



## BOARD MEETING MINUTES:

October 25, 2018

### CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on October 25th, 2018 at the Peru Public Library. The meeting began at 6:38 PM and was presided over by President Anna Jo McKaig.

### ATTENDEES

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

MEMBER APOLOGIES: *Leslie Murphy*

DIRECTOR PRESENT: *Maryann Farnham*

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

### 2019 BUDGET ADOPTION

As there had been no remonstratives against the budget and the proposed 2019 budget had been publicized, a vote could be taken in writing on the official form using either “yay”, “nay”, or “abstain.” The board unanimously agreed to adopt the 2019 budget of \$460,995.

### SPECIAL BUSINESS

As Murphy was absent at this meeting, McKaig appointed Maggart as the secretary for this board meeting.

### APPROVAL OF PREVIOUS MINUTES

September Minutes

There were some corrections made to the minutes of the previous meeting. On page 3, “eco” was changed to “info” and on page 1, “that” was corrected to “what”. There were more major corrections to page 1 as well, as some important details had been lost. Under the final paragraph of “Special Business”, “and the emergency procedures to the administrative committee” was added immediately after “building committee” and before “to be reported...”.

The September Board of Trustee minutes stand as corrected and were approved unanimously.

### FINANCIAL STATEMENTS

Edwards stated that the financials were in order and had been reviewed and approved by her. Farnham pointed out that the library was still under budget, which is unusual at this time of year.

Paul motioned to approve the financial statements, approval of claims, bank and deposit statements as written with Maggart seconding.

### AGENDA

## DIRECTOR'S REPORT

The library director, Farnham, shared that ProQuest will no longer do the microfilming for the library. The State Library can do it instead, for cheaper, but the quality isn't as high. The State Library can go digital, but due to copyright, can't make anything digital public. Microfilm is still counted as a single copy and is thus allowed. ProQuest cost about \$1000 a month, and the State Library will be vastly cheaper than that.

The date for the County and Library meeting still needs to be set, but November 15<sup>th</sup> or 16<sup>th</sup> is being looked at. The November Board Meeting was rescheduled for 5:15 pm on Tuesday, November 20<sup>th</sup>, as the original date fell on Thanksgiving Day. The December meeting will fall on December 27<sup>th</sup>. After some discussion, it was decided that the original date and time worked best in December. The December Board meeting did not change.

On the renovations, Farnham said that she was still waiting to hear about an estimate for the lights inside and out. The inside lights shouldn't be bad, cost wise, and there was no way to know yet on the outside lights. In the basement, Farnham had looked up Graber's old estimate, which was \$4,054 for just the one new door, due to it needing to be put in through a load bearing door. The board gave her permission to talk with him and go ahead and schedule that. It was discussed whether or not the board's blanket motion for the director to be able to agree to have work done without explicit board approval first was still in effect.

Edwards may have found someone to do maintenance for the library, a man named Sherman Fisher. Farnham was hoping he could then do all the interior work like painting, and that he would be cheaper to pay to do that than Graber would be. The interior work could include things like dry walling and painting. Briner should do all the lights in that room, the possible future office, at the same time as all the other electrical work.

On the other work, Farnham was still waiting. Sally Keith, who had some old library doors, needs to measure the doors to see if any would fit the doorway from the lobby to the basement. Farnham had been told it would cost \$2,990 to put a door in that doorway, as it isn't a standard size. That estimate was from Graber. Once a door was up, that basement hallway could be used for storage and a safer place to be during any emergencies.

Farnham next discussed the international signs. She had driven around town and noticed how many signs there already are, and wondered if the library signs would get lost in the visual noise. Locations were again discussed and finally Paul asked if the board and the library should kick it back to the building zone committee and see what is legal; Reed agreed. Farnham asked if they were even needed, as many people use GPS now. Reed pointed out that it is what the signs symbolize that is important. Therefore, the library needs to kick the issue back out to someone who can advise the library, including about if the library can use the same posts as another sign and piggy back with what is already in place. Who to contact to tell the library where signs can be put, not just where they can't be placed, was then discussed. The street department would be the one to put up the signs for us, so maybe them or the sign department. Paul volunteered to talk to someone about this. Locations were again discussed, as were if Peru has hospital signs and if library signs could go in the same location as those then. It was decided that that would be perfect placement, but Paul did say that hospitals may have different rules about their signs.

Finally, Farnham stated that she had someone looking at the cast iron railings outside the library that very day, and after talking to him, he will give her an estimate for rewelding and painting them.

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

Under old business, Paul brought up the locksmith and some of the library doors not locking. Farnham wasn't sure if it wasn't a waste of time, as the building is continually shifting so the door locks will always end up out of alignment eventually. In addition, one door had been fixed so much that the entire door frame may end up having to be replaced. Electrical locks were briefly discussed at this point. Paul motioned that the library have a locksmith come and appraise the locks on the doors with Maggart seconding. The motion carried with all ayes.

Paul mentioned that the art club was going to arrange for someone to come and get the old file cabinet and so, it will be taken care of. Farnham offered the use the library's dolly for that as well. Paul brought up that if the art club didn't want the cabinet, just the stuff in it, maybe the library could use the file cabinet. Farnham agreed that the library could, if the art club didn't want it. There is no need for them to move the whole thing. Edwards and McKaig thought the art club probably didn't have any need for the cabinet, but will talk to them for the library about it.

### **NEW BUSINESS**

The QPH Maintenance Agreement had to be approved, with a slight increase in the QPH expense. Edwards motioned to accept it, Duckwall seconded, and with no further discussion being brought up, it went to a vote. The motion carried with all ayes.

The staff Christmas party is being held on December 5<sup>th</sup> at 6 pm, with the board being invited to come to it as well. The party is being held at the Dutch Café. There has to be at least 30 people coming, but an exact amount probably isn't needed. Every other place was already booked. Paul said she would definitely come, Maggart said maybe.

There was no news on the camera and security system issue. Reed said she was wondering if the insurance company couldn't weigh in and advise on those policies, and said that at her business, they even to trainings and the like, as it helps with liability issues. McKaig advised that Farnham should see what other libraries are doing when at the state level meeting that was coming up soon. Reed thought that insurance premiums may change based on what we do and Maggart thought the library should just ask ADT to come and look. Fire alarms were also discussed, as was the lack of any fire alarm monitoring system. Reed said that the board may be at the point where, as the board and needing to protect the public, they need to document the building's deficiencies. They may not be able to fix everything, but documenting that may be needed for liability. Paul agreed with Reed, and thought the library needed to have an in-depth look at what the building can or cannot do, and then what can be done to fix the issues. She also thought the library needed to talk to professionals and see what recommendations they would have. Details, practicalities, and effectiveness for the issues the library actually has were discussed, but the board agreed that having a company come out and give rated recommendations was a good idea.

Paul asked about the "no guns allowed" sign with where to get them being briefly discussed by the board. Farnham said that nothing had happened with them yet but that they were on her list. McKaig

mentioned that despite having that in our policy, we have no recourse if anyone does bring a gun into the library, due to state law.

Maggart asked about how to go about with the creation and implementation of the director's evaluation. He asked if the board wanted to discuss it without the director being present but Edwards said to just do it at the normal meeting. So, at the next meeting, the director's evaluation will be discussed so that the first, non-official one can be given in November or around there. Types of evaluations were discussed, and it was decided easily that it needed to be discussion based.

The board spend some time discussing various issues such as parking space available for the library, purchasing another building, and a recent issue with a Lifeline visitation and if something needed to be done about that – Farnham pointed out that we have very few issues with visitations normally, and so until it became more of an issue, nothing she hadn't already done really needed to happen. If more issues with visitations occur, Farnham said she can and will just temporarily or permanently ban them, if needed. Visitations were discussed a bit further, but as there was no further business on the agenda, McKaig adjourned the meeting.

**The meeting was adjourned by President McKaig at 7:52 PM.**

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

**SECRETARY APPROVAL:**

*(Maggart)*

**Peru Public Library**

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