



BOARD MEETING MINUTES:

May 24, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on May 24th, 2018 at the Peru Public Library. The meeting began at 6:36 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *Sharon Edwards*

DIRECTOR PRESENT: *Maryann Farnham*

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

APPROVAL OF PREVIOUS MINUTES

April Minutes

For the April Board Meeting minutes, the following corrections were made: on page 2, paragraph 3, the “and” between “Reading Counts” and “that the library has” was struck; in paragraph 5, “with” was corrected to “which”, “received” corrected to “will apply for”, and “\$10,00” was corrected to “\$5,000”; on page 3, paragraph 2, line 12, “heal” was corrected to “health”; a last name had been left space for and was filled in as being Keith on page 3 as well; and finally, on page 4, “of 22” was changed to “above 20”.

Paul motioned to accept the minutes as corrected, Murphy seconded, and the motion carried unanimously.

FINANCIAL STATEMENTS

The financials had been approved by Edwards, the Treasurer, previously, and she had informed President McKaig of this as she was not present for this meeting. Farnham, the library director, gave a brief overview of them. She clarified that the negative balance in the operating fund is normal for this time of year, as more funds will be received in June, which will clear that. Overall, the library is under budget by \$1000 so far this year. She also pointed out that all the summer reading programs were paid for at once. Murphy asked about a couple items, and Farnham stated that the Chemsearch charge is for chemicals in the boiler, that is done bi-annually, and that Baker and Taylor is where we order books from.

Farnham informed the board that the funds from the county for the subsidized cards had been received, but will show up on June’s statement due to the timing of those. It was put under fees and fines in the general operating fund. This amount will allow the library to spend up to the entire budget without fear of repercussions if the taxes received are less than expected.

Murphy motioned that the financial statements and expenses be accepted, Reed seconded, and the motion to approve the financials passed unanimously.

AGENDA

DIRECTOR'S REPORT

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

She informed the board that the library had received the \$75,000 from the county, for the subsidized cards, on May 14th, 2018. 190 people had signed the paper asking for additional cards by the day before, so probably 200 by now.

Farnham also discussed the next meeting with the county, and how they had kicked out 40 names not being able to verify, despite them being obviously in the county still. It was discussed who should do any additional verification. Farnham said that it was upsetting as the contract never said the library would have to verify each person on GIS mapping, and that that is not part of our policy. She and McKaig think the county should be the ones to do that. How the library procedures work normally was also discussed. Maggart mentioned needing to figure out how specific all the info needs to be. Most of the board didn't think the kicked-back 40 names was due to the County blaming the library, but Farnham felt it was. Reed said that documentation is important, and pointed out that it is important to work together instead of having an "us versus them" mentality. The discussion closed with comments about whose job is to verify all that info, again, and whether billable hours or set hours for working on county cards would help at all.

The re-appointment of board members was discussed next, along with when they can be and need to be sworn in. Alison Paul, Leslie Murphy, and Melissa Duckwall were all re-appointed and needed to take the oath, while Maggart and Reed had merely never been sworn in.

Poppy making dates were confirmed and discussed – the board and their families will be able to make poppies on June 29th at 5:30 pm, and it will be open for the public on July 12th from 9 to 11 am. If the public one goes well, it could be held again in the fall. 2000 poppies are needed, but there are only around half of those done so far. The poppies are going to be displayed in memory of Miami County residents who died in World War 1.

Farnham also reported on upcoming programs. She mentioned that there was something going on almost every day in the children's department, and that the library's teen employee is helping with the new teen book club. Finally, she discussed Reading Counts and the link for that. She asked Murphy about the link, and Murphy informed her that the Reading Counts link should be active now, and can be accessed through the side bar and Students page.

Farnham next discussed the renovations. The AC on the children's floor has been having issues. It hadn't worked the day before, but Mike got it working again this morning. However, the library will still get charged for the visit, even though they couldn't figure out what was wrong. The unit had to be opened up in order to turn it off and on again.

The elevator is still having issues as well, so there will be an \$800 charge for that next month.

The lights outside seem to be working. Jay Briner hasn't been reached yet, as they keep playing phone tag.

Farnham was hopeful she would have the application for the window grant done before a meeting the next week. Farnham did, however, have the estimates from Kokomo and Harris for the windows, and a sample from Harris. Harris could match the windows to the front door and was cheaper by \$4,000. After the matching grant, the library would end up paying \$10,695 for the windows from Harris. The bids were for all the basement windows and five (5) windows on the children's floor. The different of \$4,000 was discussed, along with what each place offered by way of warranty. It was clarified that the purpose

in the discussion was to decide if they wanted to go with one of those two options for the windows. It was decided that Farnham needed to check on if a lift was included or not with Harris, and what warranty is offered with both. The board also stated that Farnham has the power to go with Harris, if all things are equal between the two bids, aside from price.

At this point, Maggart and Murphy both stated that they needed to be leaving shortly, so any business that needed votes was conducted next.

OLD (UNFINISHED) BUSINESS)

Due to two board members needing to leave, the meeting skipped from the renovations to the handbook.

Maggart volunteered to look at different increments for a merit-based pay raise policy and procedure, along with Murphy, as they are also in charge of doing the director's evaluation form. Farnham did point out that other libraries do not do merit based pay raises. Farnham preferred looking at the staff evaluations as an either/or scenario, where if an employee has "black marks" against them, they don't get a raise. Maggart clarified the issues of pay raises based on education versus those based on merit. Farnham asked that the employee handbook be accepted minus the PTO for those part time employees who work 30+ hours every week and the evaluations.

Maggart made the motion that the handbook be accepted as she requested – everything except for the PTO and evaluation parts, with Paul seconded. An amendment to the handbook could then be constructed next month for those two areas.

AYE

Melissa Duckwall
Alison Paul
Bryan Maggart
Leslie Murphy
Anna Jo McKaig

NAY

ABSTAIN

Austina Reed

The motion carried, with Edwards not present and Reed abstaining.

Farnham had not gotten to the service animal policy yet, so was going to ask to table it which worked out well due to Maggart and Murphy needing to leave.

NEW BUSINESS

The meeting quickly moved on to the budget committee. Edwards has to be on it due to being the treasurer, and it was decided that the finance committee does the budget.

Maggart and Murphy left at 8:00 pm, but left a quorum of Duckwall, Paul, Reed, and McKaig.

Director's Report, Continued

The meeting returned to the director's report and the renovations, once all major voting issues were completed and Maggart and Murphy had left.

Farnham stated that she had received an estimation and plan from Integrity for the landscaping, and passed around the pictures and information on that. Irrigation is not included in the estimate, but would

only be a few hundred dollars more. Sales tax was included in the estimate, but because the library is exempt from that, the final price could still be close to the same.

Paul wasn't keen on the roses, but Farnham said that the landscaper assured them that the roses were supposed to be low-maintenance, easy, and everything else she had asked them for.

Farnham had also learned that they would charge \$40 a quarter to maintain the lawn. The image they shared of what it could look like involved double seeding it. The library does have some money from the Friends of the Library, about \$1,080.

Farnham stated that the lawn care falls under the maintenance line item in the budget.

PTO, all the landscaping and lawn work, and the budget effects were discussed – and because of full-time people retiring, the library has the funds for all of that and more.

Farnham had not yet gotten a quote for restriping the parking lot.

The metal railings and concrete sides of the entry way also need to redone, probably next year.

Paul asked if there were any objections to the landscaping plan and bid and Reed made a motion that the library accept the quote from Integrity. Duckwall seconded and the motion carried with Maggart and Murphy abstaining due to their absence at this point in the meeting.

International signs and their placement throughout town was discussed next, with Farnham asking for assistance in choosing where the signs go. It was discussed that one should be placed at Business 31 and Main Street, as well as on 19 coming into town, but Farnham stated that any signs placed on state roads need permission from the state.

Reed mentioned that traffic mapping, from INDOT, would be useful in seeing where traffic was heaviest. She agreed to look that up and make a recommendation.

The library needs to buy the signs, choose where to place them, map the placement, and send that to the city so that they can get it approved by the state. This was from the mayor's office via Farnham, from a conversation she had with them. There is a yearly fee, but Farnham was not told anything about that. It was discussed that the difference may be that the library is a public entity while the Circus Hall of Fame, which took down its signs due to the fee, is not, which could be why the fee is not an issue for the library.

County Meeting

When to have the meeting with the county was discussed next. Farnham wants the finance committee there, which includes Edwards as the treasurer and McKaig as the board president, and the director, Farnham, will also be present.

Sandy Chittum, present at the meeting, said that for Ethan, June worked. The previous meeting was in the afternoon, and it was decided that 3-4 pm would also work this time. Paul needed it to be before June 26th, McKaig thought that the week of June 18th would work well, and Farnham stated that June 19th was out. It was decided that Wednesday, June 20th, at 3-4 pm would be best, although it still has to be confirmed with Ethan and Edwards. Farnham thought it should be fine for Edwards, and Chittum said that it should work with Ethan.

Reed made a motion to adjourn the meeting after this was decided, and Paul seconded that motion.

The meeting was adjourned by President McKaig at 8:36 PM

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
