



BOARD MEETING MINUTES:

December 27th, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, December 27th, 2018 at the Peru Public Library. The meeting was called to order at 6:33 PM by Vice-President Allison Paul.

ATTENDEES

MEMBERS PRESENT: *Allison Paul, Bryan Maggart, Melissa Duckwall, Leslie Murphy, Sharon Edwards, and Austina Reed.*

MEMBER APOLOGIES: President Anna Jo McKaig was unable to attend.

DIRECTOR PRESENT: *Maryann Farnham*

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

APPROVAL OF PREVIOUS MINUTES

November Minutes

There were no corrections to the minutes. Maggart motioned to accept the minutes as written with Edwards seconding. The motion carried with all ayes.

FINANCIAL STATEMENTS

Outstanding checks were discussed, with what happens to them and how long they are helped being the main points under discussion. Farnham informed the board of all updates to the claims, next. Murphy motioned to accept the claims as listed with Reed seconding. The motion passed with all ayes.

A few of the payments were discussed next, before it moved on to the bank statements. Edwards said she'd checked both October and November's statements and they were in order. Disbursements were discussed, as there were still a few to do. Farnham stated that the library didn't get as much in property tax as they had the previous year, with only \$152,244.65 in property taxes. However, the library did get more in license and excess taxes, and business personal property gained a little. Overall, everything came out to about as expected. Fines and fees vary drastically from the previous years due to the funds from the county for non-resident cards. Maggart motioned to accept the bank and deposit statements, for both months, and Duckwall seconded. The motion carried with all ayes.

AGENDA

DIRECTOR'S REPORT

Farnham opened her report by stating that while she included the cost of living increase for the staff in this portion of the agenda, it is also in the new business section as it has to be voted on. The budget allowed for a 2% increase in staff pay, and when looking over the salary schedule, Farnham found that it would only apply to about 5 staff members. Michelle Spangler, the children's program coordinator and assistant director (starting in January), and she won't get a cost of living increase due to having a fixed salary. Due to the base salary increasing for a lot of the part-time staff, as well as a full-time clerk getting close to maxing out the pay level, the 2% increase would only affect 5 people plus the janitor if

they included her with it as well. The board had a brief discussion over how much of an increase per hour it would be for everyone. Reed motioned for a 2% across the board increase in staff wages and Murphy seconded. The motion passed with all ayes.

Maggart reported on the meeting with the county regarding funds for non-resident cards in 2019. He said that going to a county-wide tax rate was discussed as being the best way to benefit the library and the county, but that the county officials are not looking at doing that currently. It was looked at the county trustees providing more funds, but due to population numbers, it isn't currently an option. If the numbers dropped then maybe, but it is unlikely. Maggart said the board was firm on cost and the county trustees has to acquiesce. The board member at the meeting had to explain how and why the cost per non-resident card is chosen and is what it is, and county officials did finally admit they'd done the math wrong and seemed to understand. Farnham pointed out that this type of agreement between the county and the library is only an option for maybe 2019 again as it is viable due to census numbers and if those are different in the 2020 census, it might not be legal any longer. The fact that cards for individuals only was also discussed at the meeting with the county, as was the issue of discrimination and why cards have to be issued for any and every age group. Farnham interjected that the statistics showed no kids under 2 years of age had gotten a county funded library card anyway, so most kids' cards were for school age kids. Maggart said that Sandy Chittum worked hard for the library and advocated for taking the agreement that had taken so long to work out the year before and just going with it. Farnham pointed out that the library board probably needs to raise the non-resident card price soon, as it is basically a discount as is and hasn't changed since 2013, she thought. It was shared that after the meeting with the county, the contract was sent to the lawyers and approved by them and is waiting to be signed by the county council and county commissioners. No one has heard from the county yet although the board had been informed that Sandy Chittum was still the contact person. Farnham said that the census numbers would have to be discussed at the June meeting with the county. If the contract does indeed go through, it will start on March 1st. Farnham shared that she was arranging it differently this year, to attempt to streamline and clean up the process, but that she also expected the cards to go even faster in 2019. So, the final word on the county funds is that the library is still waiting on the return of the contract and for the county to sign it or reject it.

Farnham reported on the renovations following that. The maintenance man had decided it wouldn't work for him, so she is looking for a new person again. The lights outside weren't working again and the box sparked when she went to the basement to work on them so she isn't touching them again. She also hadn't heard back from any of the electricians she'd contacted. She is going to have Graber quote her a price for making the new door to the potential office and all the finishing work, so she can see what that would be. Farnham is still waiting to hear back about the cost for repairing the outdoor railings.

On the international library signs, it was good news, however. They were approved and the group that did so is working on how to print the signs themselves, so the library won't have to buy them. They are checking on one location, but the others were okay so the signs are now in progress and free for the library.

OLD (UNFINISHED) BUSINESS

There was nothing to discuss under old business.

NEW BUSINESS

The county subsidized card program had already been discussed, but Farnham said that the agreement was in the board pack for their perusal. The cost of living increase for the staff had also already been discussed, and approved. So the first item on the agenda under new business that actually required discussion was the transfer of funds within the budget. Farnham explained how it worked and what it all meant, as well as her process for making changes to appropriations. In the budget, \$443,448.83 had been spent while \$2,388.17 had not been; however, there were a few minor fees that may yet come out of the 2018 budget. Farnham explained the cause of some of expenses as well. Operating and Office Supplies, and Electricity were all higher due to several factors, but the library had saved money in gas so it worked off and wasn't too far off. Repairs and maintenance included the elevator repairs and the new landscaping, Farnham clarified. The transfer of funds from operating to LIRF will result in an increase of \$3,141 in LIRF next month. Maggart motioned to approve the transfer of funds from operating to LIRF and the others and Reed seconded. The motion passed with all eyes.

Although McKaig wasn't present, she had informed the others that she would like to nominate and appoint Reed and Edwards to the Executive Board Committee, which then decides and calls nominations for the board's officers.

Paul requested that the discussion on the director's evaluation be tabled till the January meeting, so that McKaig could be present. The rest of the board agreed to table it.

Edwards had a final point of business she wanted discussed: she requested that the board take up and collection to help Sharon, the library's janitor and custodian, during her surgery at the end of January, as she's going to be off work for two (2) to six (6) weeks afterwards. Edwards had talked about it with her and a Kroger gift card would work well for her as she could also use it for gas.

The meeting was adjourned by Vice-President Paul at 7:30 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
