

June 17, 2024

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

Jordan Bramley Library Board of Trustees

Monday June 17, 2024

Monthly Meeting

Start Time: 6:03 pm

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

Absent: J. Buchmann, J. Clark

The Pledge of Allegiance was recited.

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

In Julianna's absence, board members read the director's report silently. Please see the report for specifics. The attendance from 2023-2024 has increased across all age groups. It was suggested we begin to think of some possible programming for our teen population. The plant sale was a success, bringing in \$723. Julianna offered some minor suggestions to details for next year. Linda B. stated Julie Clark said we need to keep book sales and plant sales separated due to tax owed on books sold. Tim asked the day of the Fall Festival and Darcy stated we can decide at the August meeting if we need another book sorting day. Linda stated the festival will be Sept. 20-22nd this year. Mindy asked if we had advertised the pool passes yet this year, and with this week's heat could we do that soon.

The secretary's May minutes were read silently. Please see minutes for any specifics. Darcy inquired as to how the new bathroom accessibility was going. Denise stated no issues yet with staff unlocking the bathroom instead of giving the patrons the key.

There was no treasurer's report.

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

2nd: D. Barber

Vote: 5-0, motion carried

### **Agenda item 1: Landscaping Project**

Linda B. stated Dave Reilley had called to state he was unable to refresh the mulch this year. She had also called DeMarco's and it was \$340 just to deliver 8 yards of mulch. She met with Sam Zeilas and he gave an estimate of \$350. Linda stated she kept Julianna apprised and she remembered talking about getting the mulch done at a previous meeting. Mindy S. could not find it in her meeting notes. Linda B stated her quote from DeMarco's was a verbal one. A discussion ensued as to how to better protect employees, the director, and trustees from the

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appearance of any nepotism in terms of having 2-3 written quotes for any maintenance project and having a system of checks and balances when writing checks for payment of work. It was decided to add D. Cassick as a signator for checks, along with the president and the treasurer, and have the director just write out the check for work done. An amendment was proposed to add the director's name so that she could have access to the details/balances of the library's bank accounts at Lyons. The amendment was agreed to.

A motion was made to have the following as signatories for the Jordan Bramley Library: Denise Cassick, staff member; Julianna Buchmann, Director; Tim Sullivan, President of the Board of Trustees; and Ashley Ryan, Treasurer of the Board of Trustees. Motion: M. Smart

2nd: S. MacDowall

Vote: 5-0, motion carried

### **Agenda item 2: NYLA**

Darcy gave a presentation on the NYLA organization, stating the group does outreach, advocacy, legislation, job searches, workshops and much more for local libraries in New York State. She encouraged each board member to peruse the website (NYLA.org) and stated their conference this year is in Syracuse November 6th through the 9th.

After some discussion, it was decided that since we had money set aside in the budget already for memberships (\$300), we would purchase a professional membership for our director, Julianna, (\$80) and a personal membership for another staff member (\$50).

A motion was made to purchase one professional membership to NYLA and one personal membership to NYLA. Motion: M. Smart

2nd: A. Ryan

Vote: 5-0, motion carried

### **Agenda item 3: Safety/Security**

Stew presented his findings on purchasing a security camera system consisting of 6-8 cameras. The cost from three different vendors came to \$8-10,000. Discussion ensued as to the tremendous cost for such a system and then the discussion took a turn down the pathway of keypad entry locks. Needless to say, some members were a bit lost in the weeds but wrangled their way out and Ashley put us back on course with her statement of sticking to the purpose of changing the lock system... which is to eliminate weekend phone calls to employees and trustees when someone who has signed out the Community Room has issues with keys or entry. Stew will contact a locksmith and the discussion will continue.

### **Agenda item 4: Policy Updates**

Mindy S. presented the Internal Harassment policy draft and after discussion, some changes were suggested. She will make the changes and email the second draft to trustees. She also reviewed the Emergency Plan Policy and due to its length, will email that policy to board  
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members for their reading enjoyment and their decisions on edits/changes in hopes both policies will be ready for approval for the 30 day public review after the August meeting.

#### **Agenda item 5: Bank Requirements**

More discussion ensued with T. Sullivan suggesting we have one library credit card with multiple users and a spending limit. The discussion will continue with the acknowledgement our new director needs access to the credit card.

Darcy entertained us with her vision for sprucing up the library entrance with the money we made from the book/plant sale. All let the meeting enthused by her ideas in hopes we attack that project soon!

A motion was made to adjourn the meeting. Motion: T. Sullivan  
2nd: S. MacDowall  
Vote: 5-0, motion carried

Adjourned: 8:26 pm

Respectfully submitted,

Mindy Smart,  
Secretary