



BOARD MEETING MINUTES:

January 24th, 2019

CALL TO ORDER – Board of Finance

A Board of Finance meeting, of the Peru Public Library, was held on Thursday, January 24th, 2019 at the Peru Public Library. The meeting was called to order at 6:33 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: Austina Reed

GUESTS PRESENT: *Maryann Farnham, director; Michelle Spangler, Assistant Director, and Staff member Lisa Rummel was also present, to take the minutes.*

BUSINESS

Farnham reported which banking institutions the library uses, and that all of them in use are approved through the state board of accounts. The board unanimously voted to continue to using them, with all ayes.

The board of finance meeting portion was adjourned.

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, January 24th, 2019 at the Peru Public Library. The meeting was called to order at 6:34 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *None*

GUESTS PRESENT: *Maryann Farnham, director; Michelle Spangler, Assistant Director, and Staff member Lisa Rummel was also present, to take the minutes.*

ELECTION OF OFFICERS

The nominating committee nominated McKaig for President, Paul for Vice-President, Maggart as Treasurer, and Murphy as Secretary. There were no additional nominations. The nominations presented passed with all ayes and the officers for 2019 were elected.

APPROVAL OF PREVIOUS MINUTES

December Minutes

The December 2018 minutes have been approved by secretary Murphy. The board voted unanimously to accept the minutes as typed.

FINANCIAL STATEMENTS

Edwards had looked over the financials and found them to be in order.

The board discussed the fact that there was only one name on the accounts, and thus only one person able to sign paychecks. It was agreed that sitting president McKaig should be able to sign as well as the treasurer. This way, McKaig, as the president, will be available and approved to sign checks. It was stated that she will have to be added to the **PNC and Beacon accounts**.

Murphy motioned to designate 2019 treasurer Maggart and president McKaig as signees on all accounts. Edwards seconded and the motion passed unanimously.

It was decided that both McKaig and Maggart would be bonded. Farnham will inform both of them when this is scheduled.

Farnham stated that the operating budget is in good standing. The outstanding checks that are 2 years old can be removed in January, as this is the December report, but that she had been waiting until the auditor approved it. However, if the board voted for it to be done now, it could. It was shared that the **SBOA** auditor comes every 2 to 4 years and the last came 2 years ago.

Murphy motioned to accept the financials as presented and Paul seconded. The motion passed with all ayes.

AGENDA

DIRECTOR'S REPORT

Farnham shared that the **SBOA** annual report was finished.

McKaig asked about some of the **2018 statistical** information on student cards and reciprocal users, and Farnham shared that this mistake was corrected immediately. Farnham also clarified why some numbers had dropped last year, before discussing what the different statistics mean and which ones are most important.

Renovations:

1. The lights outside had been fixed. The electrician, Jason Spencer, recommended that they be left on all day long to reduce wear on the wires – and as an additional security feature.
2. The windows are completed. Farnham stated that the paperwork for the grant reimbursement had been submitted.
3. On the lower level work, Graber will give a new estimate – including the door leading downstairs from the lobby. This work will not be started until 2020, due to Graber's schedule.
4. The railings will be done this spring.
5. The international signs will stay on the agenda until they are in place. There is no further action needed on the board's end.

Michelle Spangler was introduced as the new Assistant Director.

OLD (UNFINISHED) BUSINESS

The County Subsidized Card program was the only old business to discuss. The library and county officials had already had their meeting, but Larry West had later shared with McKaig some changes they were wanting to make.

McKaig addressed the issue and shared that Wabash city has the same number of people but gets twice the amount of property taxes for their library. Maggart said he wanted to tell the county to take the contract as written.

McKaig shared further comments:

1. **Student Cards-** Students attending school that live within the taxing district can have all students eligible for cards. This would be Maconaquah and Peru schools. The students would have to bring in their school ID and the cards would be valid only during the school year. Edwards commented on what a mess that would be for the times they don't have a card. McKaig agreed and said that summer is probably when kids would want the card, as well! Sorting out Maconaquah kids who live in each taxing district then adds to the mess. Paul pointed out that it is an option, not a requirement and that the library doesn't have the staff or the books for that. McKaig agreed, stating that if all the students came, the library doesn't have enough of anything to take care of those numbers of patrons. If they were paying, the library could hire more staff to accommodate them. Farnham further pointed out that most staff are part-time, only 2 full-time clerks.
2. **Card Fees-** Maggart said card fees can be set as the board see fit. He feels the board is back to square 1 and needs to just give the county an ultimatum.
3. **Family Card Limit-** Paul stated the county could always make a program that limits the number of cards per family, but that the county would have to administer it and create and run the voucher system. Maggart said that the county doesn't want to handle the administrative work, however.
4. **Other-** It was discussed that the county could try to utilize the school libraries better. Farnham shared that the library had started opening the Summer Reading Program (SRP) to all, regardless of possession of a library card in 2017. Maconaquah stopped their summer reading incentives last year.

The library does not discriminate based on age or size of families, however, so we will not limit cards based on those factors.

It was agreed that the library board needed to send an official response back. Reed said that most pilot programs go 3 to 5 years. McKaig stated that she wants it to go through 2020, at which point the census may change the numbers for the country. Reed didn't want to change any wording or numbers in the pilot version of the program, which is the contract as it has been worded already and had been accepted the previous year, as a better way to judge interest. McKaig read out some information, including a letter from the State Library, that stated **that the library's first interest is to its tax district residents** and that the library should avoid anything that hurts their tax district residents. Paul spoke up on the library being a valuable asset to the community.

There was further discussion regarding all these points and more, such as the lack of value placed on the library. Farnham discussed the budget and the impact funds or a lack of funds would have on in and the library. McKaig asked for a final direction from the board and after some further discussion, Reed brought up that she thought the board had already voted on it. Murphy asked if, now that there's new requests from the county, does the board need to vote again. McKaig asked what the board even

wanted to vote on. Various motion ideas and wordings were discussed at this point, including whether we even need a new motion, as the e-mail from West did not constitute a revision of the contract already discussed and sent to the lawyers and waiting for final votes. Reed thought that legally the library board could be in trouble if they consider it from the county's side and not from the city's side, as the city is the library's tax district. The board agreed on this and the wording for the motion was kept simple, with Reed motioning that we accept the contract as written. Edwards seconded. The vote passed with all ayes, making it unanimous that the library board accepted the contract as written.

Murphy had to leave after the vote, but there was some discussion afterwards regarding the impact of the county's possible votes on the contract. Cost of library cards was also discussed again, with it being pointed out that we are low compared to the surrounding libraries and with Farnham stating that she thinks we're devalued as it's been the same rate since 2013, which then doesn't account for inflation. The possibility of a county wide tax rate was brought up by Duckwall, and the consensus was that if the population changes to make the current contract impossible in 2020, the county will have to consider that. McKaig then explained how it is currently legal for us to have this contract with the county, reading off a lot of the information she had been given regarding it, from the lawyers at the State Library. Currently, the county population fits in a small window where an exception to the law requiring a levy to pay for libraries is allowed, and we are the only county that does. This exception allows existing tax funds to be used to pay for the library. Maggart thought there should be a way to tax homesteads and not farmland, but it was stated that there is not, and having a household fee, like for solid waste, is also not an option.

The ability of the library to cope if a county wide tax levy was created for the library was then discussed. Farnham stated that the improvements would have to start immediately but with a doubled budget, the library could buy more structures and expand. She thought it would only change the board fiscally, and that new board members could be from the county, not just city residents as it is currently. That would have to be checked on, however, and McKaig said that rules of incorporation might have to be checked. With a new taxing district, the library could open branches in the outlying towns – Mexico, Denver, and others, including out at the air base. There could be 2 branches in the south or 1 in the south – whatever was needed. The board did think that if the extra tax funds were spent in that way, the county might feel that they were getting more for their taxes. Duckwall thought the library would still have to work on really educating the public, sharing what all they get with the taxes. Paul agreed and said that people need to realize that the library and its services are not free.

McKaig discussed a former option, from several years ago, to bond and build onto the library. There would have been a different library today if that had happened, but the county had said no as they weren't willing to contribute anything. Paul also explained why the previous contract with the county ended. Various possibilities, implications, and practicalities were discussed, including the possibility for a mobile option that the staff had discussed doing previously but hadn't been able to do due to lack of funds. They all agreed that book delivery would be amazing in the community. If the library had funding, the sky would be the limit for what services could be offered, and Farnham mentioned her idea for a drive-up window even.

NEW BUSINESS

There was no new business.

All items on the agenda being complete, the meeting was adjourned by President McKaig at 8 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
