



BOARD MEETING MINUTES:

August 22nd, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, August 22nd, 2019 at the Peru Public Library. The meeting was called to order at 6:30 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.*

APPROVAL OF PREVIOUS MINUTES

July Minutes

The secretary, Murphy, had corrected and approved the minutes. They passed unanimously.

FINANCIAL STATEMENTS

Maggart, the treasurer, had looked over the financials and thought everything looked good. A few fees and expenditures were discussed and clarified. Murphy asked about the LIT shares, which is the income tax that we get each month and that will be dropping next year due to the predicted recession coming up. Farnham added that the library's LIT shares had stayed fairly steady throughout the years, despite previous recessions. After another question or two that Farnham clarified, Murphy motioned to accept the financial statements as present and Reed seconded. The motion carried with all ayes.

AGENDA

DIRECTOR'S REPORT

Spangler reported on the Summer Reading Program statistics, including the fact that almost twice as many kids completed it this year than they had the previous year. She covered several other encouraging findings, and Duckwall added that her kids had loved how simple and organized it was, and that she also liked that any reading had been allowed, not just specific books from the library's inhouse collection. Reed asked about marketing it to the area schools, so Spangler and Farnham discussed the various tours the library puts on, as well as the speech clinic and the Gala that both also helped to get more people in.

Farnham stated that the maintenance man had been in earlier that day and gotten some more work done, although there is always more to do.

McKaig reported on the library tour she and Paul had taken of some of the area libraries' drop boxes, Paul said she was now hoping for a fire retardant drop box. Murphy was concerned about the cost with

2 that. Swihart and Maggart both expressed their desire for a drive-up drop box. Most of the board ended up getting up and leaving to go check out the building and see what could be done. Paul did share that the libraries were split on whether the box was attached or detached to the building. McKaig said she and Paul are still planning to tour some more area libraries to see what they do about drop boxes. Murphy wanted to know about the legality of the parking spaces and how many handicapped parking spaces are required. She then looked it up and if there are 25 parking spaces, 1 must be for handicap. The library is and will be in accordance with that.

The rest of the renovations listed on the agenda are on hold until 2020 or further funding.

The board had to accept the director's report and did so with all ayes.

OLD (UNFINISHED) BUSINESS

The 2020 budget was the first item on the agenda under old business. Maggart reported on what had been decided after the DGLF meeting. The numbers listed on the copy provided to each board member is what they had come up with there, with a 2% cost of living salary increase shows. He clarified a few things, including that with the 3.5% growth quotient, the budget is at \$477,129. The 2020 budget hearing will be held at the next board meeting, and then adopting it will happen at the one following that. Reed had a few questions about it that were easily clarified. Farnham did say that they are hoping to get an additional appropriation which will help with repair and maintenance fund. The budget, as presented, was the budget committee's recommendation and as such, required no second. It was accepted with all ayes and no nays.

Next on the agenda was the Capital Asset Policy. This is a formal, written version of what the library has unofficially already been doing. It will be a monthly report and automated, but Farnham isn't sure what is actually desired yet, just that something is. Farnham discussed what will be involved and what little is known, with the board asking for clarification of a few points. Currently, everything for it will be done by hand, but hopefully the software will be upgraded to take care of it soon. The State Auditors are requiring everything be uploaded. Paul motioned to accept the Capital Asset Policy as written with Murphy seconding. The motion passed with all ayes.

NEW BUSINESS

Moving onto new Business, the Additional Appropriation was up first. An additional Appropriation is how the library can use some of the county funds but still save some as a budget cushion. Farnham will have to fill out some paperwork and the board will have to ask the City Council for approval to go over the budget, but it won't affect the bottom line negatively and the appropriated funds can then be used this year. Farnham had already mentioned it to the mayor, who was favorable towards it although surprised that it had to go through the city for approval. It will have to be advertised and will have to be requested to be added to the docket of the city council meeting. The budget committee's recommendation is for a \$50,000 appropriation. McKaig started to call for a vote, but Maggart first wanted to see if there was any further discussion regarding the amount. There wasn't, but there was some discussion regarding how it would be used and what could be done with any of it left at the end of the year. Currently, it looked like it would pay for all the work that had been done on the library throughout the year, from the windows to the AC to hopefully the boiler. Murphy brought up the cameras and Maggart asked if that would mean there would then be enough money for the drop box and cameras this year. Farnham thought there probably would be. Maggart asked if she had any other 3 projects in mind for any extra funds at the end of the year, and while she did, most were more long

term than could be done this year. Following the recommendation of the budget committee to ask for a \$50,000 additional appropriation from the city council, there was no need for a second and it went straight to a vote. It passed with all ayes and no nays.

The final item on the agenda was the Resolution to join the Indiana State Library Consortium for Public Library Internet Access, which has to be voted on – by signature – every year. This is for the library’s erate funding is a LSTA Grant. The form was passed around and the resolution passed as well.

There being no further business on the agenda, the meeting was adjourned by President McKaig at 8:06 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
