



## BOARD MEETING MINUTES:

January 28<sup>th</sup>, 2021

### **CALL TO ORDER – Board of Finance**

A Board of Finance meeting, of the Peru Public Library, was held on Thursday, January 28th, 2021. The meeting was called to order at 6:31 PM and was presided over by President Alison Paul.

### **ATTENDEES**

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

MEMBER APOLOGIES: *none*

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

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

### **FINANCIAL ACCOUNT BALANCES**

Farnham read off all amounts listed under account balances. Swihart had verified the paperwork.

### **STATE OF INDIANA APPROVED DEPOSITARIES**

Both PNC and Beacon Credit Union are approved depositories. It was clarified that only Farnham is required to verify that.

### **CALL TO ORDER – Board of Trustees**

A Board of Finance meeting, of the Peru Public Library, was held on Thursday, January 28th, 2021. The meeting was called to order at 6:36 PM and was presided over by President Alison Paul.

### **ATTENDEES**

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

MEMBER APOLOGIES: *none*

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

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

### **APPROVAL OF PREVIOUS MINUTES**

December Minutes

The Secretary, Reed, had already made her corrections to minutes and there were no further comments. Maggart motioned to accept the minutes as written and Swihart seconded. Reed called roll call for the vote: Brindle, Aye; Maggart, Aye; Murphy, Aye; Reed, Aye; Swihart, Aye; Paul, Aye. The motion passed unanimously.

### **FINANCIAL STATEMENTS**

Swihart, the treasurer, had looked over the financials and reported that everything looked good. Maggart asked about the Cottage Watchman checks, which Swihart and Farnham both responded to. The checks were paid in

last years budget, but the checks will not be handed over to Cottage Watchman until the called for times. It was clarified that the Indiana State Library Foundation was our Evergreen Indiana membership, so the payment was for that. Maggart also asked about the final disbursement for the end of the year. Farnham said the library did end up collecting a much larger amount than was expected: about \$100,000 more than in 2019. She expects it to be about the same this year, due to tax rates being similar.

Maggart motioned to accept the Financial Statements, Claims, and the Bank and Deposit Statements, and Brindle seconded. Reed called the roll for the vote, which was as follows: Brindle, Aye; Maggart, Aye; Murphy, Aye; Reed, Aye; Swihart, Aye; Paul, Aye. The motion passed unanimously.

## **ANNOUNCEMENTS**

Paul gave a small statement. She thinks it is time to put the difficulties of the past year behind us and move forward as a board.

## **AGENDA**

### **DIRECTOR'S REPORT**

Farnham said she has not gotten any of the Evergreen statistics yet, but hopefully will in February. There was a refund from Price Law PC for an overpayment of \$288. On the topic of getting a cordless phone for the adult floor circulation desk, after talking to the phone representative, there may be an app for that. This would allow whoever is working at that desk to login to the app on their phone for the duration of their shift, letting the app function as the desk's extension. This has been tabled for now.

Nothing has been accomplished on the Employee Handbook revisions yet. The 100 R, State Board of Accounts paperwork that is required every year, has been submitted however. Hopefully the Library Annual Report can be done before the next meeting, depending on when the statistics come in. The SBOA Annual Report has been finished.

Spangler next gave a talk on the storywalk. She had started with it a year ago and then put it on hold and is now getting back around to a grant cycle. She is working on the grant currently. She has talked to the Parks Director and the Park Board has agreed to partner with the library on it. We wouldn't have to pay anything, it would all come from grants. It would go in at the Riverwalk, with the exact location to be decided up later, when she and the Park's director can walk the area and decide. Spangler explained how a storywalk works and listed several of the book ideas for it. She thinks it would be fun to do story times out there too, with a walk-and-read style presentation followed by a craft. Farnham mentioned want grants are being looked at and Maggart said he thought it was a great idea. Farnham pointed out that it gives the library outdoor programming, despite being physically landlocked here at the library building. Spangler also mentioned that it would get lots of exposure for the library, being at the Riverwalk. Paul thought we could get the mayor, commissioners, a judge, and others to come and read as well. Farnham said programs could also be tied into the book being used that month, so if the book is about a dog, people could bring their dogs. Spangler said that Wabash is doing it so local businesses can sponsor that month's book and get their name on it. Paul asked about the timing of hearing yes or no about the grants, and Spangler said the one she is sending off the next day should only take a month and a half to hear back about. Brindle asked about a specific one so there was some discussion regarding who is being asked first, why, and who is going to be asked next. Spangler was asked about the mechanics of this project, so she discussed how the actual set-up and mechanisms work, and said that she had already talked to the Park about it and about the installation, and they

didn't think it would be a problem. They are thinking about putting all the storywalk stops on one side of the Riverwalk. The posts for the storywalk are sold in groups of 20, so there would be replacements ready and waiting as they plan on only using 16. Maggart mention again that he thinks it is cool. Brindle asked about the physical location of the storywalk, and Spangler said she envisions it starting near Miamisfort, but she and the park director will walk and talk about that when the weather allows it. There was then some further discussion regarding location. Farnham said that if the storywalk proves successful and the funding happens, we could get another storywalk going in the opposite direction along the Riverwalk. The total cost for this project would be around \$6,800 and includes everything, including starting a continuing maintenance fund. If Spangler doesn't get that much from one grant, she'll just piece together grants to cover all of it.

There were no renovations to talk about, but Farnham did say that Ken Einselen, the maintenance man, did some small maintenance things in January, like replacing lightbulbs.

Paul discussed what was going on with the new board member, namely, that they had not heard anything after the last County Council meeting, so she talked to Sandy Chittum on why voting on appointing a new board member for us hadn't happened, as there is an applicant. There is apparently another possible applicant who simply hasn't submitted the application yet. So, it will be February now. Paul is not sure who the other possibility for the board member is. It was then mentioned that the one person we know applied for the board member position is named Regina, which would mean there would be a Regine and a Regina member. Paul also gave an overview of how the entire process works with the other applicant.

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

Cottage Watchman is starting to work on installing the security camera's on Tuesday, February 9<sup>th</sup>. Paul asked if that included the extra power points that they had mentioned before. Farnham was not sure. She just had the start day and would talk to them then and get an electrician if needed. Swihart asked if there was going to be a camera at the front door. Paul said there would be one at the front door and one in the parking lot. Farnham took over and continued listing the locations. She pointed out that the camera in the computer room would not be able to catch the whole room but would be placed in order to get the most important areas. Swihart expressed concern over items getting stolen from the drop box at the front door. Farnham said she did not think there had been any issues with that so far. Paul mentioned that more camera's can be added as there are the funds for it.

### **NEW BUSINESS**

The transfer of funds within the 2020 Operating fund was the last item on the agenda. The Appropriation report from before the transfer and the one from after were brought up, as was the Changes to Appropriations report. This process is just making sure that everything ends with a positive balance. The budget is the same, just rearranged. Farham pointed out that she tries to keep funds within the same general area. Swihart commented that they had tried to adjust the 2021 budget, so there can be less transfers at the end of this year. Reed commented that she appreciated that, as the Maintenance fund running over every year concerned her. Swihart mentioned that the library building is old, and old buildings take a lot of work. Farnham said she could run the report on that that she had run in October for President Paul. She stated that 2020 was just a bad year and listed some of the things that had gone inexplicably wrong and needed repairs/maintenance. She thinks we are doing all the preventative maintenance we can, just some years are bad. Maggart asked if the amount in 2020

covered the cameras, which it did. Swihart again mentioned that they had altered the 2021 budget as much as possible to reflect typical spending. Farnham discussed how losing the contract with the county in 2015 impacted the budget and caused a lot of cuts, effects that are still felt today. She also pointed out how many full-time employee positions have been lost. Maggart said that was all fine, he had just wanted to clarify if there was any way to help avoid having as many appropriations in the future. Farnham also said that she feels like we're getting to a better spot with not going into the negative on the balance as much, and hopefully we won't at all next year. Swihart added to the discussion about the budget adjustments. Why the cameras were in the budget location that they were was also discussed briefly.

Maggart motioned to approve the transfer of funds within the 2020 Operating fund and Swihart seconded. The vote was as follows: Brindle, Aye; Maggart, Aye; Murphy, Aye; Reed, Aye; Swihart, Aye; Paul, Aye. The motion passed unanimously.

**There being no further business on the agenda, the meeting was adjourned by President Paul at 7:23 PM.**

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

**SECRETARY APPROVAL:**

*(Signature & Date)*

**Peru Public Library**

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