

Brazil Library Board Meeting Minutes

Date: July 22, 2026

Time: 6:30 PM

Presiding: Traci Orman, President

Board Members Present

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

Library Staff Present

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

Public Attendance

Katherine Baughman, The Brazil Times

Approval of Previous Minutes

Minutes from June 24, 2026, meeting were reviewed.

- Motion to approve: Dr Richard Frankville
 - Second: Shelly Watson
 - Result: All in favor.
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Business Manager and Treasurer's Report

Approval of Claims

- Claims 4933-4970 in the amount of \$48055.47. Discussion of Employee Benefits account. There may be a need to transfer funds later in the year. Gift fund appropriation will be added to August 19 meeting.
 - Motion to approve: Michael Hagemeyer
 - Second: Dr Richard Frankville
 - Result: All in favor.

Financial and Fund Reports

- Financial and Fund Reports for June 2026 were presented.
 - Motion to approve: Dr Richard Frankville
 - Second: Trey Adams
 - Result: All in favor
 - June 2026 (LIT) received: \$22,947.67
June 2026 8% - 3.13% \$36,640.50 remaining
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Librarian's Report

June 2026 Usage Statistics

- New Resident Cards: 24, Juvenile 12 (Renewed 23, Juvenile 0)
- Non-Resident Cards:
 - New: 9 (0 juvenile)
 - Renewed: 15 (0 juvenile)
 - Reciprocal: 1
- Circulation of materials: 2399
- New materials added to collection: 152; Deleted: 10
- Digital checkouts:
 - Libby circulation: 920
 - Hoopla: 160
 - Kanopy: 7 visits

State report on 8% corrected. Library card report had errors on state report. Carnegie to Vet in July.

New Business

- PLAC Quarterly Form-0 for the last quarter (2025)
 - New Hires-over 60 applicants. Katie Nelson will go full time August 1.
 - Melissa Hicks was renewed as a Notary and celebrated 25 years of employment with the library
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Unfinished Business

- Unearth a Story Summer Ready 2026 ends July 31, 2026. Sarah reported that it had gone very well. Dollar General grant survey to be completed.
 - Windows have been ordered.
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Other Business

Mike Hagemeyer, Cathy Baker and Traci Orman met with Sarah Trover, Librarian, to review staff evaluation. 8/10 employees responded.

Discussion of board members being introduced to staff during upcoming monthly staff meetings along with Board responsibilities in the operations of the Brazil Public Library.

Adjournment

- Motion to adjourn: Dr Richard Frankville
- Second: Michael Hagemeyer
- Result: All in favor.
- Meeting adjourned at 7:13pm

Next Meeting

- Date: August 19, 2026
 - Time: 6:00 PM
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September 16-Budget Hearing
October 21-Budget Adoption
November 18
December 16

Signatures

Traci Orman, President

Shelly Watson, Secretary