



BOARD MEETING MINUTES:

February 28th, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, February 28th, 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, Melissa Duckwall, Leslie Murphy, and President Anna Jo McKaig.*

MEMBER APOLOGIES: *Bryan Maggart and Austina Reed.*

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

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

The meeting opened with a moment of silence for Sharon Edwards, and then the board shared some of their memories of her. Sharon Edwards passed away on February 5th, 2019. She had served on the board for 12 years.

APPROVAL OF PREVIOUS MINUTES

January Minutes

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

FINANCIAL STATEMENTS

Farnham stated that there was still a healthy total in the funds and that while there was a lot of spending, that was normal. There was nothing crazy in the vouchers. She did discuss some of the spending still: Spencer Electric fixed the outdoor lights and basement lights, so money was spent there. Leaving the outdoor lights on constantly was briefly discussed, with the board being in agreement that they should be left on as an added safety measure.

Maggart, the treasurer, had looked over the books and found them to be in order. The board approved the financials unanimously.

AGENDA

DIRECTOR'S REPORT

Farnham reported that the Library Annual Report was submitted.

On renovations, she shared that the lights and electrical work inside was finished, that she is still trying to connect with Graber to get a new estimate on the basement office work and the lower level door, and that she is still waiting to hear about the outdoor railings. She did find another person who may be able to do the work, so is going to talk to him as well.

Alison Paul shared that she talked to Mr. Wolf about the international signs for the library, and took pictures of the signs that were already up. The last one went up the day previously, according to Mr. Wolf. He asked her about putting up the spare signs and she said yes, so another one will be going up next week. The library didn't have to pay for any of those signs and they can be crossed off the agenda now.

Farnham told the board that she did have two trees removed over president's day. She also had several things to finish in the future. She had the bushes in front of the parking lot partially removed already, but wants that finished and the landscaping redone. She wants to get the windows on the children's floor and in the front of the building replaced too. She doesn't have the grant from ReDiscover Downton yet and will have to wait till 2020 for the next one. She also wants to change out the adult floor lights to LED lights, rather than the tubes. The estimate from Spencer for that was \$10,000 for 43 lights – which includes the lights in the adult floor meeting room.

Farnham mentioned that the library will be closed on March 29th for the Evergreen Indiana conference. She is looking forward to a session about fine free libraries.

OLD (UNFINISHED) BUSINESS

The County Subsidized Card Program was the only issue for discussion under old business. The County Commissioners had voted 2 to 1 in favor of the program and the current contract. Paul gave a full report on how the County Commissioner's meeting had gone, as it was a public meeting. West was the only commissioner to vote against it, but it carried regardless with 2 votes for the program. Paul said that Sandy Chittum even pointed out at the meeting that the time for negotiations was over and any further discussion would have to wait till the summer meeting. McKaig had also been at that meeting and had had to explain why student cards wouldn't work here. McKaig then reported on the entire process leading up to this from her perspective, including all the emails back and forth which she always sent through Chittum per the agreement.

It was agreed that this can't happen again. The process has to be done in time for budgeting. That is what the meeting in June will be for.

Paul discussed how much library service is per day - \$0.21 a day or less. McKaig was interested to see how many people sign up for funded county cards. Several board members agreed to come and help out on the first few days the cards are available.

The library board does not yet have a copy of the signed contract but needs one so we can ensure that everything is legal.

NEW BUSINESS

EFT (Electronic Funds Transfer) Resolution needed updated as while the library had one, it hadn't been signed since 2016. It was sent around and the board members present all signed it.

Next on the agenda was the Non-Resident Fee Resolution, which has to be done annually. It was decided that the non-resident fee would remain \$75 for a year or \$20 for 3 months. It has been the same since 2013. The vote passed with all ayes, so the fee will remain at \$75 for 2019.

The Director's Evaluation was discussed next with some minor discussion over the need for goals at the end as well as McKaig stating that she liked some of the questions included in it. Everyone on the board had received a copy via email. Who gave the assistant director's evaluation was also discussed.

Thank you's that the library had received were read next. One party donated \$500 for kids' books along with the thank you card, while the Master Gardeners donated \$100 with theirs.

Farnham next brought up tips. The library does not have a policy regarding tips for the staff currently but due to the possibility of tips looking like bribes, the staff aren't supposed to accept a tip. If a patron insists, the tip can be placed in funds as a donation. The board discussed putting out a donation box and Duckwall mentioned adding a donation button to Facebook as well.

The conversation moved back the Director's Evaluation then, with the board wondering when the evaluation needed to be given. Farnham wants to do the staff valuations in May or June. Whether to do 2 or 1 evaluations per year for the director was discussed as well with the board deciding to do the first one in June and go from there. Paul motioned that they do the evaluation in June as proposed, and if they feel a second one is needed, to do one in December. Duckwall seconded this motion and it passed unanimously with all ayes.

The School Board Vacancy was discussed next. Farnham had talked to Sam Watkins about that on how he wanted it done and was waiting to hear back. She also mentioned in her letter to him that she wanted the new board member to be a library user. McKaig also had someone who said she would be willing to be on the board, so if the school wants options and recommendations, there is one. That woman is also a vivacious reader.

Farnham shared that the reports from the Northern Indiana Community Foundation came in and it looked like the library should still get \$5,553 despite a lot of losses.

Paul had a proposal about Sharon Edwards, next. She wanted to suggest that the board name the meeting room on the adult floor after her. It has large glass windows, so wouldn't have to be a stencil, just something. With Paul proposing the meeting room on the adult floor be named after Sharon Edwards and Murphy seconding, the motion carried with all ayes.

Paul also thought that the board should send a letter of thanks to the Board of Works, for the signs. Farnham agreed to write that. Some small discussion over the international signs and their positioning ensued, with everyone happy to have the signs and have them done.

There being no further business, the meeting was adjourned by President McKaig at 7:30 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library