

April 15, 2024

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

Jordan Bramley Library Board of Trustees

Monday April 15, 2024

Monthly Meeting

Start Time: 6:03 pm

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

Absent: J. Clark, D. Cassick

The Pledge of Allegiance was recited.

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

Julianna B. gave her director's report. Please see the report: The Easter event was a huge success with the raffles making over \$700. Julianna stated she has some ideas for next year to improve the organization of the event. The eclipse event also went well. And the Drummond dedication was a beautiful tribute. There is still more work to be done in the Book Shoppe in the back corner which will be addressed in the near future. An issue that has come up is the Community Room use and the keys involved. After a lengthy discussion by all present, it was decided to look into the idea of a keypad lock system for the front door and another set of keys will be made. Tim suggested a signature card system for keys to keep internal control. Along with key issues, Julianna rewrote the Community Room Policy due to groups not cleaning up after use. The following suggestions were made: add loss of security deposit if checkoff list is incomplete, a separate checkoff list for kitchen use, a record of security deposit, and no smoking signs on outside of the building.

A motion was made to accept the Community Room Policy with the following edits: remove "future room use" and add "security deposit". Motion: D. Barber

2nd: M. Smart

Vote: 5-0; motion carried

Mindy S. gave the secretary's minutes from the March monthly meeting. All read silently and then discussion ensued covering several topics. Ashley asked about the banned patron, and Julianna replied he entered the building once for a few minutes to catch his breath with no incident. It was decided that board training would be done through OCPL and Julianna will call for available dates. A discussion commenced about the use of monies made from fundraisers, and after some thoughts by members, Ashley proposed we advertise the plant/book sale fundraiser will be used for cosmetic improvements and Julianna will make a wish list. The Easter basket raffle will be put towards the Summer Reading Program. A discussion of new computers took place with it ending with Julianna calling Spectrum to check internet speed or the possibility of "squirrels" in the system that causes such slow speeds.

Pg 2 monthly meeting min continued

A motion was made to accept all reports (Director's and Secretary's). Motion: D. Barber

2nd: S. MacDowall

Vote: 5-0, motion carried

(There was no Treasurer's report for the month)

### **Agenda 1: Five Year Plan**

Tim led a discussion about our Five Year Plan. Darcy reminded all we have a committee. Ashley will replace Katherine (former board member) on the committee.

### **Agenda 2: Transition**

Linda and Julianna spoke about the transition with Linda stating she is here for Julianna and has stepped back from day to day duties. They are able to meet approximately 3-4 hours a week. Tim asked what areas of concentration are taking place and the board is looking for a more detailed plan with an approximate end point in the training knowing Linda cannot possibly cover every scenario that will arise. Linda stated Julianna is focusing on the building blocks; the policies and the main focus of the training plan is Policies, interacting with the Board, and Staff. Discussion took place with the need for an employee handbook and a need for Julianna to learn all aspects including purchasing, and how the operational duties took precedence and the administrative duties have slipped but progress is being made. Darcy asked for a more concrete and detailed plan. It was agreed Julianna and Linda would have an outline of transition by May 13, 2024 for the Board to review prior to the May monthly meeting.

### **Agenda 3: Security Cameras**

Stew asked if a letter came to the library from Tony who had walked the library property and was sending a letter of recommendation for the most effective way to utilize cameras. Julianna does not have a key to the PO Box. Linda will get Julianna a key so the mail can be gathered daily or every other day. Stew will call Tony and report back to the board next month.

### **Agenda 4: Harassment Policy**

Mindy gave an overview of the policy. Tim and Julianna contributed to and edited the document. Julianna enlisted suggestions from the staff. Mindy stated she wanted a document that was useful and gave step by step procedures to follow. It was also suggested that patron code of conduct posters be displayed in the library. Members read through the policy and the accompanying Incident Reporting Form.

Pg 3 monthly meeting min continued

A motion was made to accept the External Harassment and Code of Conduct Policy with revisions made by making unacceptable lower case letters. Motion: T. Sullivan

2nd: S. MacDowall

Vote: 5-0, motion carried

There was some discussion about the library having no disaster plan. Mindy stated she would work on that policy next.

#### **Agenda 5: NYLA**

Darcy stated she will present at the next meeting.

#### **Agenda 6: Review**

The Easter Event was terrific and Julianna has new ideas and organization for next year. The Drummond Dedication was a wonderful event. Julianna will post photos to the website. For the upcoming Plant/Book Sale, Julianna will start marketing the event next week. Linda added they have some collectibles to sell also.

A motion was made to Adjourn. Motion: M. Smart

2nd: A. Ryan

Vote: 5-0, motion carried

Adjourned: 8:12 pm

Respectfully submitted,

Mindy Smart,  
Secretary