

September 17th 2025,

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

Jordan Bramley Library Board of Trustees

Wednesday September 17, 2025

Monthly Meeting

Attendance: M. Smart, A. Ryan, K. Schaub, J. Buchmann, Stew MacDowall, Cassidy Wilcken

Mindy called the meeting to order 6:03 pm

The board reviewed the monthly minutes for the August 2025 meeting.

Motion to accept the minutes: motion: S. MacDowall, 2nd-K. Schaub, motion passed 5-0.

Director's & Treasurer Reports August 2025:

Director's Report Discussion: the alarm situation: The company is due to come out on October 6th. Mindy and Stew plan to come down to see what is going on. Also, the board is very excited that Abby Hartwell is interested in helping next summer with the story hour with teachers. We discussed piloting this program earlier-maybe on random Saturdays or during the other school breaks with perhaps a collaboration with Peace, Love, Coffee?

Treasurer's Report Discussion: thinking about cutting some of the magazines and also possibly looking at taking some from our \$2000 left for the year for programming to cover staffing.

Motion to accept the director's and treasurer's report for August 2025: motion: M. Smart, 2nd-S. MacDowall, motion passed 5-0.

Agenda Item #1: Update on finalization of Construction Grant: Julianna will follow up with Amanda with OCPL. Linda has all the receipts.

Agenda Item #2: First Reading of Library Director's Job Description: made an additional item about taking an annual needs assessment of the district and

community needs through in person meetings and surveys. Also added an item at the end "completes all other tasks assigned by the board of trustees."

Motion to accept the library director's job description with the proposed additional changes: motion: A. Ryan 2nd-S. Macdowall, motion passed 5-0.

Agenda Item #3: Fall Festival (Sept. 19-21): The only shift they are lacking is the take down shift. Also hoping Denise can take a few shifts.

Agenda Item #4: Library Christmas events: 1-3 pm crafts. The library will be open 10-3pm. Will do bookmarks for turkey trot advertising Gala (Denise). Threw out idea to have a bookmark competition for students to design the bookmark that will be given to patrons. Gala: talked about moving it to the weekend, but weren't sure about the attendance. Will keep it to the 2nd week in December. Julianna will reach out to the community band and double check the school calendar doesn't have any conflicting concerts.

Agenda Item #5: New/Old News: Security cameras were finally ordered! 4 cameras! Mindy will reach out to Chris Decola about coming to our October meeting.

Ashley: story hour-Coffee and Cuddles

Karen: wants to pursue the grant-be targeted.

Executive Session: motion to go into executive session: motion: K. schaub, 2nd-S. Macdowall, motion passed 5-0

The board entered executive session at 7:48pm.

The board came out of executive session at 8:13 pm

A motion was made to accept the Employment Agreement between the Library Board of Trustees and Julianna Buchmann motion: S. MacDowall, 2nd- M. Smart motion passed 5-0.

A motion was made to continue staff member Linda Byrnes' hours, with all 15 hours to be fulfilled on site at the library motion: A Ryan, 2nd- K. Schaub, motion passed 5-0

A motion was made to adjourn the meeting: motion: M. Smart, 2nd-S. Macdowall ,
motion passed 5-0.

Respectfully submitted,

Ashley Ryan