



BOARD MEETING MINUTES:

April 26, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on April 26, 2018 at the Peru Public Library. The meeting began at 6:32 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

MEMBERS PRESENT: *Sharon Edwards, Leslie Murphy, Bryan Maggart, Anna Jo McKaig, Alison Paul, and Melissa Duckwall.*

MEMBER APOLOGIES: *Austina Reed*

DIRECTOR PRESENT: *Maryann Farnham*

GUESTS: *Staff member Lisa Rummel was present, to take the minutes.*

APPROVAL OF PREVIOUS MINUTES

March Minutes

For the March Board Meeting minutes, the following corrections were made: on page 2, “made” was changed to “issued”; on page 3, “to allow” was present twice so one instance of it was struck from the minutes; and finally, on page 3, the “s” from the end of “Edwards” was missing in one instance, so was added back in. The minutes stand as corrected, with a unanimous vote to pass them.

FINANCIAL STATEMENTS

The financials have been approved by Edwards, the Treasurer. Farnham, the library director, gave a brief overview of them. She made note of the cost of the postal meter, which is leased for one more year, and that the lease will not be renewed after that as the cost of the lease is probably as much as the postage amount spent in a year. She also pointed out the costs for ads in the Roxy’s summer movies, the Circus City Festival, and others.

The motion to approve the financials passed unanimously.

AGENDA

DIRECTOR’S REPORT

Farnham, the Peru Public Library’s director, gave the directors report.

She informed the board that the library was finished giving away the county subsidized cards, and that 101 people had signed a list stating that they missed getting a card that way and would appreciate the county contributing more money next year. 5 people have bought temporary non-resident cards. The library has not heard about any further funds coming from the county. There will be a meeting in June with the county to discuss the program, so some further funding for this year may be discussed then. Farnham said she would like to receive the funds for 1300 cards next year.

Farnham discussed closing the library’s account at Wells Fargo Bank. The library has 3 accounts in 3 different institutions. The library had received a letter from Wells Fargo informing us that the account

needed to be used, as it had been dormant for too long. The library has \$34,000 in the account. Farnham attempted to deposit some money in the account, and was informed that she wasn't allowed to as she wasn't listed on the account. She couldn't get a list of who was, nor any other information on the topic. Farnham would like the account to be closed and the money deposited in Beacon Credit Union instead, where it would earn interest. To do so, Wells Fargo requires the board to vote on closing the account and for the results of the vote to be recorded in the minutes. They can then use the minutes. There is no way to see if anyone listed on the account is currently serving on the board. Accounts were originally split between banks, due to insurance amounts available. Those amounts have since gone up, so it is no longer an issue.

Maggart asked if the vote needed to be held under new business, but McKaig assured him it did not. Paul motioned that the library close the Wells Fargo Bank account and move the money to Beacon Credit Union. Murphy seconded. All members present voted "aye", and the motion passed unanimously.

Farnham, the library's director, and Edwards, the treasurer, are authorized to close the Wells Fargo account and move the funds to Beacon Credit Union.

Farnham next shared about upcoming special programs, although she opened with a summary of how a previous program, "A Wrinkle in Time" movie at the Roxy, had gone – it sold out. The library is a sponsor for the Roxy's Summer Movies, which means that over 500 people should see the library's advertisement, as all theaters there tend to be filled. Another upcoming children's event is the YMCA Kids Fair, being held at the Peru Jr. High on May 5th. A Royal Wedding Party will held on the day of the British royal wedding, starting at 9 or 9:30 and including the watching of wedding recaps. Paul has agreed to give a small talk at this event, and volunteered to make scones for it as well. That morning will also include a book signing for a local kid, Lucas, who wrote a book. Farnham would like to create a collection of materials published by local kids, with that book and a poetry book that was sent to her after publication and features a local kid. For Lucas, a second book signing will probably be held during the summer reading program, as that time frame will attract more interest. There will also be a scavenger hunt for teens held towards the end of the month.

For the summer reading program, Murphy had an update for Farnham: Dave Moon had talked to her about Reading Counts, and for that would just put the icon on the Peru Schools homepage. Kids could come to the library and access it through the website then, and it would be available only up to a certain date. Teachers will inform their classes on what they want kids to do. Farnham said she would have the children's program coordinator, Spangler, print out a list of books and test numbers that count for Reading Counts that the library has.

The library received a grant from Psi Iota Xi for STEM camp, for the amount of \$500. The camp is an afternoon camp, only a couple of hours long, and the grant will allow them to provide more supplies and little packs to take home. The camp is the week before circus, the 2nd week of July.

Farnham finished her report by talking about the renovations. The lights outside still aren't fixed. Jay Brimer, the person she will talk to about fixing them, is the only one she hasn't contacted in the previous two weeks. Because the windows that they want installed won't protect at night when lights are on, there is a lot of electrical work that needs to be redone and asked about when she does contact Jay Brimer. For the other work, she has paper work sitting there, but needs the final estimates. She needs President McKaig to sign to allow a bid to accepted, then, as well. The library will apply for a matching grant from ReDiscover Downtown, which will give the library a total of up to \$5,000 with which

we will be able to replace the basement windows, the leading window on the children's floor, and maybe a couple of others as well. The estimate for the doors, from Graber, is expensive due to one needing to go through a brick wall and the need for steel supports for that door. This door is to allow a room to be made into a new office. Maryann hasn't gotten any other estimates for the door yet, so this is just a starting point. Paul mentioned the room needing a floor eventually, and Farnham also mentioned getting a door for the back boiler room, and eventually for the storage space back there as well, so it can be used. Paul commented that it's a worthwhile use of space and money to make the space usable. Farnham shared that Paul had been talking about epoxy paint for all the floors down there as well, as they are in bad shape currently. Paul pointed out that it would tidy the space up. Farnham would like to put a door at the stairs down from the lobby, to create storage down there. There are original doors available from Sally Keith. If they go to that area, the library could just rehang them and save money doing so. For landscaping, Integrity gave an estimate and Farnham will hopefully have their rendering soon. She asked for classic, traditional, color all year long, low maintenance, and low bugs. The parking lot also needs restriped, and ASAP. Farnham is leaving for vacation for a week, so will get estimates after that. Normally it is done by Hobbs, for \$1000-1500. The parking spaces will have to be rearranged, with 3 handicap spaces as well. For the international library signs around town, Farnham still needs to check on them and asked Edwards if she could check on getting four signs. For the outdoor sign in front of the library, Farnham asked Murphy if she could see who the school used. It was possibly Houstin, with varying prices depending on what one gets. Farnham wondered if the old sign could be revamped and re-outfitted with the LEDs in the belly of it.

OLD (UNFINISHED) BUSINESS)

Farnham has updated and changed the employee handbook, with all changes highlighted in the printed copies of it. She discussed the changes and explained the reasons for them. On page 8, she had created a statement about how to remain an active employee, stipulating that only active employees can remain on staff, as changes happen so working on-call doesn't allow for proficiency. On page 28, Farnham had added a portion about part-time employees who work a certain amount of time each week for three months, giving them paid time off, as discussed previously. The consistent working of 30+ hours is vital, while Edwards agreed that something needed to be given to those people as incentive to stay. Farnham based the amount of personal time off for those employees on what full-time employees got off and what standard medical leave was, and based the amount on that. Maggart and Murphy thought it was a lot, While McKaig was having to figure out how that compared to sick and vacation time, as it combined both of those into one. Because Farnham isn't hiring anymore full-time people currently, the savings from a recently retired employee's health care would cover the cost of personal time for about four employees. Farnham pointed out that they are good employees and that they fill in as needed, so they should get something. While there were several small changes, the next point of discussion was the employee evaluation. A ranking system that uses the performance evaluation ratings as the base for raises or lack thereof for each employee was discussed at length. Farnham thought that the pay raise and evaluations should go hand-in-hand, but the method of doing so was discussed greatly. A way of using the rating system Farnham had used to also rank people for raises was the main topic of conversation with that. Farnham thinks that the employee goals for the next year is the most important part of the evaluation. McKaig also asked if the administrative committee or the finance committee would be the one to approve the raises. Farnham said that the pay increases are submitted in the budget, with a general "up to" amount decided yearly at a budget meeting in the summer. Farnham's main question was how to decide how big of a raise to give people. It was decided to revise the evaluation sheet further, and move on to new business for now.

NEW BUSINESS

Committee appointments were discussed.

Farnham requested that the building committee be given board approval to look at quotes and give approval for work to be done that we do not have quotes for yet. The duties of the administration committee were discussed, with Farnham stating that she will probably need input for new policies such as the one regarding service animals that is going to be added soon. That way, the committee can get the wording right, and the board only has to vote on it.

Farnham had put Paul on the finance committee because of the county deal. The fiscal committee that worked with the county on it was not originally the finance committee, but Farnham thought it would look more legitimate if it did have the same people on it, and thought that Paul had the character traits to work well with the county.

Re-appointment letters were discussed next. Duckwall, Murphy, and Paul are all due for re-appointment, and Farnham had sent the letters recommending them.

Paul had wondered if the library would be interested in a poppy making event. This is to commemorate those who died in World War I, and the lady in charge needs thousands more. She prefers a group of above 20, and while each poppy may take 20 minutes each, the total event would last about 1 ½ hours. Paul was wondering if it could be a library activity for the public as well.

The meeting was adjourned by President McKaig at 8:03 PM

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
