

# Brazil Library Board Meeting Minutes

**Date:** December 17, 2025

**Time:** 6:00 PM

**Presiding:** Dr Richard Frankville, Vice President

## Board Members Present

- Dr. Richard Frankville
- Shelly Watson
- Brian Deakins
- Michael Hagemeyer

## Library Staff Present

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

## Public Attendance

Katherine Baughman, Brazil Times

2 Brazil City residents interested in open Board seat

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## Approval of Previous Minutes

Minutes from November 19, 2025, meeting were reviewed.

- Motion to approve: Michael Hagemeyer
- Second: Brian Deakins
- Result: All in favor.

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## Business Manager and Treasurer's Report

Presented by Jason Hayes, Business Manager

### Approval of Claims

- Claims 4625-4665:
  - Motion to approve: Michael Hagemeyer
  - Second: Shelly Watson
  - Result: All in favor.

## Financial and Fund Reports

- Financial and Fund Reports for November 2025 were presented.
  - Motion to approve: Michael Hagemeyer
  - Second: Dr Richard Frankville
  - Result: All in favor.

- November (LIT) received: \$20,851.00
- November 8% 5.93%
- Debt Service Payment in the amount of \$127, 937.50. Final payment on library addition
- Appropriation Transfer: Printing to Employee Insurance, Printing to Lease of Equipment, Salary of Clerks to Employee Benefits
  - Motion to approve: Michael Hagemeyer
  - Second: Dr Richard Frankville
  - All in favor

#### Rainy Day Fund Transfer

Motion to approve: Michael Hagemeyer  
Second: Dr Richard Frankville  
All in favor

#### Riddell National Bank

Remove the name of the previous Business Manager, Darlene Shephard from all banking accounts and replace with Jason Hayes, Business Manager.

Motion to approve: Michael Hagemeyer  
Second: Dr Richard Frankville  
All in Favor

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## Librarian's Report

### November 2025 Usage Statistics

- New Resident Cards: 13 (0 juvenile, 12 renewed)
  - Non-Resident Cards:
    - New: 4 (11 juvenile)
    - Renewed: 0 (0 juvenile)
  - Circulation of materials: 1706
  - New materials added to collection: 9; Deleted: 1
  - Digital checkouts:
    - Libby: 935
    - Hoopla: 122
    - Kanopy: 30
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## New Business

- Advantage Archives-digitizing yearbooks and microfilm (6 CD's, 10 Microfilm), invoice in the amount of \$3000
    - Motion to approve: Michael Hagemeyer
    - Second: Dr Richard FrankvilleResult: All in favor
  - Community Listening-Sarah reviewed surveys provided to staff and BPL Website
  - Staff and Director Evaluations-Sarah presented 4% increase for all staff members
  - American Red Cross-Discussion of First Aid/CPR/Bloodborne Pathogens/AED training for all staff and opening training attendance to community. Library to pay for staff training. Community members would cover their own fee.
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## Unfinished Business

- **Doors:** on hold until further notice
  - **Insurance 2026**
    - Effective 11/25/2025 there was an increase of \$1400 in annual premiums for Library Staff health insurance. The Library will continue to cover 85% with enrolled staff members' portion to remain at 15%
    - Motion to approve: Michael Hagemeyer
    - Second: Dr Richard Frankville
    - All in favor
  - **New Board Member:** Two community members attended the December Board Meeting to learn more about open board member position. The position is to be filled by Brazil Township Trustees. Their next meeting will be held in January 2026.
  - **Long-Range** Plan-the Board was presented with a preliminary copy from the Library Director. The board will review and provide input.
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## Other Business

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## **Adjournment**

- Motion to adjourn: Brian Deakins
- Second: Michael Hagemeyer
- Result: All in favor.
- Meeting adjourned at 7:21 PM.

## **Next Meeting**

- Date: January 21, 2025
- Time: 6:00 PM

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## **Signatures**

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Dr Richard Frankville, Vice President

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Shelly Watson, Secretary