

# Brazil Library Board Meeting Minutes

**Date:** November 19, 2025

**Time:** 6:00 PM

**Presiding:** Dr Richard Frankville, Vice President 6:04pm-6:20pm  
Traci Orman, President 6:20pm – 7:36pm

## Board Members Present

- Traci Orman
- Dr. Richard Frankville
- Teresa McCullough
- Shelly Watson
- Brian Deakins
- Michael Hagemeyer
- Kathy Modesitt

## Library Staff Present

- Sarah Trover, Library Director

## Public Attendance

Katherine Baughman, Brazil Times

## Approval of Previous Minutes

Minutes from October 15, 2025, meeting were reviewed.

- Motion to approve: Teresa McCullough
- Second: Dr Richard Frankville
- Result: All in favor.

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## Business Manager and Treasurer's Report

Presented by Sarah Trover, Library Director.

## Approval of Claims

- Claims 4579-4624 and 2541-2543:
  - Motion to approve: Michael Hagemeyer
  - Teresa McCullough
  - Result: All in favor.

## Financial and Fund Reports

- Financial and Fund Reports for October 2025 were presented.
  - Motion to approve: Michael Hagemeyer

- Second: Teresa McCullough
    - Result: All in favor.
  - Local Income Tax (LIT) received:
    - October 2025: \$20,851.00
  - Fiscal Year 2025 Expenditure:
    - October 2025: 8% 5.71%
  - Baker and Taylor book supplier have closed. Sarah met with Ingram.
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## **Librarian's Report**

### **October 2025 Usage Statistics**

- New Resident Cards: 30 (1 juvenile, 11 renewed)
- Non-Resident Cards:
  - New: 8 (0 juvenile)
  - Renewed: 13 (0 juvenile)
- Circulation of materials: 2260
- New materials added to collection: 52 Deleted: 14
- Digital checkouts:
  - Libby:
  - Hoopla: 102
  - Kanopy: 24

### **New Business**

- 2026 Holidays reviewed
  - Motion to approved: Michael Hagemeyer
  - Second: Teresa McCullough
  - Result: All in favor
- 2026 Board Meeting dates presented. Third Wednesday of each month at 6pm.
- Staff Holiday Party. December 15, 2025 from 12-1:30pm
- 2026 Employee Health Insurance due December 5, 2025
- Limestone Cleaning Quote to be reviewed in Spring 2026
- By-laws of the Board of Trustees presented
  - Motion to approve: Michael Hagemeyer
  - Second: Kathy Modesitt
  - Result: All in favor
- Slate of Officers
  - Motion to approve: Traci Orman

Second: Brian Deakins

Result: All in favor

## Unfinished Business

- **Doors:** Discussion ongoing, no resolution presented. Dr Richard Frankville reached out to Scott Froderman.
- **Mural Project:** Completed
- **New Board Member:** Teresa McCullough has served a term limit of 16 years
- **Long-Range Plan**
- **Pest Control Policy**
  - Motion to approve: Brian Deakins
  - Second: Michael Hagemeyer
  - Result: All in Favor

### Hotspot Policy

- Motion to approve: Dr Richard Frankville
- Second: Shelly Watson
- Result: All in Favor

## Other Business

- Volunteer luncheon

## Adjournment

- Motion to adjourn: Dr Richard Frankville
- Second: Brian Deakins
- Result: All in favor.
- Meeting adjourned at 7:36 PM.

## Next Meeting

- Date: December 17, 2025
- Time: 6:00 PM

## Signatures

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Traci Orman, President

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Shelly Watson, Secretary