

November 16, 2020 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 November 16, 2020

Attendance

L. Carlson, M. Smart, D. Strauss, T. Sullivan, L. Byrnes; L. Johnson and J. Richardson joined by Zoom but were inadvertently cut off due to internet/computer issues

Agenda

Accept and waive reading of the October, 2020 Secretary Report: motion M. Smart, second D. Strauss. Vote – All - Yes

D. Strauss was officially welcomed and will plan to stay on at least one year.

Reports:

Director:

1. The Friends have suspended all spending until further notice due to lack of ability to fundraise; therefore, will no longer be paying for the Library's newspaper subscriptions. It was decided that since we have older patrons who frequent the library to read the Post Standard and the Citizen, the Library would absorb the cost of continuing the subscriptions in keeping with our mission statement of connecting the community to the world. The tablet will also be available for patrons to use and must follow protocol of checking the item out while in the library (tablet will not leave the premises). Loretta called into the meeting via telephone and also suggested the tablet could be used to download e-books selected by patrons.

2. The discussion on hiring a custodian (C. Diaz) led to hiring her for a trial period for the rest of the year (\$30/hr – w/o benefits due to self-employed and brings own supplies) which gives time to determine where to find the money in the budget to pay for it. The cons: \$1,500 vs. \$9,000 a year. The pros: she will NOT be given a key and will work during open hours (accountability), she will work Thursday night until close so staff will not exit the building alone, and will lower cleaning supplies budget. Motion by M. Smart, second by L. Carlson vote – All - Yes

3. The Book Nook: Community Council has told the Friends to keep the money from book sales, but concern is some books donated are from the school district and from Elbridge Library and those items should be designated to the community as a whole. From now forward, those books will be separated for the Fall Festival and people will have the option to donate to the Community Council or the Library.

4. The sidewalk to back door: Linda will call the code officer, Howard Tanner, and discuss the situation. Not sure he knows the back door is also an emergency exit, which may lead to changes so that sidewalk is up to code. Linda will report back with communication details from her conversation with Mr. Tanner.

5. Marilyn Fuller will be replacing Cathy Brown but not until the first of the year due to covid concerns re: her special needs adult child. Denise will pick up the Monday evening shift until then.

6. Linda stated the raffles are going well and Julie resolved the Quickbooks issue.

7. After attending the Director's Meeting, Linda expressed deep concerns about the county cuts to the library system which has left no one at Central to address branch concerns. Branches are not getting services from Central; the services were dropped with no forewarning or communication: i.e. not able to get library cards to process for new patrons, the circulation system (Polaris) is breaking down (holds, processing, delivery), and when issues arise don't know who or how to contact central anymore. The Directors formed a subcommittee to strategize, but much is falling on local libraries to resolve on their own. Linda is very concerned about the internet system for patrons which is currently sourced through Central and if it goes down, there is no longer any assistance. Therefore, Linda suggested we switch to Spectrum for internet usage (\$121.97/month).
Motion: T. Sullivan, second L. Carlson Vote: All – yes

8. Dick suggested we contact our county legislative representative Ken Bush so that he is acutely aware of the issues. Linda will put together bullet points to discuss with Mr. Bush and a trustee will call him.

9. Linda contacted Syracuse Doors re: front door hinges and they will come out to take a look at the issue.

10. With the winter weather, the pole barn roof repair may not occur until this Spring.
11. The Erie Canal calendars will be distributed beginning 12/1/20.
12. Mindy will email Katie DeLorenzo re: status of the logo; in her last email to Katie , she had to quarantine due to covid exposure from a student.
13. Accept Director's Report: motion – D. Strauss, second – M. Smart, vote – All – Yes
14. Dick had questions re: Balance sheet: 1) Where did the money come from in the MML Investment (\$196, 243.15)? 2) last line of Profit/Loss, why is net income at a loss? 3) How much is the building worth? Linda stated she will ask Julie. Tim stated need to ask questions re: the money in the MML. Dick stated unless there's a contingency on the money, the board has the discretion to spend it; and we need to look at the investment policy/donation policy and backtrack as to where the money came from. It is a large chunk of money and we should be able to answer any questions taxpayers/patrons have re: use for that money.
15. The Craft Show was cancelled due to spike in covid cases.
16. New board member training date: **Friday December 4, 2020 at 10:00 a.m.** This training will serve as our December meeting also.
17. Policy/Procedural Manual Update subcommittee: Leslie and Dick and Mindy will be joining her. Linda will make copies of the manual for their perusing enjoyment.
18. Tim will write a letter to the Jordan Police re: eviction of patron
19. Adjourned: motion D. Strauss, second Leslie; vote – All – Yes