

# Brazil Library Board Meeting Minutes

**Date:** September 16, 2026

**Time:** 6:05 PM

**Presiding:** Traci Orman, President

## Board Members Present

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

## Library Staff Present

- Sarah Trover, Library Director
- Jason Hayes, Business Manager

## Public Attendance

Katherine Baughman, The Brazil Times

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## Approval of Previous Minutes

Minutes from August 19, 2026 meeting was reviewed.

- Motion to approve: Brian Deakins
- Second: Dr Richard Frankville
- Result: All in favor.

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## Business Manager and Treasurer's Report

### Approval of Claims

- Claims 5013-5051 in the amount of \$57,248.17 were reviewed.
  - Motion to approve: Michael Hagemeyer
  - Second: Dr Richard Frankville
  - Result: All in favor.

### Financial and Fund Reports

- Financial and Fund Reports for August 2026 were presented.
  - Motion to approve: Cathy Baker
  - Second: Michael Hagemeyer
  - Result: All in favor
- August 2026 (LIT) received: \$22,947.67
- August 2026 8% - 4.15% \$8478.15 remaining (\$20,490.46 encumbered)

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## **Librarian's Report**

### **August 2026 Usage Statistics**

- New Resident Cards: 24, Juvenile 6 (Renewed 20, Juvenile 0)
- Non-Resident Cards:
  - New: 2 (0 juvenile)
  - Renewed: 9 (0 juvenile)
  - Reciprocal: 0
- Circulation of materials: 2297
- New materials added to collection: 193; Deleted: 164
- Digital checkouts:
  - Libby circulation: 1011
  - Hoopla: 165
  - Kanopy: 60
  - Door count for August: 5180

### **New Business**

- Resolution 09-2026-1: Authorizing Advanced Payment Purchase Orders
  - Motion to approve: Michael Hagemeyer
  - Second: Dr Richard Frankville
  - All in favor
- Simple Public Works Contract: Entry Door Installation-to approve contract with Mason Glass
  - Motion to approve: Cathy Baker
  - Second: Michael Hagemeyer
  - All in favor
- Meeting Owl 3 purchase
  - Motion to approve: Trey Adams
  - Second: Cathy Baker
  - All in favor
- Copier Lease-Tabled until the October meeting.

### **Unfinished Business**

- Clay Community Baby Shower review given by Sarah Trover, Librarian

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### **Other Business**

- Night at the Cemetery
- School Board Candidate Forum to be held September 24, 2026, at 5:30pm

- Mike and Trey attended the most recent staff meeting. They gave explanation of Board responsibilities and shared how much the Board appreciates the library staff. Encouraged staff to reach out for any concerns.

## **Adjournment**

- Motion to adjourn: Dr Richard Frankville
- Second: Catherine Baker
- Result: All in favor.
- Meeting adjourned at 7:02pm

## **Next Meeting**

- Date: October 21, 2026
- Time: 6:00 PM

## **Signatures**

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Traci Orman, President

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Shelly Watson, Secretary