



BOARD MEETING MINUTES:

September 26, 2019

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, September 26th, 2019 at the Peru Public Library. The meeting was called to order at 6:33 PM and was presided over by President Anna Jo McKaig.

ATTENDEES

MEMBERS PRESENT: *Alison Paul, Deb Swihart, Melissa Duckwall, Leslie Murphy, Bryan Maggart, 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 also present, to take the minutes.*

2020 BUDGET HEARING

The 2020 budget hearing was held at 6:33 PM. No members of the public were present for it so as there were no remonstrative, the first hearing passed. The final hearing and approval of the 2020 Budget will be held at the next Board Meeting, in October. The September board of trustees meeting then started, at 6:34 PM.

APPROVAL OF PREVIOUS MINUTES

August Minutes

Murphy had edited the minutes already, but Swihart did note one correction to the minutes: during the conversation about the parking lot, it should have said that only one handicapped parking space is needed. The minutes were accepted as corrected.

FINANCIAL STATEMENTS

Maggart, the treasurer, reported that everything looked good on the financials. He stated that Farnham would be discussing the additional appropriation during the director's report. Paul did ask if the library was still in the deficit, which it is. However, it is mostly in the red in the Repair and Maintenance fund, which the additional appropriation will take care of, Farnham answered. Farnham also shared that the messed up phone bill is finally getting fixed. The refund should be coming shortly, but hasn't yet.

The board voted unanimously to accept the financials.

AGENDA

DIRECTOR'S REPORT

Farnham started her report by telling the board that the library had received a bequeath from a long-time library patron, Roberta Sprinkle, of \$480. Farnham had already sent out the thank-you notes for that.

Farnham then asked if, for the additional appropriation meeting on October 7th, if the finance board could come along.

On the topic of the parking lot, Paul shared that she and Swihart had done some research after they realized last month that the library has no handicap van parking. She had talked to the lady in charge of ADA at the courthouse, who also double checked with others as well then. Paul passed out the information she'd found to everyone. While the library is only required to have one handicap parking spot, it is supposed to be a van spot. Paul talked the board through what a handicap van parking spot includes, as well as what would have to be changed to create it. Paul thinks that, due to legality, fixing that issue first is the right thing to do, rather than waiting to do it after or even at the same time as the drop box, which Murphy brought up. Paul next listed the various options for creating the handicap van parking spot, including Swihart's idea of having straight parking spots versus slanted. Paul also discussed why the van parking then derails the previous idea for the drop box, as well as the need for signs to designate the handicapped parking space(s). However, Swihart explained her thought on how that could still be a possibility. Following this debriefing, further discussion on how to read the regulations, what they mean practically for the library, and what the board wanted to do with the information was discussed. Farnham requested that Ashley, the ADA compliance officer with City Hall, approve the design for the handicap parking, to ensure it is within compliance, and that a diagram is created for Andy Hobbs, who will be doing the new striping on the lot.

The discussion moved on the drop box at this point. Due to the difficulties people have making the angles in the parking lot currently, straight parking spaces are not an option even though they would – on paper – allow for a drive-up drop box. Putting the drop box where the current bike rack is was another option, but due to the entry being so close, it isn't a safe option. There was further discussion by the board over potential locations. It was determined that the library should check on liability for wherever the drop box is located, as insurance may pay for only the first wreck if it is in an accident-prone location. Farnham did mention that the current bike rack needs replaced regardless, due to age and wear on it. McKaig agreed with Farnham that whatever plan for both the drop box and the parking spaces is chosen, it needs to be checked for legality and ADA compliance. While the board was agreed that the handicapped van parking space should be created by taking the three nearest-to-the-building spaces and turning the middle one into a shared access aisle, there was still some debate over the preferred position for the drop box. Finally, a poll of the board members was taken.

Back: Paul, Swihart, Murphy, and McKaig

Front: Maggart

Abstained: Duckwall, and Reed

Having the drop box in the back of the parking lot was thus decided upon. Reed did point out, however, that once they hear from the city on the ADA compliance issues and the like, the location of the drop box may have to be revisited.

Paul then asked for information on book drops. Farnham shared what she'd found which started a discussion on the types of carts that were needed for it. It was declared that it would be the director's choice on if the drop box is locked during business hours and what carts are used to empty it. Farnham clarified that people often drop things in the box and then immediately go inside to check out more items. Paul wanted it to be clear that it will be up the director on there being a policy regarding people having to allow 24 hours (and more over weekends and holidays) for items to "clear" the drop box and be checked in. For everything needed for the drop box, it would cost over \$7,000. 3 On the renovations,

Farnham reported that they have the lightbulbs and those will be installed soon. Repairs to the outdoor railings were also completed. Swihart then mentioned that she had a Dutch door that would fit in the lower level doorway, so if the original front doors never end up being moved back, that would be an option and also help bring the cost down.

OLD (UNFINISHED) BUSINESS

Budget Adoption is set for the next board meeting, on October 24th, so at least 4 board members are required to be in attendance. Swihart and Maggart will both not be there, but 5 members will be, establishing the quorum.

NEW BUSINESS

First for new business was the Library Trustee Code of Ethics. This is required and McKaig passed an example out to all the board members. As that example also matches what the State Library provides, they can probably accept it without too many changes except for a few updates, including the library's name. Each board member will also have to sign it. The library staff will prep the final document.

The board next decided to move both the November and December meetings forward by one week, so that the November meeting is on November, 21st and the December meeting is on December 19th. The times remained the same.

Finally, Paul shared some information concerning a camera security system. The Cottage Watchman is a company located in Pierceton, Indiana. They apparently work with the Peru YMCA on their security. Their system can also work on phones and is around \$1000 per camera with the ability to add more cameras later as desired. Paul suggested that that the library have someone from there come in and look around to see what spots they would recommend for camera placements and whether wireless or wired cameras would be needed. There would be no charge for that. They would be responsible for all set-up and installation to ensure that any future additions work on the system. Maggart asked if there was a monthly charge. Paul said that there could be, as their services are customizable. Wabash uses it for fire safety, so they do have a monthly charge. Paul is going to call and arrange a time with Farnham that works for Cottage Watchman to come out. Once cameras are installed, signage would be needed.

Bandwidth was discussed, as Farnham was concerned about a wireless system using too much of it. As everything from the computer lab, to the phones, to the ILS, currently run using the internet and the library is already at the maximum amount we can have with the e-rate, that could cause an issue.

Paul brought up a concern regarding storytime and how certain things were handled. Maggart asked if this is being noted for employee evaluations. Farnham is taking care of the issue.

There being no further business on the agenda, the meeting was adjourned by President McKaig at 8:06 PM.

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

SECRETARY APPROVAL:

(Signature & Date) _____

