



## BOARD MEETING MINUTES:

June 25th, 2020

### CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, June 25<sup>th</sup>, 2020. The meeting was called to order at 6:35 PM and was presided over by Vice-President Alison Paul.

### ATTENDEES

MEMBERS PRESENT: *Bryan Maggart, Deb Swihart, Melissa Duckwall, Leslie Murphy and Vice-President Alison Paul.*

MEMBER APOLOGIES: *Austina Reed*

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.*

### BOARD MEMBER WELCOME

While the first item on the agenda would be a welcome to Laura Berryman, as the newly appointed board member, she was not present. In addition, Berryman will be moving in a few months and will no longer be able to be a board member at that point, although she can serve until then. She will need to be replaced at that point.

### BOARD ELECTIONS

Murphy presented the committee's nominations:

Paul for President, Maggart for Vice-President, Duckwall for Secretary, Swihart for Treasurer.

After some very brief discussion, the nominations were finalized as listed. All parties were willing to serve so the slate is appointed and with a unanimous vote, approved and duly elected.

### APPROVAL OF PREVIOUS MINUTES

May Minutes

The previous secretary, Murphy, had looked over and approved the minutes. There being no further changes, Swihart motioned to accept the minutes and Duckwall seconded. The motion passed with all ayes.

### FINANCIAL STATEMENTS

Maggart, the Treasurer until this month's elections, had looked over and approved the financials. He asked about the tax disbursement, but it hadn't come in when he had looked over the financials so there is a negative balance showing, even though the tax disbursement is now in. Murphy motioned to accept the financial statements and Swihart seconded. The motion passed unanimously.

Farnham commented that there was a one-time special distribution shown in the receipts. The tax disbursement had also come in the day before, with about \$46,000 more than the year before. Depending on how the second disbursement goes, the library could meet the levy. All of this information will be in the July board packet. A few other details were discussed, such as which tax areas were higher or lower than previously, and how the bank accounts reflect this. Farnham did mention that she is hoping the auditor will allow her to close out the Wells Fargo bank account, as there is nothing in it.

## AGENDA

### DIRECTOR'S REPORT

The school board had appointed Laura Berryman as a library trustee, but as she will be moving soon, Farnham will be asking them for another appointee. Maggart was reappointed to the library board, but still needs to be sworn in.

The building report was given by Spangler. She opened it by discussing the AC unit on the first floor having continually turned off one week, forcing them to restart it multiple times a day. Upon calling the maintenance company, a freon leak was found and the library had to close for four (4) days while the part was ordered and then installed. Then, the day of Farnham's mom's Celebration of Life service, half the power in the building went out while the other half was still fine, and there was a small electrical type fire as an AC/heat pump burnt itself out. This was due to one phase out of three going out and the monitor malfunctioning. Spangler informed the board about that process, getting the power fixes, and the insurance. Then, several of the upstairs AC units went out due to all of that, so there will also be a bill coming for that. That was on Wednesday and Thursday, then on Friday, the elevator went out. The elevator guy did come in, but then said the electricity for it needed fixed first, so that was fixed the next day at which point, the elevator could then be fixed. Paul commented that we had an awful lot of elevator trouble, with no one knowing what causes it and what is wrong with the elevator. She thought we may need to have them send out an actual expert to look at it and try to diagnose the root problem. As Farnham pointed out, because it is a pitless elevator, no one else can work on it. There had been a loud pop, followed by beeping, as a breaker had blown when the elevator broke as well. She also isn't sure the elevator can be fixed. J and J had recommended calling Peru Utilities and getting a box to monitor the lines, so that is being installed.

Covid-19 and the immediate future of the library was discussed next. Farnham went through a list of what the library staff has been doing and the plans for the next month. These plans include opening up a few select meeting rooms, but with limited occupants, while keeping the reduced hours, no play area for the kids, and continued cleaning and quarantining for the materials. She is going to let masks be optional for the staff, if they aren't interacting with patrons. Programs will still be canceled, and they will be taking cues from the schools on when and how to open those back up eventually. Library patron numbers are still low, and there haven't been any complaints about the reduced hours, so that is working well. Farnham discussed how meeting rooms would work, and told a story about a patron coming into the use our computers to find out his Covid-19 results – thankfully, his results had come back negative.

Spangler reported on the Summer Reading Program. Due to having to close for most of the first week of June for the initial elevator repair of the month, the program didn't start until June 8<sup>th</sup>. There are 173 participants registered in the program so far, and she is hoping for 200 total by the end of the summer. Far less than last year, but with no events and programs, it was expected. There are only 11 less teens than the previous year, so that isn't bad.

Staff member Rummel then reported on how many non-resident cards had been purchased as of that week: 58 year long cards had been purchased, and 33 3-month ones, of which a couple were the same person updating their card repeatedly.

On the renovations, the parking lot had been restriped. The red paint that ended up being sprayed on it during the power outage and small fire should wash off eventually. Signs will go up sometime but are waiting on Farnham's husband as he can do them. The AC/heating pump repair was then discussed, with the board eventually deciding they preferred for Farnham to pay to have the repair done quickly, rather than holding off on that. This was interspersed with conversation regarding finances, funding, what funds are available for what, the book drop and what funds would or wouldn't be available for that, what happened to last year's appropriation, and how the budget works. Paul explained it, along with Farnham, and stated that hopefully they will be able to see how they're doing at the end of the year and plan for next year. Farnham pointed out that the library has to plan on not getting their full tax disbursement, as it rarely happens. The difficulties of budgeting for things was discussed, as Maggart and Murphy both hated to keep pushing stuff off, but with such small increases allowed each year, and most of it going to meet standards, there isn't much to play with. Farnham reported that she has been able to save \$1200 with eliminating one day of InfoExpress delivery. Even with trying to eliminate fluff, building repairs require a lot of the budget. This was followed by further discussion on the topics, including the importance of having the Sharp fund as a backup for when the tax disbursement in the fall/winter is short. It was at this point that the board decided to go ahead and get the pump repaired sooner rather than later, so the library wasn't relying on the second pump not going out. This leaves \$9,000 in the budget for repairs and maintenance for the second 6 months of the year. The board was agreed that Farnham should still go ahead and do that.

### **OLD BUSINESS**

The EFT Resolution is normally done around the first of the year, but due to being considered non-essential, it is only happening now. It was passed around and signed by all present board members.

The non-resident library card fee resolution had also been considered non-essential so also had to be signed now. It hadn't changed since 2013 and the board was all in agreement to keep it that way so passed it around and signed it as well.

### **NEW BUSINESS**

First new business was the need for a committee for the 2020 budget. Murphy requested to be on it, and the newly appointed treasurer Swihart is on it by requirement. Newly elected president Paul makes the third member of every committee. They will meet after the growth quotient comes in.

Policy updates will start needing to be done, and a policy on pandemic is going to be required, as is one on background checks. The strategic long-range plan is also due. Murphy asked about staff and director evaluations. Staff evaluations haven't happened yet due to the pandemic shutdown, and Maggart talked the newer board members through how the director's evaluation works. Back on the topic of the 3 year strategic plan, Farnham explained that it is due at the end of the year. The library had meet most of the goals in the last one, except for one goal about having 50% of the service area having cards, which didn't make sense as a goal, and is closer to 15%. The strategic plan should go to committee, which Farnham will be appointing at the next meeting.

Duckwall asked about the budget again, wondering if it was possible to increase the repairs and maintenance portion. Murphy said they had tried to do that already, and Farnham pointed out that there is simply very little to pull from for that. There was a full-time staff member who retired, but several part-time people were hired and he hadn't gotten insurance through the library, so there wasn't as much funds saved there as one might expect. Farnham did say that they may be losing a couple of their

pseudo full-time staff members in the next few years as well. The funds in the bank and how that aligned with the budget was discussed again, as was how waiting on the final tax disbursement leaves it up in the air on whether we will have enough taxes to cover the budget or not. Farnham also explained the growth quotient and stated that the positive operating budget that will appear in July may well have to carry the library through the rest of the year.

Maggart brought up the letters they wanted to send to the township leaders about library service. While still waiting till after the November elections, he thought it wise that everyone start to consider wording early. Farnham also wanted to check on how everything would work with that with both the state library and the library's lawyer. Spangler mentioned that historically, the library has asked different townships to join our service district multiple times, and it has never once gone through. There was some discussion regarding what had already been said on the topic of adding to the service area, with Paul concluding that they could ask the state library to send a representative to talk to the board about all of it. Paul also recovered the issues involved with the county agreement, even if the next elected county commissioners felt differently on the issue than did the current ones, and if the census doesn't mean the CEDIT funds would no longer be available. Maggart volunteered to talk to Mary Brown and see if we are a line item on their budget. Paul still thinks the lawyer part of that agreement may be problematic, as they would have to recant what their current lawyer said about the situation. Farnham is still concerned about how the county government would act if in control of the library's budget. Maggart hoped that the city might be getting more funds as well, which would make them more agreeable. It was decided to have Paul contact the State Library board to come and chat about the topic.

Duckwall brought up fundraising through being a part of Kroger's community rewards program, and Maggart added that Amazon Smile might be an option as well. Farnham said she would look into it, but that she was afraid it would require a Friends of the Library, which we have no active group of. Due to stipulations on everything, it can be difficult to do much fundraising.

Grants were next discussed, with Maggart informing Farnham that he had talked to the local one and that while he can't vote for it due to a conflict of interests, they are already willing to approve it.

Maggart heard back from Mary Brown and the library is on the agenda and line budget for the county.

**There being no further business on the agenda, the meeting was adjourned by President Paul at 8:23 PM.**

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

**SECRETARY APPROVAL:**

*(Signature & Date)*

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**Peru Public Library**