



## BOARD MEETING MINUTES:

June 20th, 2019

### **CALL TO ORDER – Board of Trustees**

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, June 20th, 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: *Deb Swihart, Leslie Murphy, Melissa Duckwall, Bryan Maggart, Alison Paul, and Anna Jo McKaig.*

MEMBER APOLOGIES: *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.*

### **APPROVAL OF PREVIOUS MINUTES**

May Minutes

Murphy had approved the minutes and there were no other corrections. The board accepted the minutes with all ayes.

### **FINANCIAL STATEMENTS**

Maggart gave a brief overview of the finances and stated that the county funds that had been transferred over to Beacon were already gaining interest. He thought everything looked good and shared that Farnham was staying on top of paying all the library's bills. There had been a problem with an AT&T bill, where they billed the library more than they should have, but that should be getting fixed. Farnham interjected that they had sent a guy out earlier that day, but he didn't know what he was doing so she had contacted them about that as well.

The June tax disbursement had just come in the day before, so the official listing of that will be on record at the next meeting. Farnham did read off the basic numbers and discussed the drop since the previous year with the board, however.

Maggart said everything looked good, and that he had approved all the financial statements. Murphy motioned, with Paul seconding, to accept all financials as approved by the treasurer. The motion passed with all ayes.

### **AGENDA**

#### **DIRECTOR'S REPORT**

Farnham asked President McKaig to report on how their meeting with the county had gone. McKaig thought it have gone well, with no argument on the price and with the county having the contract in hand already. Mr. Duckwall had asked what procedures would need to be done to make the library a county library, if the public voting process was used. They didn't think it would be a problem with the county's budget.

As of June 11<sup>th</sup>, there had been 383 participants in the Summer Reading Program, with 156 of those living in the county. Spangler interjected that they had run out of book bags just that week, so were at or over 400 participants by now, as that was all the bags they had. Farnham discussed how STEM camp was going that week, as well as how many people had ended up coming to the Science Central Family Fun Fest the day before: about 170.

Next, Farnham needed to appoint a budget committee. She also shared that the DGLF meeting is on August 1<sup>st</sup>, at 8:15 am, as it is one that Maggart, as the treasurer, will need to attend as well. Farnham explained that she doesn't have the growth quotient yet, as that normally comes in early July, and that it is needed before the new budget can be constructed. She then shared some of the normal process of creating each year's budget. The budget committee was then appointed, with Maggart, Paul, and Murphy being on it.

The Sharon Edwards Memorial Room sign is done as well as a few "No smoking" signs on the doors. Farnham also shared the news about the first official Little Free Library grand opening with the board, as that is being done in memory of Sharon Edwards by her kids.

Next, Farnham discussed the renovations. The graffiti took two days to remove and extra powerful stuff, but it is finally off the building. The light in the alleyway is also up, and costs about \$5 a month. She next mentioned that one of the "No skateboarding..." signs is in the basement currently, after coming down earlier in the year, but that she needs to get ahold of someone to put it back up after an incident. Spangler shared the incident and the board decided it was time to get security cameras, for the safety of the staff. There followed a lot of discussion regarding to proceed and what type of limitations there were. Maggart thought they would be worth the money and the whole board agreed that they would be a good insurance policy. Farnham was concerned that they not infringe on the broadband already in place, as that serves the public.

Maggart motioned that the board move proceed and move forward in looking into the purchase of security cameras and have a plan ready by the next meeting. Murphy seconded and the motion passed with all ayes.

A committee of Maggart, McKaig, and Swihart was appointed, with Swihart finding out some of the information from her husband helping with them at their church. Placement of the cameras was then discussed.

Getting the lobby door down to the basement was next discussed, as an additional security feature. It is not scheduled to be done until 2020. Farnham said she will be getting an updated quote from Graber for that and all the other work they need to do soon, but they haven't been able to connect yet. She also stated that she never heard back from the man who said he'd get her an estimate for the broken railings outside the library. The other renovation work that is on hold was then briefly discussed, to bring everyone up to speed.

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

The by-law changes had been received by the board and there were no questions or concerns regarding them. Maggart motioned to accept the by-laws as presented and Swihart seconded. The motion passed with all ayes.

The hotspot policy was next discussed. Paul had looked through it and thought the 3<sup>rd</sup> bullet point on the first page needed to be reworded. That was talked through and the board agreed as the rewording made it clearer that the patron checking out the hotspot was responsible for the use of it and all sites accessed through it. There were several other small corrections as well, including adding a period to the 2<sup>nd</sup> from the bottom bullet point and some capitalization that needed to be corrected.

Paul motioned to accept the hotspot policy as presented and amended and Duckwall seconded. Murphy had one more point for discussion: a sentence that needed clarification in the 2<sup>nd</sup> bullet point from the bottom of the first page. A redundant sentence ended up being removed. McKaig reiterated that the motion is on the floor to accept the hotspot policy as presented and amended that it had been moved and seconded. The board voted and passed the motion with all ayes.

## **NEW BUSINESS**

The re-election of officers was next on the agenda. Duckwall, as the attending member of the nominating committee, presented the following slate of nominations to continue in their positions until June 2020: for president, McKaig; for vice-president, Paul; for treasurer, Maggart; and for secretary, Murphy. There being no further nominations, the board voted unanimously in approval of this slate of officers.

Next was the appointment of committees by Farnham. She gave a brief overview of the three committees and aside from a few requests, let the board volunteer for the committee they preferred. The final appointments were:

- Finance – Maggart and Paul
- Policy and Administration – Murphy and Duckwall
- Building – Swihart and Reed

Farnham informed the board that the State Board of Accounts is requiring a new policy, so that will be coming up to work on at the next meeting.

Although not on the agenda, the board did have several more things they wanted to know about. The maintenance guy was then discussed, including whether someone else should be hired, how materials could be purchased for the needed repairs and work, and so on. After that discussion, Murphy also asked about the evaluations for the staff and the director. Farnham stated that she had two more to write and was hoping to give them to the staff the following week. For the director's evaluation, the board decided to advertise an executive session of the board during which they would take care of the evaluation. The board would use that session to discuss it and compile their ideas and ratings and then give the final evaluation result to Farnham at a later date. It was decided to have a second executive session for that purpose. After some discussion, the board settled on having the executive sessions at 5:30 PM on July 25<sup>th</sup> and August 22<sup>nd</sup>, right before the normal board meetings.

Murphy then asked about an outdoor drop box which lead to some discussion but no general outcome or consensus amongst the board. Maggart clarified when Spangler will be finishing her Master's degree and that she is already the official assistant director.

**There being no further business, the meeting was adjourned by President McKaig at 8:11 PM.**

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

**SECRETARY APPROVAL:**

*(Signature & Date)*

**Peru Public Library**

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