



BOARD MEETING MINUTES:

June 28, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on June 28th, 2018 at the Peru Public Library. The meeting began at 6:48 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

MEMBERS PRESENT: *Leslie Murphy, Austina Reed, Sharon Edwards, and Anna Jo McKaig.*

MEMBER APOLOGIES: *Bryan Maggart, Melissa Duckwall, and Alison Paul.*

DIRECTOR PRESENT: *Maryann Farnham*

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

APPROVAL OF PREVIOUS MINUTES

May Minutes

For the May Board Meeting minutes, the following corrections were made: on page 1, “correct” was changed to “corrected” and “for” was changed to “were” in the third to final paragraph; on page 2, “the” was changed to “she”, “seem” was added to a sentence, and “to” was added to another sentence, fixing them; on page 4, “sent” was changed to “send”, “different” was corrected to “difference”, “McKaid” was corrected to “McKaig”, and “Wednsay” was corrected to “Wednesday”. A final correction was made on page 4, in the final paragraph. The order of the two halves of the sentence was switched, so that the meaning was clearer.

Reed motioned that the board accept the minutes as corrected and Edwards seconded that motion; it carried unanimously.

FINANCIAL STATEMENTS

Edwards stated that the financials were in order and had been approved by her. Farnham made a few comments and clarified some points then. She pointed out that the \$75,000 from the county had come through and been deposited, informed the board about what Voice is and about a check that had been voided and corrected after being addressed to the wrong person.

Farnham discussed the receipt summary as well. The library had gotten their property tax distribution. It was a bit larger than last year, but Farnham wasn't sure if that meant the library was getting more or if it merely meant more people had paid early than they normally did.

Farnham also pointed out that the portion on outstanding checks is a new official requirement, which will start in July but which she chose to include already.

Murphy motioned to approve the financials and Reed seconded. The motion carried with no “nays”.

AGENDA

DIRECTOR'S REPORT

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

Farnham informed the board that the library is in compliance with the State Standards and that the library had received the June Property Tax Distribution: \$184,970.57 which was a few thousand more than the previous year.

Farnham gave the floor to McKaig for an update on the county card meeting. McKaig shared that the library cannot make copies of driver's licenses and that we shouldn't call patrons either – and that even the county doesn't do that. It is recommended to instead send a letter through the mail. They will be asking for \$100,000 next year, which would provide for 333 more cards than were subsidized this year.

Farnham mentioned that she thought the contract should include that dual property owners can choose which way to get a card – so the library isn't the one to make that decision. She said that the library has already stretched the dual property option and been generous.

Farnham then moved on to the Board Member list and directory. She stated that they had been updated, but Murphy said that she would need a change of address, as she was in the process of moving.

McKaig shared that board member term limits are given in the policies, not as a law, but state that board members are eligible for four (4) consecutive four (4) year terms. Filling in an appointment for a couple of years, in the case of a board member vacating the position before the end of the term, does not count as one of those four (4) terms.

There are new requirements, Farnham shared, that the library is required to submit to the state on a monthly basis, as well as new yearly requirements. The new requirements were implemented to help stop fraud on the local level, Farnham mentioned.

McKaig said that the library has \$75,000 extra now, so maybe the library should hire a part-time book keeper – and that it would be easier to find a part-time book keeper than an assistant director. She thought they should vote on that when they had the full board present, but Murphy asked if that was necessary and when informed that it wasn't, motioned that the board authorize Farnham to hire a part-time bookkeeper. Edwards seconded the motion and it passed unanimously.

Murphy then asked what salary/wage level Farnham was thinking about. Farnham didn't have a precise answer, however.

Farnham said she would probably have a bookkeeper do the payrolls and similar financials as well. She also stated that the position will have to be added to the budget and to the employee handbook.

McKaig didn't think that the library would be able to get an assistant director due to money and the difficulty in attracting them. Farnham said that Michelle Spangler, the children's program coordinator, would be a good assistant director, and could maybe end up doing both.

Farnham then moved on to upcoming programs. STEM camp was coming up, and she shared that they had to limit the registration to 50, due to so much interest in the camp. Poppy making for the staff,

board, and their families or friends was the next day (after the board meeting), and about 20 people were coming to that. Farnham said that they had almost double the number of people in summer reading as they had last year, with 384 kids so far, birth to age 18. With Reading Counts, only about 2-3 kids had used it so far, but one kid had come in multiple times and said he wanted to be in first place with it.

Farnham then informed the board about the renovations. The work outside had been tabled, as had the outdoor lights. McKaig asked about the missing globes from the outdoor lights, and said that Dan Conner from East End was concerned about them missing. Farnham assured her that the globes were waiting to be put back on, and sitting in her office. The electrical work inside had been tabled, and so was the office remodel. Farnham said that the window grant had been submitted, however. She also shared the info regarding the warranty and lift for the windows, saying that both were included in the estimates they had received and discussed at the last meeting. The basement office work was also tabled, and Farnham wanted to wait and see where the library is after the windows and landscaping are done, before doing the office work. The landscaping was supposed to happen at the end of June, but she figured they had been delayed due to all the rain. She also informed the board that they have to wait on the automatic sprinklers (irrigation system) until the landscaper checks where the water source is.

A board member asked how the library could afford to do all this, and Farnham explained that normally the library has to try to stay under budget, but with the \$75,000 from the county, the library doesn't have to worry about that now. Murphy clarified that going over budget on a line item means that the funds are merely appropriated from another section. Farnham did say that the library probably won't be able to appropriate the county funds, as the library doesn't have a contract regarding those funds. The county funds will simply allow the library to be in the clear year round, probably. Farnham discussed how an appropriation from the general fund would work, and said that the extra funds mean the library can spend the entire budget, or can save for buying an additional building. She also shared that the library can get written up if the library doesn't have the money, which depends on if the county gives us the taxes on time and as much as expected.

Farnham discussed the parking lot next. She had gotten an estimate from Hobbs for \$1,200 and will contact him to do the job. The library was currently out of compliance for handicap parking.

There was no new information on the international library signs.

Farnham next discussed the elevator buttons. The grommets around the buttons keep getting broken so Farnham had asked if the company had something sturdier. They replied that to get flat buttons that would be level with the button plate, it would be \$2489 – which isn't worth it. The library has had to replace grommets frequently, but not enough to be worth that much to replace them.

OLD (UNFINISHED) BUSINESS)

There was nothing new to discuss on the old business of the Employee Handbook and Policy, so it was tabled.

NEW BUSINESS

Farnham had only a little new business to discuss. There may have been a couple of books that came in with bed bugs. They were thrown away and the library now has a bed bug triage kit. Staff members Mike Rasor and Sharon Walter had also found a roach in a book – the end of a blunt, not a bug.

The meeting was adjourned by President McKaig at 7:52 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
