



BOARD MEETING MINUTES:

November 20, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Tuesday, November 20th, 2018 at the Peru Public Library. The meeting began at 5:17 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *None*

DIRECTOR PRESENT: *Maryann Farnham*

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

APPROVAL OF PREVIOUS MINUTES

October Minutes

There were no corrections to the minutes. Paul motioned to accept the minutes as printed and Duckwall seconded. The motion passed with all ayes.

FINANCIAL STATEMENTS

Edwards had not been able to go over all the financials yet but said she would do so once she got back from her trip, and that she would then report on them at the next board meeting. The financial claims could still be accepted, all the other financial reports couldn't be.

Farnham discussed one claim, explaining that it was about the boiler issue that is causing the library to be currently running on only one boiler. She doesn't have a date for the second boiler being fixed.

Maggart motioned to approve the claims with Paul seconding. The motion passed with all ayes. The financial and bank statements will still have to be done at the following meeting.

AGENDA

DIRECTOR'S REPORT

Farnham opened her report by sharing that the library received their approved 2019 budget and it wasn't reduced, which was the first time in years that had happened.

A "no gun sign" is up on the front door, with backups already waiting.

Farnham called a locksmith, but he hadn't shown up yet.

Mr. Fisher had shown up, and she had given him a long list of odd jobs that needed done. He even got Michelle Spangler's office door to shut and lock again – but now the staff bathroom door doesn't lock, due to more settling of the building. Farnham is going to add that to his list.

Maggart had reached out to the county and was informed that any day in the week following this meeting would work for them so the board has to decide what day and he will tell so they can schedule it. Farnham asked if the meeting could be pushed out one more week, to the first full week of December. After dates were discussed for some time, it was decided that December 4th, 5th, or 6th, in the mornings, would work. Maggart would find out if that worked for the county.

On the renovations, Fisher worked on the lights outside some. Farnham is still waiting on windows as something was wrong with the glaze so the company was re-ordering them. The boiler had already been discussed, and everything else on the renovations list is waiting on the company who's supposed to be doing them.

On the international signs, Paul told the board and Farnham what she'd managed to accomplish on the international signs: Ashley, from the mayor's office, thinks that the building committee or the planning committee are the ones that can answer the board's questions. Paul sent an email detailing what they want to do, said that they don't know the regulations, and the like and the mayor was supposed to look over it and then get back to her.

Farnham had nothing else to report, but did say that there would be new business the following month due to juggling budget amounts around then. She had not heard anything from the art club about their file cabinet and stuff, but as it sounded like they wanted to leave the cabinet, she could go ahead and unload the stuff in the cabinet into boxes.

OLD (UNFINISHED) BUSINESS

Maggart shared that he and Murphy had cobbled together a director's evaluation. They will type it up and email it to everyone. He highlighted the main points addressed in it and Farnham requested to see at least the final page so she could be thinking about goals. She has goals, but she want to make sure that her goals are aligned with the board's goals. Maggart wanted each board member to "rate" Farnham, and then to average those ratings for her final "score" in each section. The evaluation was discussed at great length, including what needed to be done in an executive meeting and what could be done in an executive meeting on this topic. Reed asked about where strategic planning fit it, with it being decided that's what the goals are for. She also asked if the board needed to have the lawyer look over the evaluation, since it has to do with employment. The hours on retainer with the lawyer that the library has left was then also discussed. Paul thought that for the sake of trying to get everything properly annotated, filed, and so on, sending them to the lawyer is a one-time investment. Doing so also creates a legal back-up in case of someone getting fired based on something in evaluations. McKaig had found the information on executive meetings and read this aloud at this point. Farnham recommended that the evaluations be sent to the lawyer to look over and comment on, without having to meet in person. It was decided that the director's evaluation would fit under an executive meeting, but that it has to be advertised around forty-eight (48) hours in advance along with the type of meeting and the purpose for it (personal evaluations). Reed pointed out that email conversations are not a good way to decide on policy. So, while email copies will be sent out, the evaluation for the director will only

be discussed in the December board meeting. Murphy wants to have the first evaluation in 2019, maybe June. So, in the December meeting, the board will just be making corrections and discussing the evaluation. They will then send it to the lawyer once they have it all assembled how they want it. As the staff evaluations have not been checked by the lawyer either, those could be sent at the same time. As official staff evaluations were not going to be done immediately, they will have been checked for any legal issues by the time they are official and done.

Reed motioned that in December the board go over the director's evaluation and have the lawyer go over it before July so it can be given in July. _____ seconded. The motion passed unanimously.

NEW BUSINESS

There was no new business, although the county meeting and the date and time for it was discussed a bit further at this point. Farnham also discussed the staff Christmas party briefly and extended an invitation to the board to join the staff at it.

There being no further business, meeting was adjourned by President McKaig at 6:02 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
