



BOARD MEETING MINUTES:

October 24th, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, October 24th, 2019 at the Peru Public Library. The meeting was called to order at 6:34 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

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

MEMBER APOLOGIES: *Leslie Murphy and Deb Swihart.*

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

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

Due to the absence of the secretary, Leslie Murphy, Melissa Duckwall was appointed as acting secretary for the meeting. Public comments by a staff member were removed from the agenda, as per the staff member's request.

2020 BUDGET ADOPTION

There were no remonstrative so the 2020 budget was presented for approval. The board voted unanimously to adopt the 2020 budget as presented.

APPROVAL OF PREVIOUS MINUTES

September Minutes

The secretary, Murphy, had edited the minutes but there was one further correction to be made: Reed needed to be added to the list of present board members, and removed from the absent list. Reed also asked about the final paragraph, as she had some concerns about it being included. McKaig agreed that it should not be in there, as one of the issues discussed in the Code of Ethics is that the staff is the director's issue. Despite the concerns, it was decided to leave the final paragraph as it was for now.

Reed motioned to accept the minutes as corrected, with Paul seconding. They were accepted with all ayes.

FINANCIAL STATEMENTS

Maggart, the treasurer, reported that he'd looked over the financials and that the library was staying on target with the budget. Farnham did note that there was one check that had been corrected and reissued, as that showed up on the financials.

Paul motioned to accept the financials with Duckwall seconding. The motion passed with all ayes.

AGENDA

DIRECTOR'S REPORT

Farnham reported that the additional appropriation did go through and ended up being super easy. She has contacted Tish Soldi, the Clerk-Treasurer for the city of Peru, to sign it, but hasn't heard back from her yet. Farnham will keep contacting her periodically to check on its status.

On the QPH yearly maintenance, the cost will be increasing \$2,258.79 this next year. The carpets had been cleaned over the holiday, and scotch guarded, so they are looking better. Farnham also reported that the check for the corrected phone bill had come in finally and the monthly bill was now correct as well.

Paul reported on the parking lot. She and Swihart had re-measured and updated Swihart's to-scale drawing of the parking lot. Paul had talked to Ashley and the parking lot restriping does not need to be approved, the library simply must have the 5 foot signs in front of the handicap parking spots. Paul gave the plan to Farnham who passed it on to Mr. Hobbs who will hopefully be coming in to do the work soon. The signs had already arrived. People do park in the non-parking space left by the sidewalk and handicapped parking spaces, so it probably needs to have the "no parking" stripes added. Farnham will take care of that, as no motion is needed, simply ensuring Mr. Hobbs knows to do that as well.

Next, the board was reminded of the upcoming meeting dates that had been changed. November and December's meetings were both being held one week earlier than normal, due to the holidays.

Most renovations on the agenda are on hold, but Steve, the maintenance man, had been in and would be coming back in soon to do more work on the lights.

Farnham did have an additional note that the typical week survey was happening. This information is needed for the Indiana State Library Annual Report.

The library has been busy, especially with the loss of some of the local businesses such as the video store, meaning people have to get DVDs from the library now. McKaig stated that she'd observed a typical Friday in the parking lot, as well as taking the chance to talk to people and get their opinions on the drop box. She now isn't sure a drive-up drop box would survive a week. She acknowledged that sometimes things simply don't work out. She had started to ask the patrons about an internal drop box, and got a resounding yes on that. Based on her observations, McKaig would like the board to reconsider the location of the drop box, due to neither end of the parking lot being safe. Plus, putting it at the end of the parking lot did cut down on another parking space. Despite wanting a drive-up box, McKaig said it would end up being just too expensive. However, she wanted to wait for the full board to be present before any further decisions were made.

Another additional note was that the library was going to collaborate with the women's suffragist group, with a movie showing on November 6th for Second Saturday, and a book chat as well as coming to do something smaller with the American Girl club.

Spangler shared some good news as well: the pumpkin decorating contest had started, and not only did the newspaper come and do an article on it, but it blew up online. With the self-promotion efforts of a couple of the adults connected to two entries, it had been shared all over the county plus neighboring counties. 41,097 have viewed the post, with 4,169 engagements, and people have been sharing it with their libraries, including one in California and another in Tennessee. At this time, the winning post had 782 likes. The library had made it over 2000 page follows during this event as well. A local business

had volunteered to donate gift cards for all 8 contest participants. Voting goes to the day before Halloween with the winners being announced on Halloween.

Finally, Farnham discussed an email with the board, that she'd received from OverDrive – which is what the library uses for our digital library. The email was regarding e-books, as one of the publishers is changing how they sell e-books. They are limiting how many copies can be purchased by the consortium, not just by a library, and then doubling the cost for any additional copies that they allow to be purchased after the probationary period. Farnham said to expect the digital library fee to go up, in order to compensate for that. Currently, we pay \$3,000 for that, but we also “purchase” a copy of an e-book currently, instead of having to continually pay more for copies when a lease expires, which would happen. The board did bring up whether or not the non-resident fee would have to go up if all of this happens, but that is an issue for later.

OLD (UNFINISHED) BUSINESS

First on the agenda under old business was the Code of Ethics for the library board. Everyone had read it so the board members present would sign it now, while the two absent members would sign it later. Paul and McKaig also talked over the parts of the Code of Ethics that had been violated last meeting and commented on in the minutes.

Paul next reported on Cottage Watchman. She had contacted them and a representative came out on the 11th for three hours. She went over the building with him and Farnham minutely, as he recommended where to place cameras and where priority locations should be. He recommended starting with what the library could afford and adding cameras as needed and able. Paul talked the board through where he recommended placing cameras, with Farnham's assistance. If the board wanted to start with the basics, it could be cameras facing the two main desks and the doors. The representative recommended the meeting rooms too, but 10-11 cameras were the recommended minimum – with 20-24 being the total needed. Due to building costs, it will run approximately \$1000 per camera, but could end up being more. The cameras would be accessible via the web and on phones, but would not use bandwidth and would record to DVR. The rep. was very sensitive to respecting the historic integrity and beauty of the building. The system could be programmed to turn on and off at certain times. This company also sells security systems – fire, water, etc. They do several libraries, the Wabash jail, and the new Miami County YMCA. In summary, it could run \$15,000-20,000 for a 10-11 camera system, although Paul thought it could end up being less. She thought it was a professional, easy to work with company and system, and that going this route would mean that knowledge of the camera system wasn't tied to the staff or the board members who put them in.

Maggart thought that \$15,000 is a great investment for the safety of the staff, the public, and the building. The actual monitoring of the system would be less than \$50 a month, with no minimum time frame contract. They are not scheduling any work until 2020. The board and director were in agreement that a camera in the basement to watch the elevator access could be a good addition to the list the rep. gave them.

Reed asked if this would trigger RFP (request for proposal). Farnham didn't think so, but would check on it.

The board was comfortable with all the recommended areas, but did want to add the basement location to the list of camera placements. Cottage Watchman will get the library their proposal and board can

vote on it then. Finally, it was discussed that the video can be set to stay on the DVR for any length we like, including several months possibly; that the cameras could be set to be motion activated; and how funding the system would work. The starting cost is the only real concern, but with further additional appropriations, that shouldn't be an issue.

NEW BUSINESS

Farnham discussed the 9.3% increase in health insurance costs this year, and walked the board through all the information regarding that. She stated that Edwards always approved it if it wasn't a huge increase. Farnham made a comparison chart this year, and the library has more than enough budgeted for it. Compared to 50%, which the increase has been before, a 9% increase isn't bad at all. Due to the amount being covered in the budget, the board doesn't need to vote on it. Farnham did note that she doesn't decrease the budgeted amount just in case another full-time staff is ever added.

There being no further business on the agenda, the meeting was adjourned by President McKaig at 7:47 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
