



BOARD MEETING MINUTES:

April 23rd, 2020

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, April 23rd, 2020, via Zoom as a digital meeting. The meeting was called to order at 6:31 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

MEMBERS PRESENT: *Alison Paul, Deb Swihart, Melissa Duckwall, Leslie Murphy, Bryan Maggart, Austina Reed, and President Anna Jo McKaig.*

MEMBER APOLOGIES: *None*

DIRECTOR PRESENT: *Maryann Farnham and Assistant Director, Michelle Spangler, were present.*

GUESTS: *Staff member Lisa Rummel was also present, to take the minutes. No other guests were present.*

With the governor's order, roll call had to be taken to ensure the presence of the board. The above list is taken from that roll call. In addition, only essential business can be conducted during a digital meeting. In addition, while financials may be approved, they will have to be signed later.

APPROVAL OF PREVIOUS MINUTES

March minutes

The secretary, Murphy, had corrected and approved the minutes. Paul motioned to accept the minutes of the last meeting as approved by the secretary. Maggart seconded. The motion passed with all ayes.

FINANCIAL STATEMENTS

Maggart, the treasurer, had looked over the financials and thought everything looked good. He did note that as the library is still spending money, he hoped that the tax payment would be coming soon. As Maggart had found the financials to be in order, Swihart moved to accept the financial statements, approval of claims, and approval of bank and deposit statements. Paul seconded and the motion passed unanimously.

AGENDA

DIRECTOR'S REPORT

Library board vacancies are coming up, with President McKaig's term ending. Farnham had recommended Laura Berryman to fill her spot. Maggart is looking for re-appointment as his term ends as well.

The committee that works on selecting officers will be appointed in May, with officer elections in June.

Farnham was planning to support the women's suffrage grant. The plan was to put a statue in the library yard, however, they may be going in a different direction now.

The library had received a bequeath of \$200 recently. The thank you for that has already been sent. The funds were put into Beacon Credit Union, in the Sharp funds.

The only renovation work on the schedule for now is the parking lot restriping and sealing. Farnham emailed about it but hadn't heard back yet. He may only be available after Memorial Day.

OLD (UNFINISHED) BUSINESS

The County Subsidized Card program was the first item to be discussed under old business. Maggart reported that they had talked in a smaller, committee meeting about getting letters out to the townships – or at least the ones with more residents actively using the library – to try to get them board with being part of our taxing district. Paul thought sending letters first would also be the best way to gauge interest, as this has to be wanted by the county before we send a petition. The committee also wants to see how both the elections and the census go, as both could change the situation Miami county is currently in. The committee is still concerned about the loss of control the library board would face if we became a county library. However, they are still contemplating doing this next year, after the elections. The board also reiterated that they are not turning down the \$75,000 for 1000 card plan that had worked the previous two years, they just aren't expecting it to be offered. If the library service area, based on taxing districts, is expanded township by township, everything else stays the same, including the library's name. This then, is the preferred method. There being no further comments on this topic, it was summarized that they will wait till the election, and then send a letter to every township trustee to see what their interest is in expanding library service to their area.

Next was the EFT Resolution. This is for electronic funds. As it requires the board's signatures, it will simply stay on the agenda until the next in-person meeting.

The non-resident fee was discussed next. The fee resolution needs to be signed annually. There was no interest in raising the fee, and the board didn't think our community could afford more anyway. Paul commented that everyone knows there's a fee and that it's \$75, there's no reason to change it.

Farnham was asked to explain how it works for those who had already paid for a non-resident card, in regards to the library then being closed for over a month. She explained that the expiration dates on the cards will be extended to align with our reopening. Anyone whose card expired while we were closed had their cards extended for 90 days as a courtesy as well. Further, all Evergreen Indiana items are due on July 1st, automatically. The goal is to not cut off service during the pandemic and help with good will. While a few items fell through the crack, they've been able to fix most of them. Four hotspots are currently checked out, Farnham's view on that was that those four people just happened to be lucky and got the hotspots the whole time we were closed. There are no Evergreen Indiana holds yet, due to everything being closed down.

NEW BUSINESS

May 1st is the current end date for the shutdown. Farnham wasn't sure how, with the Governor's order still in effect, Kokomo was offering curbside service. The State Library recommended no curbside service until the Governor says it is safe and starts opening up the state. Farnham stated that the library is coming into a new normal. While everyone is used to there being a metaphorical revolving door at the library, that may not work now. Her current thought is that, contingent on the Governor not extending the shutdown order, the library will offer more of a curbside service the first couple of weeks. She and Spangler are still working on how exactly it would work to pick-up and deliver books while

keeping staff – and patrons – safe. She would like to reduce hours in May to 9-6, as well. Once the building is opened back up, which also depends on regulations from the state, there will still be no programs or meeting rooms available for use. In order to enforce social distancing, some computers will probably have to be removed, and the kid’s play area will have to be closed off.

Info Express, the service that transits materials for Evergreen Indiana library holds, is shutdown at the moment. Farnham also reported that she had been unable to find sanitizer or masks for the staff, but that they at least had Lysol. Masks would have to be made by the staff. When materials come in, the staff will have to take them to a containment area to be cleaned and possibly held for 24 hours, which could cause issues with holds. There are no gloves for the staff, but they plan to use the kitchenette in the Psi Iota Xi room as the designated hand washings station for whoever is touching the items. Swihart asked about shared refrigerators as she didn’t think that would be safe for the staff. Plexi-glass sneeze guards were also brought up. Reed asked if State Library guidance is expected, which Farnham answered in the affirmative. Masks possibly being required was mentioned as well. Paul asked about checkouts and if the limit on that might need to be lowered. Farnham thinks it will be fine, as without as many county card holders, there’s less people checking out as many books as they can at a time. The first initial wave after we reopen may be the main issue. Holds were mentioned next, with Swihart saying she couldn’t yet place holds online. Reed mentioned that hours may have to be shorter, just to allow for extra cleaning time. No one knows what the best practices are for this situation, so the library staff are working on procedures. Paul did want Farnham to wait on State guidance. That probably won’t come out until there is a definite open date from the governor, but the State Library did say they would be lenient on the state requirements every library has to meet. Maggart discussed the cleaning procedures at his day care. Farnham commented that while she could get hand sanitizer stands, she couldn’t get the sanitizer packs to go in them. Paul liked the idea of closing the toy area, for the safety of the kids and staff. The governor could extend the stay-at-home order for another two weeks, but no one will know till Monday, so Farnham is prepping to open Tuesday at this time.

There were comments reappointments as well as on the courthouse opening on May 5th, with a requirement for masks in place. It was discussed if state orders to stay-at-home would trump that plan. The final comment was to follow the state library orders and recommendations as we reopen or not.

There being no further business on the agenda, the meeting was adjourned by President McKaig at 7:24 PM.

MINUTES PREPARED BY: Lisa Rummel, Peru Public Library staff member

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
