



BOARD MEETING MINUTES:

April 25th, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, May 25th, 2019 at the Peru Public Library. The meeting was called to order at 6:34 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *Leslie Murphy*

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

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

APPROVAL OF PREVIOUS MINUTES

March Minutes

There were no corrections to the minutes. Maggart motioned to accept the minutes as written and Duckwall seconded. The motion passed with all ayes.

FINANCIAL STATEMENTS

Maggart, the treasurer, stated that he had looked over the financials and found them to be in order.

Farnham mentioned that in the receipt list, the grant from ReDiscover Downtown had come in and been deposited. Maggart said that the Beacon account the library has is a savings account, so if the board put the \$75,000 from the county card program in there, it would end up earning compound interest for them. Because that money is deposited in PNC, it would have to be withdrawn and manually transferred to Beacon, as a check, in order to have a paper trail. Farnham said she has been putting funds that the library doesn't need right away, like the Northern Indiana Community Foundation Funds, in Beacon.

Paul motioned to accept the financials and claims as presented and Duckwall seconded. The board approved the financials unanimously.

Maggart motioned to place the funds received from the sale of county cards in the Beacon account. Paul seconded and the motion passed with all ayes.

AGENDA

DIRECTOR'S REPORT.

Farnham reported that the spreadsheet for the county card program is in the final stages of being double and triple checked. She was hopeful that they would be able to send it over to the county the next week.

Farnham next reported on the upcoming outreach programs they had. There was a Touch-A-Truck event that was supposed to have been held the previous weekend, along with the community Easter Egg Hunt, but both were delayed for a week due to the weather Easter weekend. The YMCA Kids Fair was also coming up, scheduled for a Saturday, the 4th of May. She said they are normally able to reach 600-1200 people there. The North Miami Reading Fair is on May 14th then, and after talking to a teacher, there is going to not only be a book distribution but the PTO is going to purchase several of the

\$20 gift certificates for 3-month non-resident cards to raffle off to the students. Spangler has several tours coming to the library, from various area schools, as well. Finally, the Backpack Festival will be on July 27th, and will finish out the summer outreach programs.

Spangler informed the board about the summer reading program, as she was implementing several changes to it this year. The theme this year is “A Universe of Stories”, meaning she’s focusing on space. She is condensing the program from separate kids and teens ones to one birth-12 grade program that gives points and prizes based on minutes read. She read off the short list of rules to the board and then discussed some of the benefits of doing it this way. She is hoping it will be simpler, cause less issues for and with the staff, will even out the playing field for fast and slow readers, condenses everything to one area, and will make it easier to collect statistics. The circulation desks will be strictly circulation this way. She then moved on to the programming for the summer, of which there are a lot. Science Central is coming for one such program, and 10 volunteers are needed for that day. Several of the board members volunteered to help with that immediately. Spangler than gave a brief overview of the rest of the programming coming up.

After that, Farnham moved on to a discussion and exploration of Fine Free libraries and Automatic Renewals. Evergreen had changed the way several things worked, so now, when a patron brought back a lost item, the system automatically removed the cost of the item from the patron’s account. The library had been paying a 40% commission to the collection agency, which would cause problems with that, as they didn’t factor in for a lessening of the fines and fees owed. Farnham talked to the agency and Evergreen staff, and after the last bill from the collection agency, they library will no longer pay the commission, merely a flat \$4.95 placement fee. She then explained what ‘fine free” meant practically. While overdue fines will be forgiven, fees for lost items will not be. EI (Evergreen Indiana) has also gone to auto-renewals being a thing. They work the same way as manual renewals, in that there are the same number of renewal times available, unless there is a hold on the item. She wasn’t certain if DVDs were available for auto-renewal yet or not. Farnham next passed out some information from a library listserve on the topic, as well as a spreadsheet detailing the amounts due versus collected in fines and fees for the library. She also shared that the library had been unofficially fine-free anyway, for several months and explained her process with that to the library board. She stated that the goal was to get people to read, not to collect fines. Maggart said he liked the email response from the listserve that discussed the front desk goodwill that going fine free generated, as well as the improvement in staff stress levels. Farnham discussed the revenue impact and stated that while it would be a loss of revenue, the other libraries who had gone fine free all reported that it had been worth it for the goodwill generated. Farnham shared a real-life story and explained that if lost materials were returned, all fees would be forgiven except for the \$10 collection agency fee. She also pointed out that this policy is for the Peru Public Library, and since we are part of a consortium, if someone checks out materials from a library that isn’t also fine free, they would still owe any overdue fines accumulated from that library. The board asked if there were any local libraries doing this, as well as what other benefits there would be. Reed also asked Farnham if she thought a lot of lost materials would end up being returned, which Farnham thought would be the case. Farnham did say that she thought people who were irresponsible at returning material on time weren’t going to be helped by a fine. McKaig thought the board should vote on following Evergreen Indiana policy on becoming a fine free library. Reed asked if there would be any block back from the county for the change, and McKaig stated that that was one reason she wants to promote it as the library following Evergreen policy. Revenue loss and material and time gained or saved was discussed a bit further, with the board’s concerns about lost revenue being alleviated. In the end, the board was in agreement that while they hated to lose the revenue, they felt the increased goodwill would be worth all the lost revenue.

Reed motioned to observe Evergreen policy on fine free libraries and auto-renewals, with Maggart seconding. The motion passed with all ayes.

While the library will become fine free and start automatic renewals immediately, they will be promoted during the Summer Reading Program, using social media, flyers, and the newspaper, in order to give the staff a month to work out any issues.

Farnham next reported on the renovation work. Work was being done on the landscaping out front, and she had contacted Atlas about the graffiti, but they hadn't come out when expected – perhaps due to the rain that day. She still had to call Peru Utilities about the light for the alley way out back. She is also still waiting on most of the list of future renovations.

OLD BUSINESS

Nothing had been heard about the School Board vacancy on the library board, so McKaig was going to talk to Sam Watkins about it.

NEW BUSINESS

While there was no new business on the agenda, several things were brought to the attention of the board.

Maggart asked about 2019 committees, as they should have been formed already but the death of Sharon Edwards had thrown it off. The board discussed how to establish the necessary committees when there was still a board position unfulfilled. McKaig stated that she would like to see everything moved to June – both election of officers and committees. The board's by-laws rule that out, but they might be able to be changed. No one was sure if state laws would prevent the elections and appointments to committees happening in June, but Farnham said she would talk about it with the State Library. However, the fiscal year won't be able to be changed, regardless. If the by-laws would be amended so the appointment of committees and officers could all happen in June, there would be no downtime between terms and offices, so no time when a board member could not be elected to office due to their term ending shortly after.

The meeting in June needed to be rescheduled due to McKaig being gone then, and the board hoping to appoint committees then. It was decided to have the June meeting on the 20th at 6:30 PM.

Finally, the board discussed the Community Foundation proposal.

There being no further business, the meeting was adjourned by President McKaig at 7:56 PM.

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

SECRETARY APPROVAL:

(Signature & Date) _____

Peru Public Library