



## BOARD MEETING MINUTES:

March 22, 2018

### CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on March 22, 2018 at the Peru Public Library. The meeting began at 6:35 PM and was presided over by Anny Jo McKaig.

### ATTENDEES

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

MEMBER APOLOGIES: *Austina Reed, Bryan Maggart, and Leslie Murphy, the secretary, were not present.*

DIRECTOR PRESENT: *Maryann Farnham*

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

A quorum was established.

### PUBLIC COMMENTS

Jay Albright, from the Northern Indiana Community Foundation, came to discuss and give the library the check from them. The largest amount of the multiple funds was \$3,888, from the Anna Lee Web Miller book fund. There was also \$363 from the Cole book fund. Book funds must go for books only, but they have been approved to pay for Evergreen, as the library has access to more through there. Adding together the book funds and the funds that aren't designated for anything specific, he had a check for \$6,758 in total.

### APPROVAL OF PREVIOUS MINUTES

February minutes

There were quite a few typos in the minutes from the February meeting. On page 1, Anna Jo McKaig's name was misspelled as "Anny", this was corrected to an "a" at the end. On page 2, "Summer Counts program" was corrected to "Reading Counts program", and again a couple of sentences later from "Summer Counts" to "Reading Counts". Several words were changed: "They're" to "their", "higher" to "faster", and "with" to "when". An extra parenthesis was also removed from a section heading. Two letters had been missed on a couple of words, so "creat" was adjusted "create" and "on" to "one". On page 3, "the" was corrected to "She", referring to McKaig; "worded" was changed to "words"; and there were two instances of "with" that had to be corrected to "wish. Finally, a sentence was struck from the minutes: "Paul suggested saying something about "first come, first read"." There were no corrections on the later pages.

Paul motioned that the minutes be approved as corrected, and Edwards seconded. It was unanimous and the motion passed.

### FINANCIAL STATEMENTS

McKaig stated that the financials had been approved by the treasurer, Edwards. There was still a balance of \$163,349.37. A couple areas were \$1000 over currently, but Farnham clarified that that was typical for the time of the year, as there were several bills that were saved up at the end of the year and paid in January, The library is doing better than last year.

Farnham also clarified two checks – reimbursements for purchased cards, and paying for 112 people to see the movie *A Wrinkle in Time*.

Edwards, the treasurer, had already stated that the financials were in order. Paul motioned for the claims to be approved, Duckwall seconded, and the motion passed unanimously.

## **AGENDA**

### **DIRECTOR'S REPORT**

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

Farnham shared that as of 6:02 pm that day, the library had 156 county subsidized cards left, and that the library had issued over 800 cards in 4 days.

McKaig paused the report to give Farnham the authority to "close or open the library, depending on the weather, as she sees fit". Farnham mentioned wanting to be able to close the library if the county and city closed down. The board also wanted her to be able to if there was an orange or red alert. McKaig pointed out that the library is not a lifesaving company, so safety of workers and patrons comes first. Paul moved that the library director be permitted to decide opening and closing based on inclement weather, Duckwall seconded, and the motion passed unanimously.

Returning to the subject of the county subsidized library cards, Paul clarified that the county has to pay for the immediate quarter, they cannot average it out over the year and pay it in installments.

Farnham said that her research on the Reading Counts program revealed that the Evergreen catalog (OPAC) could be searched or filtered by it. Searching by "reading counts k-2" brought up 6 pages of results, meaning that staff members or the public could easily find books that would count for that program. Most books also give the test number for the book, based on the reading counts program, in the information on the record. The issue is back in Murphy's court now, however, to see if the library can tag onto the school's license for the program. Kids have to login to their account, and while the library couldn't help with that, the staff could help the kids find the test number from the book. The school needs to understand that the library cannot monitor or proctor the tests, so will not be able to make sure the kids don't cheat.

Farnham discussed renovations next, with Paul mentioning that the money from the county for the subsidized cards would give the library money to do the windows that needed replacing – five in the basement and one on the children's floor that leaks. Farnham asked what the board thought about the type of windows purchased; she thought the sun-protection windows that was also one-way glass was a good idea for the offices. The board agreed on that, and it was questioned for the children's floor as well. Farnham asked about glare, while Paul was concerned about being able to see light through them from outside still, at night, as that is more welcoming, as well as if they would distort the view from inside to the outside at all. McKaig thought that the Wabash Carnegie Public Library had them and that it didn't harm the view out of the library at all, just the view in and the glare, which helps to protect the books. The board said it was okay to call out of Peru for the work.

For the outside lights, Farnham said she needs to have Jay Brinner come and look at the issues, the lights, and the wiring, and give an estimate. He would need to replace the wiring, create a circuit, and more. There is too much load on the circuits currently, but LED lights didn't help. The system may simply be too old.

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

Farnham is still working on the employee handbook. Staff evaluations are now done, but policies are not and she wants to rework the personal time off policies and such. Edwards asked how many new people the library now has, and Farnham said two were just hired but that one staff member had also just quit.

## **NEW BUSINESS**

There had been a patron request for information regarding the library's service and support animal policy. Farnham did not have time to write one but did do some research. An emotional support animal is not required by law, the only requirement is to allow service animals – which have to be trained dogs. Farnham doesn't want to allow emotional support animals, due to hygiene concerns, liability, animal safety, and allergies – specifically to cats, and how that would affect working in the same area as one. McKaig thought that if the library is not required by law to allow emotional support animals, then no, the policy should not allow them. Service dogs will be allowed, but not emotional support animals.

This completed the agenda, and McKaig asked if there was anything to add.

Farnham had forgotten to include committee appointments on the agenda, so went through those now. She appointed Paul and Edwards to the Finance Committee; Murphy and Duckwall to the Administrative committee, which was clarified as being policy based stuff; and Maggart and Reed to the building committee. McKaig will be the third board member present for each committee, as is required by the by-laws, as the ex-officiant.

Edwards then mentioned the retirement breakfast, for staff member Terri Hall. They were having a Bon Voyage Breakfast for her at 8 am at the Dutch Café, on Tuesday, March 27<sup>th</sup>. Everyone was welcome, as Edwards made the reservation for 20.

Paul brought up the idea of getting fake logs for the fireplaces, which could be used during storytimes and other events. Plug in ones would be cheap and safe, and it was thought that the logs might be on sale as well.

Paul also stated that Farnham had been discussing the large sign out front, that getting a LED one that could be easily changed would be a good idea. The current sign is so difficult to change that special events are never shown, while electronic ones are easy so advertising for special events on the sign could happen. Farnham and Paul thought they should be investigated. McKaig thought that placing the sign parallel to the road may be easier to read. Farnham thought that a tree may partially block it currently, so merely moving it may help visibility. McKaig wanted to see what an expert would say. Farnham mentioned keeping the old one but adding an electronic one by the driveway, instead of replacing the old one.

Road signs, with the international library symbol on them, were then brought up by Paul and Edwards. Farnham thought that the city would be more likely to put the signs up if the library bought them, and thought they'd be about \$50 apiece. She shared the good news that the library is listed on the re-discover Peru signs, however.

This concluded the agenda and all new business.

The meeting was adjourned by President McKaig at 7:40 PM.

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

**SECRETARY APPROVAL:**

*(Signature & Date)*

**Peru Public Library**

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