agenda Item 1: Transition Timeline

Julianna handed out a calendar packet and presented, proposing to extend the training period.

Darcy B. asked if this was a living document. Julianna explained that it was, and items/dates listed would fluctuate with the end goal in mind but due to the number of tasks, known and unknown, the schedule would have to remain fluid. Ashley R. stated she was happy to see a week to week schedule with planned training/goals to reach with some nuts and bolts listed. A much more detailed plan. A discussion ensued ranging from coordinating with the school interoffice mail run to distribute checked out books to teachers to checking boxes on google sheets as each task/goal is completed. Tim stated we will use part of the August 19th meeting to check-up on the timeline.

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Mindy reminded the board a vote was needed after the 30 day public display of two new rewritten JBL policies.

A motion was made to adopt the Community Room Policy effective 5/20/24 and to be reviewed by 5/20/29: Motion: M. Smart
2nd: T. Sullivan
Vote: Motion carried 4-0

A motion was made to adopt the External Harassment and Code of Conduct Policy effective 5/20/24 and to be reviewed by 5/20/29: Motion: M. Smart
2nd: T. Sullivan
Vote: Motion carried 4-0

A motion was made to adjourn so the board could work on organizing the barn in preparation for this Saturday's used book and plant sale. Motion: D. Barber
2nd: A. Ryan
Vote: Motion carried 4-0

Tim stated at the next meeting we need to discuss training, cameras, keypads and locks. Mindy added we needed to also read and possibly approve the first reading of the Internal Harassment and Code of Conduct Policy along with the Emergency Plan Policy. The Disaster Plan Policy will be discussed separately.

Adjournment: 6:53 pm

Respectfully submitted,

Mindy Smart,
Secretary