

# Brazil Library Board Meeting Minutes

**Date:** May 20, 2026

**Time:** 6:00 PM

**Presiding:** Traci Orman, President

## Board Members Present

- Traci Orman
- Dr Richard Frankville
- Shelly Watson
- Michael Hagemeyer (absent)
- Brian Deakins
- Catherine Baker
- William "Trey" Adams
- Brian Deakins

## Library Staff Present

- Sarah Trover, Library Director
- Jason Hayes, Business Manager (absent)

## Public Attendance

No public in attendance

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## Approval of Previous Minutes

Minutes from April 15, 2025, meeting were reviewed.

- Motion to approve: Catherine Baker
- Second: Dr Richard Frankville
- Result: All in favor.

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## Business Manager and Treasurer's Report

### Approval of Claims

- Claims 4843-4892 in the amount of \$64,289.03
  - Motion to approve: Dr Richard Frankville
  - Second: Trey Adams
  - Result: All in favor.

## Financial and Fund Reports

- Financial and Fund Reports for April 2026 were presented.
    - Motion to approve: Dr Richard Frankville
    - Second: Catherine Baker
    - Result: All in favor
  - April 2026 (LIT) received: \$22,947.67  
April 2026 8% - 1.89% \$46,011.70 remaining
  - Resolution to transfer funds from Operating Fund to Debt Services Fund in the amount of \$4381.81.
    - Motion to approve: Dr Richard Frankville
    - Second: Trey Adams
    - Result: All in favorAppropriation transfer-Professional Services to Lease of Equipment in the amount of \$1900 to cover AED leasing.
    - Motion to approve: Catherine Baker
    - Second: Trey Adams
    - Result: All in favor
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## Librarian's Report

### April 2026 Usage Statistics

- New Resident Cards: 15, Juvenile 1 (Renewed 16, Juvenile 0)
  - Non-Resident Cards:
    - New: 5 (0 juvenile)
    - Renewed: 6 (0 juvenile)
  - Circulation of materials: 1680
  - New materials added to collection: 242; Deleted: 15
  - Digital checkouts:
    - Libby circulation: 11,838
    - Hoopla: 129
    - Kanopy: 78 visits. 267 minutes
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## New Business

- 2025 Annual Report-Submitted. Binder made for review.
  - Non-Resident Library Card Resolution- fee was \$70 and should have been \$78.  
Resolution to change to \$80 per non-resident card
    - Motion to approve: Dr Richard Frankville
    - Second: Brian Deakins
    - Result: All in favor
  - Unearth a Story: Summer Reading 2026. June/July-Prizes are being donated.
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## **Unfinished Business**

- Window Tinting
    - Door design-requesting a quote that includes the metal frame of door
    - Second quotes for windows
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## **Other Business**

- Traci Orman and Brian Deakins will not be in attendance for June 2026 board meeting.
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## **Adjournment**

- Motion to adjourn: Brian Deakins
- Second: Dr Richard Frankville
- Result: All in favor.
- Meeting adjourned at 7:14pm

## **Next Meeting**

- Date: May 20, 2026
  - Time: 6:00 PM
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## Signatures

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Traci Orman, President

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Shelly Watson, Secretary