



BOARD MEETING MINUTES:

May 23rd, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, May 23rd, 2019 at the Peru Public Library. The meeting was called to order at 6:35 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *None*

DIRECTOR PRESENT: *Maryann Farnham and Assistant Director, Michelle Spangler, were present.*

GUESTS: *Staff member Lisa Rummel was present, to take the minutes. Newly appointed board member Deb Swihart, who will take office in June, observed.*

The newly appointed board member, Deb Swihart, introduced herself and gave background information, including her love of reading.

APPROVAL OF PREVIOUS MINUTES

April Minutes

Paul acted as secretary pro temp and had already looked over the minutes, made a few corrections, and approved the presented version of the minutes. Paul moved to accept the minutes as presented and Murphy seconded. The motion carried with all ayes.

FINANCIAL STATEMENTS

Maggart presented the financials, stating that he had looked over them and found them to be in order. He had also just signed the check to transfer the funds from the County Subsidized Card Program into the Beacon Credit Union account.

Maggart motioned to approve the financial statements, claims, bank, and deposit statements. Paul seconded and motion carried with all ayes.

AGENDA

DIRECTOR'S REPORT

Farnham gave the director's report next. She opened by telling the board that the library had received the funds from the county for the Subsidized Card Program on the 9th, after submitting the applicant list on the 6th. Everything had been verified. Sandy Chittum had asked for a report, but as McKaig was on vacation during the time, Farnham had gone ahead and send her a full report of how many people were on the list and the demographic.

Next Spangler asked for confirmation of which board members could help with the Science Central program in June. After getting confirmation of four board members who were still willing to help, she reported that she had given out 500 Summer Reading Program events calendars, as well as being almost through the 2000 brochures that had been printed.

Farnham next informed the board that the carrier for the Evergreen Indiana transits, InfoExpress, is increasing in cost this year. Due to the increased volume of transits, they will now be delivering four (4) times a week for an annual cost of \$2,820.

Farnham next talked about something that many libraries are now doing: providing hotspots and thus, internet access, for those who don't otherwise have it. Spangler and Farnham had discussed it with a T-Mobile representative about it already. T-Mobile will provide the library with the hotspots for free if the library gets the \$30 monthly service. There would be no data speed throttling, and the library could set how many devices are allowed to connect to a single hotspot at a time; the representative recommended two, but said it could be up to five. It would not be possible to filter the internet and the library is only legally required to filter the internet within the library building. Murphy interjected with some concern over that point. Farnham then informed the board that while ten hotspot units were recommended for the library's service district size, but she preferred to start with five. There would be no contract, so if they didn't all end up getting used, the library wouldn't have to pay for them. The cost for offering this service would be around \$1,800 a year.

The policy for this service would have to be created, including replacement fees if a hotspot is not returned. Reed asked if there had been any requests by the public for hotspots, and while there hadn't been, Farnham thought that could be because people didn't know they were an option. Maggart then asked where the funds for them would come from, to which Farnham answered that the funds would come out of Non-Print budget. She shared that people come and hang out in the library parking lot after-hours for the internet connection, so hot spots are a needed service. People not bringing the hotspots back is the main problem experienced by other libraries, but Farnham stated that according to them, turning off the hotspots tends to solve that and cause people to return them. They would only check out for seven days, would not be renewable, and the patron would have to be over 18 years old to check one out. Maggart mentioned what would happen if a hotspot was still never returned, as the library would be out the cost for it then. There was some discussion over the lack of filtering as well.

Reed motioned to contract for five hotspots with T-Mobile on a trial basis, for one year, with the restriction that they only be checked out to persons 18 year or older. Paul seconded. Maggart opened the discussion by saying he would prefer the trial period only last 6 months. Duckwall countered, saying that it needs to be tested during times with the schools close due to the weather, thus leading to e-learning days, and that that normally happens more in February.

There being no further discussion, McKaig restated that it had been moved and seconded that we contract with T-Mobile for five hotspots on a trial basis for one year with the restriction that they only be checked out to cardholders 18 years or older.

Aye: Paul, Reed, Duckwall, and McKaig

Nay: Maggart

Abstain: Murphy

The motion passed with a majority. Murphy mentioned that the school is supposed to have several location based hotspots available, but as everyone attested to, those had been defunct for half a year.

McKaig thought a three person committee for the creation of the policy would be good. Paul volunteered to be on the committee and Duckwall and Reed were also appointed. Farnham agreed to look up other libraries' policies and use the best parts of them in the creation of the new policy.

Moving on to other matters, Farnham gave the board a reminder about the changed date for the June meeting. Swihart might not be able to make it, it was discovered.

Farnham next reported that there had been a lot of building issues in the last month, starting off with a fuse going out in the boiler- the cost for which is shown on the claims list. In addition, the winter killed off 13 rosebushes and it was discovered that they weren't covered under warranty as expected and approval for the same company to do the parking lot landscaping had already been given. The dead bushes were replaced and are now warranted. The faucet in the women's bathroom on the first floor had also gone out and due to needing a specialized part, wasn't an easy fix. The needed part is on order and it is hopeful that the repair will be done before June 3rd, which is when the Summer Reading Program starts. The elevator people had also missed their annual safety check, which the fire marshal discovered on his annual check and said he could have used to close down the elevator. Instead, he gave the library ten days to get the inspection done. Farnham gave the elevator people five days and once it was done, there was no fine from the state inspector for it. The fire department had also recently been out to inspect all the fire extinguishers, with all passing. There were lights out all over, however, both inside and outside, and with no maintenance person, Farnham was going to see if her husband could come and take care of some of them. The landscaping company was briefly discussed again at this point. Swihart then asked for clarification over what happens to people with handicaps when the elevator is out, for those who can't use the stairs. Farnham reiterated how much of a pain that situation is for all involved, both the public and the staff.

OLD (UNFINISHED) BUSINESS

Deb Swihart was appointed by the school board for a term of four years, filling the vacancy left by Sharon Edwards.

NEW BUSINESS

Changes to the by-laws of the Board of Trustees of the Peru Public Library were the first new business to be discussed. McKaig gave a brief rundown of why the changes were needed: with the election of officers happening in January but appointments happening in June, there was a gap between the two. The State Library had said that could be changed, so the changes would be presented this month with voting the next month. McKaig then read the proposed changes, reiterating Article VI., Amendments, Section 2: "Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting". The proposed changes were: in Article VIII., Officers, Section 2, that "January" be changed to "June"; and in Section 3 of the same Article, that "December" be changed to "May" in the first sentence, and "January" changed to "June" in the second.

McKaig said she still needed to appoint a nominating committee, but that she can do that anytime. The order of business with the proposed changes was also discussed. It was stated that if all officers were willing, their terms would be extended by six months. McKaig asked Duckwall and Reed to serve on a nominating committee for June and they both agreed. She made sure they knew the current officers

could merely be asked to serve an extra 6 months. She also asked Swihart, who was hesitant due to her lack of experience but did agree to be on the committee.

The wording of Section 9 under the same Article (VIII) was next discussed, to some length. As it was not needed for the election and could not be voted on yet, it was less pertinent. It was eventually decided to reword the first sentence of Section 9 (Article VIII) so that it was as follows: "The Secretary shall record all proceedings of the Board meeting and record all warrants approved by the Treasurer for the payment of money..."

It was then discussed that the State Library recommended that the board look at a portion of policy or a by-law section every month, so that there were no last minute rushes to get a bunch done at once. Farnham interjected that that is de facto what happens currently and McKaig said it would be helpful to do a review so that the board knows for sure what policy they are updating. Maggart shared that the State Library also recommended that community members and staff members be invited to sit in on meetings as well as serving on committees. Paul then pointed out that while the board's meetings are normally required to be open, that they are not required to allow the public to speak, they can merely be told thank you and the meeting moved on. In addition, it was discovered that all committee meetings, unless an executive meeting, should also be open door and thus, publically advertised. Various related details as well as practicalities were then discussed, including whether or not the nominating committees meetings needed to be public. It was decided that they did not need to be, as that was internal business only, and thus did not affect the public. The discussion on various details ended with McKaig and Maggart saying that one of them would try to get the code regarding an executive meeting from the State Library.

The meeting with the county to discuss the Subsidized County Card Program was next discussed, including dates, times, and that the board wanted to invite them to have it at the library this time. It was decided to send a physical letter, asking them to meet to discuss negotiations for the contract. Paul pointed out that all negotiations have to be done by August, so that any funds contracted for can be put into the library's (and the county's) budget. As the meeting to go over the library's budget with Judy Robertson, from DGLF, is in July, that adds a rapidly approaching deadline for the negotiations to try to meet. Some possible dates were discussed, with the availability of meeting rooms at the library being taken into consideration.

Duckwall asked if the meeting room on the second floor of the library had been labeled yet, as the Sharon Edwards Memorial Room, which it had not. It was slated to be done soon, however.

There being no further business, the meeting was adjourned by President McKaig at 8:18 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

_____ **Peru Public Library**