



BOARD MEETING MINUTES:

December 19th, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, December 19th, 2019 at the Peru Public Library. The meeting was called to order at 6:36 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

MEMBERS PRESENT: *Alison Paul, Deb Swihart, Leslie Murphy, Bryan Maggart, Austina Reed, and President Anna Jo McKaig.*

MEMBER APOLOGIES: *Melissa Duckwall*

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

November Minutes

The secretary, Murphy, had approved the minutes. The board voted unanimously to accept them.

FINANCIAL STATEMENTS

Farnham reported the library was doing well due to the additional appropriation. Final payroll and all hadn't gone through yet, but they should be able to put some leftover funds in the rainy day fund. Transfers hadn't gone through yet either, so they show a deficit but won't cause any issues when they soon go through. Maggart commented on payroll being larger than normal due to Holiday bonuses.

Murphy motioned to approve the financial statements, claims, and bank and deposit statements, with Paul seconding. The motion passed with all ayes.

AGENDA

DIRECTOR'S REPORT

Farnham reported that the 2020 Budget has been approved. She won't have to send anything else in for it unless there's an issue, so there shouldn't be any issues.

Mike Rasor turned in his official retirement letter. Farnham said they're planning on doing a hot chocolate bar and cookies or something similar, for his last day. He requested to have someone else covering the desk so he can merely talk to everyone who comes in. His last day will be Friday, February 21st. Farnham and Spangler is already working on employment stuff for after Rasor retires. The main concern is making sure there is someone who'll provide great customer service at the front desk. The plan is to move Susie Walton out to his desk, while moving the Evergreen and ILL shipments and hold processing down to Lisa Rummel in the office. They will then use part-time staff in the computer room. Walton will be working 38 hours a week, rather than being made full-time. With Rasor's retirement, there will only be 3 full-time staff members.

On the library renovations, almost everything immediately needed has been accomplished, while Farnham is still playing phone tag with Mr. Graber on everything else. The parking lot restriping is on hold until winter is over. Maggart asked for clarification regarding the current book drop plan, as he had missed the last board meeting. This was briefly discussed with Farnham further stating that she was still waiting to talk to Graber about it. Farnham also ran through the list of still pending work to be done, at some point in the future.

OLD (UNFINISHED) BUSINESS

Cottage Watchman sent drawings regarding camera placement, with Farnham sending back her response, but nothing further has been heard – including a quote. There were 21 or 22 cameras recommended, but there is still the possibility for doing a minimum amount and building up from there. Farnham thought the bid threshold is \$50,000, so at \$1,000 a camera estimate, there shouldn't be any issues with not asking for bids on the camera system.

NEW BUSINESS

It's been over 6 months since the County Subsidized Card Program contract was sent over the County, but nothing has been heard about it from them. It was discussed whether or not the library needed to resend the contract. Maggart volunteered to talk to Mary the next day about it.

The cost of living salary increase is due. This affects most of the staff, including the clerks and the janitor, but not Spangler or Farnham, nor Carla Murtha due to her salary having topped off already. It's a 2% increase that is already budgeted for and approved. Farnham did go over how much that percentage increase was for each of the staff members it affects.

Next discussed was the transfer of funds from Operating to Unemployment and from Operating to LIRF. The library has never had to use the unemployment fund, but do have to have it. LIRF is for future improvement but has to be budgeted – which would take the library into binding review, generally. There was some discussion over how unemployment works, and that the only time someone tried to have the library pay it was in error. The process and funding is different for public organizations than for private ones. It's in the budget to divert some funds for unemployment regularly and it's a failsafe. This topic was discussed further. Any budgeted funds left at the end of the year will go into the Rainy Day fund. The final disbursement should be coming within the next week. Right now, the library has \$24,000, of which pay roll, perf, and taxes may leave about \$10,000 left to into Rainy Day.

Paul motioned to perform both transfers - \$650 from Operating to Unemployment, and \$4,000 from Operating to LIRF - and Swihart seconded. The motion passed with all ayes.

Finally, Farnham gave a brief review of the year to the board. She listed off some of the accomplishments and numbers; which included the library averaging a program a day, with almost 70,000 people visiting in a year.

There being no further business on the agenda, the meeting was adjourned by President McKaig at 7:16 PM.

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

SECRETARY APPROVAL:

(Signature & Date) _____

Peru Public Library