

## **JBL September 21, 2020 Minutes**

Our mission, to be the community hub connecting our patrons to the world  
Jordan Bramley Library Board of Trustees agenda September 21, 2020

Pledge of allegiance

**Attendance** Carlson L, Johnson, Richardson, Sullivan, Smart, Byrnes,  
Guest: Judy Strauss, and Shirley Drummond representing the JBL Friends group.

Approve minutes of the August meeting

Topics of discussion

Friends of the Jordan Bramley Library tonight's guests: Judy Strauss, Shirley Drummond. Judy Strauss is here to give us an update about the purpose of the Friends Group and a bit about its history.

Those that are new may not know that the library is open or under the Secondary Education Department (SED). New Board members may not know their responsibilities, what a library advocate is, or even what the value of our Friends group is to the library.

The Friends group is a nonprofit organization formed by Community members joining together to create the Friends Group. They raise money for many library activities including the ice cream social, and the yearly banquet.. Times have moved on and these original people that formed the group have moved on due to health and other issues.

Diane Daniels was asked to revitalize the library group and take over light library funding activities. With the help of a student lawyer, the group became a 503c, making the group a nonprofit organization. The name was changed to Jordan Bramley Library to accommodate the new tax status.

The purpose of JBL Friends Group is advocacy, outreach, and providing materials to the library that aren't feasible to obtain from the library budget. Judy has written letters going to conferences in training. Friends have raised funds for the library, which pays for materials, programs, summer reading, fax machines and other equipment, a color printer, annual luncheon, furnishing snacks, and many more activities. Why do misunderstandings arise between the Friends and the Board? Judy says ignorance.

Board members must keep current by attending workshops and trainings. The government now has a new law that mandates training for trustees but no money is attributed to help with this. We need to attend a harassment workshop for instance. Money raise by the Friends group is only allowed to be spent by Friends and that money is spent for the good of the library. The Friends group has a budget that they present to the Board yearly. Friends haven't presented

every year to the Board with this budget.

All Board members should attend events that are planned by the Friends. The Friends Group is struggling because It needs new membership. Everything has been tried to increase the numbers with no success.

1. Director's job description / Trustee handbook pg. 43-49 : See Director's report.
2. Pole Barn repairs: See Director's report
3. Continuing ban of patron: See Director's Report
4. New Trustee: We have two vacancies on the board, Dick Strauss has volunteered to temporarily replace one of our missing members. He will join us until the end of December.

## **Reports**

Director's: report:

### **Linda's Job Description**

Linda now has a written job description! Our next step is to create a yearly evaluation for the library director. It was suggested that we look online for samples of evaluations before we make a decision about how we will evaluate our director.

### **Pole Barn Repairs:**

We are having some problems with the pole barn. The roof is leaking and the doors do not close properly. This makes any materials stored in the pole barn exposed to moisture and it also makes the pole barn not secure because it can't be locked properly. The minimum amount of money needed to repair the doors alone is about \$1000. The total for both doors and roof is \$6600. How should we pay for these repairs? Can people that use the pole barn contribute some amount of money to help with the repairs? The Boy Scouts, Community Council, and the Historical Society all store materials in the pole barn as well as the library.

We have thought to expand the library toward and including the pole barn in the near future. However, there's a small part of land that the pole barn has been built on that does not belong to the library. We are working on a quitclaim deed which will allow the the Town to transfer ownership of that small parcel of land to the library. If we are able to do this then we will be able to go forward with expanding the library or doing a better job of fixing the pole barn. The total amount to fix the pole barn doors and repair the roof is \$6600. Linda would like for us to go ahead and pay for the whole thing so we have decided to try to find enough money to cover the \$6600 cost. We are planning to go to the Community Council to ask for funds to replace/repair the doors and the roof. Loretta will write a letter to the Community Council about this.

**Continuing ban of patron:** There's been an individual that has been banned from entering the library and is now trying to enter the library. He is peeking in windows during the night time and it bothers people in the library. The year that he was banned is almost up. We decided that we would talk to this individual about Covid and explain that he will not be able to return until Covid is over. So he is still banned until Covid is over. At that point we can reassess the situation. Linda will make phone calls to see what can be done to help support this individual.

1. **Secretary's Minutes:** Through happenstance, a paper copy was not provided this time. Everybody read the minutes on their devices. The minutes were accepted. 2.

**Treasurer's Report Accepted:** One CD will mature on 9/27/2020 for 3%. The rate is now at .3%. We will ask Chris DiCola to help us to find a CD at 1%. If we can't find that we will take the CD out and temporarily put it into savings.

**JE High school library/JBL Library Collaboration:** The JE high school library has asked for more information about library cards. They wish to assign all high school freshmen a public library card. Other good news is our circulation is up. This is especially wonderful since many patrons are still not visiting the library because of Covid.

**Email Addresses:** We investigated obtaining emails addresses for each board member using our Go Daddy account. However it cost money to have email accounts assigned to go daddy so we have decided to get Google accounts instead. We will create similar email addresses they will look like the following:

first initial, last name.jbl@gmail.com

### Logo

We have some design students at the high school that may be willing to create a logo for the library. They have specific questions that they need answered. Every board member has received a copy of these questions and will submit answers that we can discuss in the near future. We will also share this information with the friends group and any staff we are looking for a logo that will appeal to everyone.

Motion to request a logo designed by high school students by Jan seconded by Mindy the vote was unanimous.

We have a new town historian his name is Jason Parkman

### **Review**

**Survey:** We have gotten 11 digital responses from our online survey. We've decided to print some of the surveys out on paper to hand out to patrons that come into the library so that we will get more participation.

### **Sidewalk (back)**

**Community Room and school:** Mindy reports that the School District will not be able to take us up on our offer to use the Community Room. However, the School District is very appreciative of our offer for them to use the Community Room. The Preschool will be visiting the library for story hour.

### **Adjourn:**

Motion to adjourn the meeting at 8:47 by Tim seconded by Leslie. Vote unanimous. Don't forget about creating your new email account with google.

**Looking forward**

**October** -Capital funds / MML / MML investments / Patron donations/ gifts

**November Budget**

**December meeting** brainstorming session to include Library staff, Friends and Board members, Saturday morning date to be determined , Holiday theme