



## BOARD MEETING MINUTES:

February 22, 2018

### CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on February 22, 2018 at the Peru Public Library. The meeting began at 6:32 PM and was presided over by Anna Jo McKaig, with Leslie Murphy as secretary.

### ATTENDEES

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

MEMBER APOLOGIES: *Austina Reed*

DIRECTOR PRESENT: *Maryann Farnham*

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

### APPROVAL OF PREVIOUS MINUTES

For the January minutes, there were only a couple of corrections. Austina Reed's name had been mistyped, and the records of the votes had a name in the wrong column for both votes regarding the proposed county resident contract.

Paul motioned that the minutes be approved with corrections, Edwards seconded. Motion carried unanimously.

### FINANCIAL STATEMENTS

Edwards verified that the financials are in order. Farnham stated that there wasn't anything outstanding in them that required discussion, but did say that she had deleted some of the areas provided in the new software as they hadn't been used at all the previous year. This helped to clean up the list. Murphy asked for clarification regarding what some of the phrases used meant, such as desk receipts. It was also clarified that for the voucher list, the actual claims will not match until next month.

The charge cards had been obtained, from Beacon Credit Union, as discussed in the previous meeting. Farnham thought they had a \$25,000 limit, but said that could be changed as needed. Three charge cards were obtained, one for Farnham, one for the children's program coordinator, Michelle Spangler, and one for the adult program coordinator, Lisa Rummel. All three people had filled out the policy, a copy of the cards was made, and a procedure for tracking purchases had been created and implemented. The cards had been used for 2 charges so far, snacks and tablets.

Farnham discussed trying to find a good price on smart tvs, with some members giving suggestions of where to look.

McKaig called for a vote in favor of accepting claims, the vote was unanimous. The claim was signed by all.

### AGENDA

#### DIRECTOR'S REPORT

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

Farnham reported that the annual report was finished, and McKaig signed it so it would be sent out that night. Farnham shared the fact that over 20,000 people had attended library programs in 2017, and that the number would probably go up this year, as it is the first full year for dedicated adult programming.

There is another full-time staff member retiring, Terri Hall. She will work until the end of March, but will be paid until the end of April because of accrued personal time off. She has worked here since 1991. Hall turned in her official letter the previous day, Wednesday, February 21<sup>st</sup>. Her retirement party will probably be on a Monday Morning at the end of March. Farnham still needs to check availability at Gabriel's here in town for the party. It was discussed whether the board could come to that, because of rules limiting the number of board members who can be present without it being an official meeting, but Chittum stated that she thinks they can all go to the party, so long as they don't talk business.

Farnham listed all of the programs coming up in March, and asked Edwards if she would help with the ice cream party at the end of the month. Edwards said yes, and that she would have volunteered to help as well.

Murphy asked if there was any way to tie in the Summer Reading Counts program, at the Blair Ridge school, with the library's summer reading program. Farnham wasn't sure and said to work with Spangler (the children's program coordinator) on it. Reading Counts requires a program to be downloaded onto a computer that the kids can log in to and record their points on. A license may be required, but Farnham pointed out that the library is an educational unit, which might help with that.

Renovations are about the same, with small issues here and there. Carpet squares are starting to come up in meeting rooms, in the corners, and a door to an office in the basement won't lock due to the building is settling. The door knob is off of the door to the utility room, as the janitor became stuck in the room when the door wouldn't open.

There were some new issues discovered, however. Farnham stated that they were told that the elevator fire alarm going off would automatically alert the fire department, so their rate of response would be faster. She learned that that is not the case – the library would have to pay an outside company to monitor the alarms to have the fire department be automatically notified. This was discovered when one of the alarms was taken apart by a work force volunteer who was testing the other alarms, after no one came to shut it off and the fire department had to be notified manually.

The library finally has everything back from the temporary location in the plaza. The room they were stored in had flooded, so the metal items had to be recycled. The items had been left as the locks were changed before the library was done removing everything.

### **OLD (UNFINISHED) BUSINESS**

Farnham stated that she was still working on the employee handbook. She is still working on staff evaluations for it. She also wants to revise the staff categories, and create a new one that isn't full-time or part-time, but that has 32 hours a week. This requires the classification of full-time be changed to 40 hours a week. She wants this new category to receive personal time and paid holidays off, but not PERP or benefits.

Part of her reason for the new category is to not replace Hall, a full-time employee, with a full-time replacement. She is going to have Susie Walton do the Evergreen shipments, and Bobbie Burt do the cataloging one day a week, with both of them going to 32 hours a week.

Farnham asked for a committee to do this, and the board remembered that they needed to re-appoint the committees for this year, as one of them is in charge of salaries and wage rates for the staff.

Murphy asked about wage rates, and Farnham stated that it varies. She would also like to increase Walton and Burt's wages to match their increased responsibilities. Maggart said that the option for personal time off that Farnham wants to create for them should include sick days and vacation days as well. Farnham commented that sick days can carry over year to year, up to 90 days, but that none of the others can.

It was discussed that that is how Hall is extending her time off while still getting paid.

The salary schedule will have to be redone, as the full-time employees currently don't get vacation time until after a year.

The committees needed are:

Finance – which includes salaries,

Policy and Administration – which includes the salary classes and the handbook, and Building.

The director appoints the committees, and there can be no more than 3 on each committee. Farnham will try to do those in the next two weeks. Maggart stated that he would like to be on the finance committee.

The next item of old business was the county contract. Chittum was there to hear about it, she didn't have anything new to add to the discussion about it.

In discussing the emails about it, McKaig said she told the county they couldn't use the word "contract" in it anymore. She also said she'd like to see the list of what constitutes "services" earlier in the document than it currently was.

Chittum said Ethan said the library could use the word grant, it just cannot be used in the official document of the interlocal agreement.

McKaig pointed out a few errors and places of words that didn't make sense. The major corrections that were discussed were:

In section 2, changing the sentence "the press release shall emphasize that the parties wish to resume Library services to County residents on a trial basis..." to, "the press release shall emphasize that the parties wish to resume Library services to County residents by the County purchasing non-resident cards on a trial basis". Murphy asked if the word program should be used in this section, as it hadn't been before. Maggart clarified that the use of program there means the offered and paid for services of the library.

Farnham asked why the press release and the flyer aren't the same, and that by the time the flyer is done, the cards will be done. She also wanted to know who from the library would be responsible for creating the flyer. Paul asked what else needs to be on the flyer. The flyer is for further advertisement purposes, and can merely be short with a cute picture, most of the board decided. Farnham did not want to be responsible for the flyer. Edwards said timing was really important. Maggart said approval for both the flyer and the press release could, and should, be done at the same time. Further discussion on what to include in the flyer was discussed, along with terminology. They are not allowed to say how many cards are available. It was discussed that the county may have the money for an additional 100 cards, but numbers cannot be said. It was discussed that the press release and the flyer need to be

released at the same time. Maggart volunteered to help with it. Farnham was still nervous about not knowing what to include, but Chittum said she could tell Ethan to start working on it. The board is responsible for approving the press release, then.

In section 5c, Murphy asked about the possible funds for 100 or 200 extra cards. She wanted to know what happens when we reach that point. It can't be put in verbiage, the library may or may not get the money. The extra money is part of the interlocal agreement, more of a handshake one that the county may be able to provide some additional funds. For those 100-200 people past the 1000 covered by the agreement, the library will not provide cards, but will create a list and request the additional money. If the county can do so, an additional small appropriation will be made. Edwards asked why the library has to be the one to call everyone on the list about the extra cards, if the funds are received. The list is not a list to reserve cards for them, any additional appropriation for extra cards will be spent on a first come, first served basis.

This ended the major discussion of the interlocal agreement.

It was discussed when the agreement could go into effect, with Farnham clarifying that it couldn't be done by March 1<sup>st</sup>, but maybe by mid-March. The library's lawyer has to look at it, the week following the meeting, and then there has to be a special meeting with at least 48 hour notice allowed. It was discussed what days would or wouldn't work for people, and Tuesday's didn't work for most of the board. The special meeting could possibly have been the following week, and Chittum was going to see if Ethan could attend it, as it is an open meeting.

## **NEW BUSINESS**

The 2018 budget was discussed, with Farnham saying that she only had a couple of copies of the 1782 form for them to look at, although copies could be made. Because she was able to save some money last year, it looks like we have more revenue to spend than we did last year, even though it is actually less.

Funds get moved around at the end of the year, if one area is used less and another used more than allowed. Appropriation amounts are then shuffled around as needed.

The budget is within the standards, as 8% of the budget is appropriated for the collection, including print, non-print, and serials. Appropriations are also made for LIRF – the library improvement reserve fund.

There is already a negative balance in the operating fund. The library has to have extra in operating in case there is less tax revenue than expected. The extra allotment provides a cushion.

The grants listed in the board notes were the funds we received last year, with designations for different purposes.

Maggart made a motion to approve the budget as presented, Paul seconded. The vote was carried unanimously. Reed was not present to vote.

**Aye**

McKaig

Edwards

Murphy

Maggart

Paul

Duckwall

**Nay**

**Abstain**

Farnham talked about the non-resident fee, as it must be decided each year. She assumed it would not change, as the library has been working with the county on an interlocal agreement using the current fee, and changing it would disrupt that. Paul agreed that is couldn't be changed now. The non-resident fee resolution for 2018 was approved.

Murphy asked about security cameras, a topic discussed the previous year after some vandalism. Farnham wasn't sure who would check the cameras or watch them, and stated that they are a huge expense, they couldn't be run using the library's wi-fi as the concrete walls sometimes block the signal, and thus, she isn't sure it's worth it.

Paul said that there is often a gut reaction to crime, but that standard versus exceptional crime has to be considered.

McKaig thought that personal protection is also important to consider, and that cameras should still be considered.

Farnham doesn't think that theft is a big enough issue to warrant cameras.

LIRF cannot be used, nor can the rainy day fund. Any funds can be used as wanted if it is appropriated; however, we don't want to currently appropriate funds as it is floating our negative operating budget currently.

Maggart asked about fake cameras, as a security measure. Farnham pointed out that they wouldn't help convict anyone though. She thinks that if people are going to do something, they will do it regardless.

Signs stating that there are cameras, regardless of the truth of that statement, could be gotten through Comcast.

Farnham clarified that theft of materials isn't so much a problem as a fact of operating a library.

Murphy asked if the library ever had drills or lockdowns for active shootings, natural disasters, etc.

Farnham stated that at least for active shootings, there are no safe places, and that the staff can't tell what is happening on a separate floor.

Cameras for liability issues was again brought up.

Paul thought there were more important things to take care of first. Maggart recommended being proactive, however, and preparing for things before they happen. Paul recommended checking on prices then, to start with.

Maggart and Murphy thought the staff could use a live feed and just double check it every once in a while.

Edwards asked if more adult or children's books were stolen, Farnham wasn't sure. The normal notification system for late materials, both for the library and the patrons, and whether we use a collections agency and how that works was also clarified.

**The meeting was adjourned by President McKaig at 9:08 PM**

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

**SECRETARY APPROVAL:**

(Signature & Date)

Peru Public Library