



BOARD MEETING MINUTES:

December 17th, 2020

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting of the Peru Public Library was held on Thursday, December 17, 2020, via Zoom. The meeting was called to order at 6:32 PM and was presided over by President Alison Paul.

ATTENDEES

MEMBERS PRESENT: *Regine Brindle, Bryan Maggart, Leslie Murphy, Deb Swihart, Austina Reed, and Alison Paul.*

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.*

APPROVAL OF OLD MINUTES

October Minutes

Maggart motioned to accept the October minutes and Swihart seconded. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; and Swihart, aye. The motion passed and the October minute were accepted.

FINANCIAL STATEMENTS

The treasurer, Swihart, had looked over the financials from October and found everything to be in order.

In the claims, Swihart asked about the legal expenses. Paul responded that a personal property issue regarding a dual property owner had used some of the retainer fees. Issues with letters and other issues this summer accounted for the other fees. All of the questions regarding the statue required the lawyer's time and work. Maggart asked a few more questions and Paul answered, with Farnham stating that she had the invoices if anyone wanted to see those. Maggart said he would, claiming that the lawyer hadn't been working for him. Paul stated that the lawyer didn't work for him or an individual on the board, but for the board as a whole. Swihart said she was just questioning why they had to have so much work with the lawyer. Paul replied that there were ethical issues she contacted the lawyer about, issues about letters, and so on. The board by-laws state that the lawyer can only be contacted by the board president. So, the costs were for asking all of these questions. Maggart then asked if there were any in-person meetings. Paul said there was an hour long in-person meeting, in addition to several letters, research on several issues, etc. The use of phones during a public matter was a separate issue that Paul researched herself. Maggart again asked about the lawyer and the open door policy and Robert's Rules of Order. Reed asked if it was about Sunshine laws. Paul stated that she contacted the State Library and they recommended we talk to the library lawyer regarding our board by-laws.

Paul asked if the board was ready for the motion to accept the claims. Swihart asked if she could ask questions about the bills when signing them or not. Maggart said he always had. Farnham added that she can always save something for a board meeting as well. Swihart asked about stuff happening behind the scenes, that the rest of the board doesn't see, to which Paul emphatically stated no.

There being no further questions regarding the claims, Swihart motioned to accept the claims, bank and deposit statements, and Reed seconded. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. All financials, claims, and statements from October were accepted.

APPROVAL OF PREVIOUS MINUTES

November minutes

There being no quorum at the November meeting, it was opened and closed. Paul motioned to accept the minutes of the November meeting and Maggart seconded. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. The motion passed and the minutes were accepted.

FINANCIAL STATEMENTS

Farnham wanted to talk about December claims beyond what was on the sheet. Screen sharing wasn't working, however, so she read off the full list. Several staff hadn't deposited checks, so hopefully she'll be able to take those off the outstanding checks list. Checks have been written so Deb can sign them tomorrow, even if not going out immediately. Cottage Watchman is another check that will be signed and sent out, if approved. Bonuses went out in the December 7th check. Farnham will write hers tomorrow. There were no further questions about the deposit statements from November, and Swihart said everything balanced.

Maggart motioned to accept the claims, bank and deposit statements for November with Brindle seconding. The vote was as follows: The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. The motion passed, and all financials were approved.

ANNOUNCEMENTS

The library had donated 50 books, 50 toys, and 50 book bags to the Villages foster care event in Kokomo, so they talked us up to all the Peru people that came to it.

AGENDA

DIRECTOR'S REPORT

Farnham first gave her 2020 year in review, highlighting the accomplishments of the library – even during the pandemic. These included: staying open and operating during the pandemic, since May. Providing free Wi-Fi, with people using it inside and outside. People thus being able to use Zoom and other conferencing tools here at the library. Patrons still coming in, with DVD and magazine circulations going strong. Business services also went well. The staff have also been encouraging patrons to use our digital services. The library has been engaging patrons using different methods, including the take and go kits and the recorded programs. The annual pumpkin decorating contest still happened – here Paul added that her family in Scotland even voted in that – and there was a new recorded program, The 12 Days of Grinchmas. The summer reading program went for 7 weeks, despite not having to have one this year according to the state. There have also been weekly Kahoot quizzes, and the library hosted its first Zoom public meeting earlier in the week.

Farnham then moved onto the rest of her report. The 2021 Budget was approved. The paper for the Employee Health Insurance was in the back of the board packets and it is in the budget so is automatically approved. The contract with Barada Associates to do background checks on all future employees will need to be approved under new business. This will include a standard criminal background check and a Child Protective Services check. It will cost \$50 per person to run these

checks. The QPH estimate for preventative maintenance is in the November packet. It is the same amount as previously, so Farnham had them go ahead and start. The Staff Christmas Party was cancelled. Farnham had purchased some gift cards for the staff using funds from the Friends of the Library. Cottage Watchman is in old business, so there is nothing else in the renovation department to discuss.

OLD (UNFINISHED) BUSINESS

Paul was contacted in October by Cottage Watchman and brought up to date with their business. They are changing some equipment and now using a different supplier. Cameras are cheaper but with higher resolution, so they sent a new proposal. Swihart asked about the locations for the cameras. This was discussed, as last time they had sent two plans: the gold standard and one where the library chooses its priorities and can add on cameras. Swihart also asked if 16 channels means 16 cameras. Paul said she assumed so. Swihart then asked about funding. Farnham replied that it would be using the excess funds in operating, banking on getting the tax distribution next week. This is possible due to saving so much money with less staff time and not having programs. This is not expected to go over budget. There should thus also be enough to cover repair and maintenance. Paul commented that the library board has been talking about this for a while and has the funds to do it this year. Reed asked if the cost would trigger anything like a competitive bid. Paul said it wouldn't as she thinks it has to be over \$50,000 for that to happen. Maggart asked about disbursement amounts, and transferring extra funds to LIRF or Rainy Day. Farnham said she hoped to transfer anything left to Rainy Day. She has no idea whether the tax disbursement will be high or low. If low, the checks can be voided. Still, Farnham thinks the library can fund the cameras. Swihart did some math and thinks it all fits in the extra left at this point in the budget. The board seemed to agree that it was good to get it done now. Paul motioned to accept the Cottage Watchman's proposal and Maggart seconded. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. The motion passed unanimously.

NEW BUSINESS

First under new business was the Criminal History Background Check policy. It will be inserted into the employee handbook. There are several things in the handbook that need revised, but this will simply be added in. Farnham gave a summary of what it was and said that the Wabash library uses the company and they charge by the check, so there is no set cost. Paul motioned to accept the criminal history background check and Brindle seconded. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. The motion passed and the proposal was accepted.

Next, Farnham said she would like to send her edits to the Employee Handbook to a committee before presenting it to the board, which means a committee must be formed. Reed volunteered to be on the committee and Maggart agreed to be on it as well.

The cost of living increase for the staff (of 1%) is in the budget so is covered and will happen.

The transfer of funds from Operating to Unemployment is within our budget so just needs to be approved. Paul motioned to transfer \$650 from Operating to Unemployment with Reed seconding. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. The motion passed unanimously. The transfer of funds from operating to LIRF was also discussed at this time, and the amount was also within the budget. Paul motioned to transfer \$4,000 from Operating to

LIRF and Swihart seconded this. The vote was as follows: Brindle, aye; Maggart, aye; Murphy, aye; Paul, aye; Reed, aye; Swihart, aye. The motion passed.

Paul asked if there was any other new business. She liked the idea to increase the number of city residents who have library cards. Farnham agreed and said she had been hoping to tackle that this year but with Covid, it just didn't happen. She thinks it will go up after Covid.

The replacement board member was also discussed. Regine McDowell submitted an application. Farnham and Paul were not sure if anyone else had. It may be January before the School Board goes through applications and appoints someone to our board.

There being no further business on the agenda, the meeting was adjourned by President Paul at 7:42 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
