

May 17, 2021 Minutes

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

Jordan Bramley Library Board of Trustees

Minutes for Regular Monthly Meeting

Monday May 17, 2021

6:30 pm start time

Attendance: L. Byrnes, T. Sullivan, M. Smart, D. Barber, D. Strauss, S. MacDowell,
L. Johnson

The Pledge of Allegiance was recited

Linda B. gave the Director's and Treasurer's Reports for April, 2021:

Trustees reviewed with some discussion. It was noted that attendance at the library is up, especially with older adults, teens, and children as Covid spread abates and Covid restrictions subside. Amazing, Linda only reported 49 lost items during the pandemic. She and her staff have taken 10% of the items from the Adult Fiction collection out of circulation due to stagnate check-out and the library is running more efficiently with the elimination of contact tracing and quarantines from the pandemic. In terms of state funding, the 20% that was mandated to be cut from the library's budget will now be reimbursed from the state. The library received its annual grant from the Melvin Brown Fund. This fund is an annual grant given to the library by his estate. The amount varies based on interest earned and it is unrestricted. Linda also noted that if the board is applying for a Construction Grant, the "Intent to Apply" deadline is June 7th with the actual grant application due in July.

Cathy Brown resigned from the staff for another position in the medical field. The board wishes her well. She will be missed! We thank her for all her efforts and assistance with our patrons.

Linda suggested the library purchase cloth bags for the Fall Festival Book Sale due to the lack of plastic bags available. Discussion ensued to include: Dick and Stew stating plastic bags are available online for bulk purchasing which would cost less. Darcy stated the cloth bags were a great idea. Stew suggested we sell the cloth bags at cost. Linda stated the cloth bags would be a great advertisement for the library. Tim asked the turnaround time on the cloth bags. Linda will check and Linda was in touch with the festival chair, also.

A discussion ensued re: NY State Mask Mandate and the latest CDC guidelines. Currently, the library is continuing to ask people to wear masks. Tim stated he didn't want the staff or Linda to have to be the mask police. Mindy stated the library could follow the J-E School District's policy because we are within the state education department. Linda added we still house a preschool classroom. It was decided to follow the protocol the school district follows to stay consistent with the educational entities within the community.

For the Treasurer's Report, Julie wanted to make sure we understood line 2.32c. We no longer depreciate books. Also, she needs to figure out where to put the Wonder Books because the library currently does not have a line item for Grants and the Wonder Books were purchased

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with a grant. Dick stated he thought she could just add a line to the budget, but wasn't sure of accounting protocol.

Members read the minutes from April, 2021:

Mindy noted that the underground wire was "fried" and not "fired" and thanked autocorrect for the substitution. Stew commented that technically, the wire was both fried and on fire, so no issues.

Linda began the Friends' Report and Tim suggested we tie it in with the next agenda item dealing with policy.

A motion was made to accept all the reports. Motion: D. Strauss

2nd: D. Barber

Vote: All Yes

Agenda Item 1: Policy

Tim noted the Friends of the Library are a wonderful group that assists the library in many ways. Dick added the Friends of the Library are a separate entity from the library. Discussion continued with Tim stating that with the drop in membership of the group and new leadership, to continue to work together to promote the library's mission statement, the library should develop a policy to ensure clear communication protocols so that we can all be "on the same page". Mindy stated the goal of both the library and the Friends of the Library are the same. It was decided a communication policy would be drafted to ensure a flow of communication would go through the Director and the Board (secretary) before items such as postings on social media, mailings, purchases, and events would be acted upon. It was reiterated that clear communication was the key to ensuring the advancement of the library for our patrons. Linda will draft a policy and Mindy will be available for editing.

Agenda Item 2: Infrastructure Updates

Windows: Tim stated he spoke to our vendor and he is not sure our windows were in the order just received by the company.

Ceiling: Stew reported Rich and Gardner met with him at the library and assessed the situation. We don't have a roof problem, we have an insulation problem. Stew stated they found no roof damage and the problem is poor insulation with warm air escaping to the roof, causing ice melt and water backup leading to the leaks. It was suggested to leave the insulation up there and insulate the underside of the entire roof, replace the ceiling tile in the library, replace the lights in the library. Rich and Gardner provided an estimate for the work to be approximately \$89,000. Stew also stated they strongly suggest we clean our gutters out. Discussion included informing the architect of the assessment. Tim asked if we would have to close the library. Stew stated

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that would be discussed as we get closer to the actual work being done, but most likely. Dick asked if the vents on the sides would be closed up. Stew stated yes, according to the documents. Stew also stated if we decide to pursue this repair, we should get another quote and have the company present to the board.

Roof: Tim stated we will take a new roof off the agenda for now with this assessment from Rich and Gardner about the real problem.

Landscape/Hardscape: Tim stated he had not heard back from Squire Gardens and that he met with Reilley Landscaping and is waiting to hear back from Dave Reilley.

Agenda Item 3: Current happenings

The Fall Festival is having an August meeting

The Friends of the Library is raffling off a grill for Father's Day

The Architect will visit the library on July 3rd at 11:00 am. Anyone is welcome to join the site visit meeting.

Policy/Procedures: Mindy presented her research findings re: the charter and our by-laws. Currently the by-laws state a trustee serves a 3 year term and can only have 3 terms, but the charter still states trustees serve 5 year terms. Next meeting the board will discuss/decide to either pursue a change to the charter or a change to the by-laws. All agreed the integrity of following the charter and having by-laws consistent with the charter would assist the library in ensuring viability over time as trustees change in the future.

Banner: Linda offered some changes to the logo, and Mindy forwarded them on to the teacher involved with the student creating the logo. Tim would like to invite the student to the June board meeting. Mindy will follow up with an email to the teacher.

Agenda Item 4: Whistleblower Policy

All members made a final reading of the policy.

A motion was made to accept the Whistleblower Policy. Motion: D. Strauss
2nd: S. MacDowell
Vote: All Yes

Go Around the Table:

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Loretta: would like to approve members attending meetings by Zoom when unable to be physically present. All agreed. Dick added he will review the open meetings law and doesn't feel it is an issue as long as the member does not vote.

Linda: all good

Stew: all good

Darcy: all good

Dick: wanted to thank Stew for all his work on the infrastructure and thank Mindy for all her research on the library charter and bylaws.

Mindy: possible fundraiser of duck race down the Skaneateles Creek and look to do after the fall festival or in conjunction with next year's Memorial Day festivities.

Tim: thanked everyone for their efforts.

A motion to adjourn at 8:17 pm. Motion: D. Strauss

2nd: D. Barber

Vote: All Yes

Respectfully submitted,
Mindy Smart,
Secretary