

February 22, 2021 Minutes

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

Jordan Bramley Library Board of Trustees

Minutes for Regular Meeting

Monday February 22, 2021

Attendance:

L. Byrnes, T. Sullivan, D. Strauss, M. Smart, D. Barber, J. Richardson (via zoom)

Absent: L. Johnson, S. McDowell

The Pledge of Allegiance was recited.

Members reviewed the minutes from the November 16, 2020 and the January 25, 2021 meetings. Motion to accept and waive reading: M. Smart

2nd: D. Barber

Vote: all yes

Mindy will contact Katie DeLorenzo (graphics art teacher at JE high school) for an update on the library logo design.

Linda presented the Budget Performance and Balance Sheets.

Linda presented the Director's Report for January, 2021

During her presentation, Linda stated the furnace needed maintenance on 1/23/21. She contacted Titan Heating (Chris DeSellums) and he replaced the rollover switch and stated an additive should be ordered to prevent internal lime buildup. His charge was \$95 and he ordered the additive. Linda stated Central reopening has been delayed due to staffing. Linda also posted the Whistleblower Policy (first draft reading 4/20/20) and the plan is to vote to adopt at the 4/21 meeting. Linda has been working on the Annual State Report and it must be approved BEFORE our 3/15/21 meeting. Tim asked about the upcoming local elections and the responsibilities the library has. Linda responded no responsibilities. It was asked if the money made from the MLL funds was transferred to the mutual fund. Linda contacted Chris DeCola to transfer \$49,273.

Motion to accept all reports: D. Strauss

2nd: D. Barber

Vote: all yes

Agenda Item 1: Discussion on director's evaluation

Tim stated we can gather materials from Dick's training and emails. We can find templates and use them as guides to make one specific to our library.

Dick stated before an evaluation is made, we should have some objectives for Linda, some goals. We can use the policy reviews and start by reviewing the by-laws, then maybe the financial policies and use of vouchers. Dick will look at the Community Council policies for some guidance.

Mindy stated besides daily, weekly, monthly tasks and monitoring the completion of those tasks, Linda should come up with some goals/objectives she is interested in meeting/achieving.

Darcy reiterated and stated Linda creates some goals and the board can come up with some SMART goals. Tim commented we need a few members on an evaluation committee.

Tim asked Linda if she could come up with several goals by the April meeting. And the board would be able to have an evaluation form by June with possibly two parts: everyday/monthly duties and yearly goals/objectives. The board could also create its own self-evaluation form. With evaluation completed by December.

Dick stated the board should have three goals/objectives, for example solving the roof/icicle issues. Jan stated there was a past evaluation on the ceiling and gave the file folder to Tim. Tim will summarize the evaluation and sent it out in an email.

Agenda Item 2: the telephone system

Tim was concerned that when the library is closed, the phone just rings. Linda stated the predicament is the current answering machine allows messages to be left and staff does not have time to listen and reply promptly so it is not currently used. Mindy suggested calling the phone company to see if they offer any answering service with automated messages to indicate closures/library hours without taking patron messages. Dick stated the current machine may have some options to do that. Darcy stated could we use the current machine with a message indicating no messages will be recorded. Tim indicated it would be nice for Linda to be able to remotely set the answering machine, especially during inclement weather when the library closes. Linda will also impress upon the staff and reinforce the importance of carrying the handset with them should they need to leave the library area. (There are two handsets.)

We lost Jan on Zoom @ 7:08! Tim had the zoom back up and Jan rejoined us @ 7:14pm.

Agenda Item 3: Annual Meeting (March 15, 2021 at 6:30pm)

Dick will send out invitations to our government officials, school community and board members, and community council members. This meeting will be a recap of the past year and a chance for the board to make connections with other community entities. Tim stated we should have nominations set for board positions prior to the meeting and will email us. Dick stated we will need to update the Corporate Resolution once positions are filled. Dick provided directives in regards to the open meetings law and Tim suggested we take time to read the fine print prior to the next meeting.

Continued Business:

- We have 3 estimates for replacement windows and tabled a vote, wanting input from Stew.
- Mindy and Dick will begin the policy review and start with looking at the By-Laws.
- The patron who wants to work on the landscaping will do it free of charge but with the condition he designs the plan to his liking. It was noted the board would have to approve any plan.
- Ceiling/roof - Tim will provide a summary of the previous DTK report

- Access to restrooms: Linda stated the back room has water/septic access nearby to install another bathroom OR we can create a pass through door from the library to the community room that can be secured.

Go around the table:

Jan - has enjoyed her years on the board and tonight was her last meeting. She is leaving the library in good hands.

Darcy - provided her gmail for library board business use

Mindy - looking forward to work on By-Laws and policies

Dick - By-Laws state there are term limits for board members

Tim - Erie Canal Park. He was in contact with Dave Beebe and we can order flyers (up to 500) for free. We are looking to be a liaison for the Lyons Bike ride trek through Jordan during the Fall Festival to promote local history along the canal. Tim will email information on the flyers.

Motion to adjourn meeting @ 7:46 pm: Jan

2nd: Dick

Vote: all yes

Respectfully submitted,

Mindy Smart,
Acting Secretary