



BOARD MEETING MINUTES:

July 26, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on July 26, 2018 at the Peru Public Library. The meeting was called to order at 6:35 PM by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *Sharon Edwards, treasurer.*

DIRECTOR PRESENT: *Maryann Farnham*

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

APPROVAL OF PREVIOUS MINUTES

June Minutes

For the June Board Meeting minutes, the following corrections were made: on page 1, Maggart's first name was corrected from "Brian" to "Bryan" under the attendees list and "about" was corrected to "out"; two extra words were removed on page 2, a superfluous "the" and a "had"; on page 3, several words had been mistyped and thus were corrected, and a name added in place of "the guy".

Paul motioned that the board accept the minutes as corrected with Murphy seconding; the motion carried.

FINANCIAL STATEMENTS

Edwards knew she couldn't come to the meeting, so she wrote and signed a statement saying that the financials were in order and had been approved by her. This statement was read by McKaig. Farnham discussed a few points, including clarifying what some sources were, the outstanding checks, what bank accounts now existed, how the transfer of funds out of one and into another showed up in the paper trail, and a few other details.

Farnham also discussed how she is planning to spend the entire budget this year, unlike the previous years, due to the funds from the county providing a cushion that the library didn't have in previous years. Farnham also clarified again that the \$75,000 from the county will probably not be allowed to be included in the library's budget, it is simply in the operating fund and reducing stress.

Paul motioned to approve all the financials and Duckwall seconded that motion. It carried unanimously.

AGENDA

DIRECTOR'S REPORT

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

Farnham informed the board that the 2019 Budget Meeting with DGLF is going to be on Wednesday, September 5th, at 8:15 AM. That is when the library will find out about budgeting the \$75,000 from the county or not.

For the 2019 budget, the library was approved to submit a budget with a 3.4% growth rate.

Farnham discussed programming, both upcoming and past. She gave a brief overview of how the STEM Camp had gone, and reported that while 50 kids signed up for it, only 20-30 showed up each day. She also stated that while those numbers were disappointing, it turned out to be the number that the library could handle, even with multiple volunteers helping. She also shared about the Nick and Tesla Book Club, for kids, that will be starting in August and include a science project at each club, from a Nick and Tesla book. Farnham also stated that she and several members of the staff will be at the Backpack Festival on Saturday.

Farnham gave a report on how the Summer Reading program and Reading Counts programs went, as well. She said that there was a total of 416 kids signed up for the summer reading program, with 196 being residents, 125 being non-residents, and 95 kids not having a card of their own.

On the renovations, Farnham stated that she still needs to call Jay Briner for the lights outside, but that there is some time still before winter when the lights will be needed more than they are now. The library did get the Window Grant from ReDiscover Downtown Peru. It will take 4-6 weeks for Harris to get the windows in after ordering them for us. There will be 5 done in the basement and 5 on the children's floor. The basement office work is depending on what funds are available after all the other work is done. McKaig shared that Sally Keith has the original doors and they have been refinished. She would like to the library to have them back. A time needs to be discussed to arrange for pick up. Their size was unknown, but Farnham hoped that one would fit the lobby hallway door to the basement, to save money there. For the lower level door, she is waiting on funds.

Nothing had happened yet on landscaping. Farnham guessed that the weather was holding them up, but did say that she had talked to them the previous week and that they had said they would come out and spray to kill the weeds in the areas they were landscaping, but they haven't shown up yet. Farnham had expected them earlier in the week, but that hadn't happened. Nothing was signed with them, so there is no contract. Maggart was concerned about the clause about the price they quoted the library only being good for 90 days, but Farnham hoped that the verbal agreement to that price would be enough. The board thought the grass did need to be done by this fall, but there was some discussion on if it was getting too late in the year for the rest of the landscaping. Paul agreed to call the landscaper and talk to him about getting the work done.

The library's parking lot has been restriped.

There had been no new progress made on the international library signs due to a lack of time. Maggart had ideas for where the signs could go and asked if they could be attached to the welcome signs, to which Farnham said no. However, she wasn't sure if they could be placed near the welcome signs or not. The distance to the main roads and to town was also discussed. Reed will work on something to propose in August based on traffic patterns. Farnham reconfirmed to the board that sign locations have to be specific and approved by the Mayor's office.

OLD (UNFINISHED) BUSINESS)

The Employee Handbook and Policy had been tabled at the last meeting. The board did want to discuss how to best get it finished, however, so after McKaig had given out samples of director's evaluations to Maggart and Murphy, Murphy asked if there could be a goal for when to have everything done by, such as the end of the year. Farnham stated she was working on it as fast as she could, but Paul thought December 31st would make a good goal for completion of it still. McKaig again clarified that the part-time staff receive no medical leave, as PTO was one topic of the handbook still under discussion.

Maggart said that if the committees needed to work on the job descriptions that they could. After some more discussion, including what needs to be worked on still – PTO options and Evaluation options, as well as the aforementioned job description – and whether it would be best to have a special meeting or merely committee meetings, which don't require public notice several days beforehand and are thus easier to have.

Maggart made a motion that the administrative and finance committees both meet to come up with options. Job title, job description, and PTO for the administrative committee, and pay scale for the finance committee. Reed seconded this motion and as there was no further discussion, McKaig called for a vote. The motion passed unanimously.

It was decided that that the options gathered by the committees should be due by the September meeting but that the book keeper job description and title should be ready by the August meeting. McKaig is not going to be present at the next meeting, Maggart asked if she could vote by proxy, but McKaig said she couldn't. Reed asked about an independent contractor doing the book keeping for the library instead of an employee as well. Murphy would rather have the book keeper be an employee and be able to do other things as well, as needed. Farnham had no idea what the list of duties would entail, so the administrative committee needed to set up a time to meet with her and discuss everything the new hire would need to do and how many hours would be needed each week.

NEW BUSINESS

Farnham had just received the paperwork for the Commitment to join the *Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1st, 2019 through June 30th, 2010* so while that wasn't in the agenda, it was added into the meeting as new business. This was for the library to get internet access at the cheaper rate and is a written vote. During the voting, the board was given a map of the library districts and contract areas to look at, showing which places have library service and which don't. All signed the commitment in the affirmative.

All business being finished, the meeting was adjourned by President McKaig at 7:59 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
