



BOARD MEETING MINUTES:

March 25th, 2021

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, March 25th, 2021. The meeting was called to order at 6:30 PM and was presided over by President Alison Paul.

ATTENDEES

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

MEMBER APOLOGIES: *none*

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

GUESTS: *Heidi Wright, Brenda Weaver, Ellen Cattin-Harvey, and Jay Albright were present. Staff member Lisa Rummel was also present, to take the minutes.*

Austina Reed has resigned due to personal reasons and only a few months before her term ended. As such, the library board needs a new secretary until June. Brindle volunteered so the motion is that the new secretary is Regine Brindle. The vote was as follows: Paul – aye, Brindle – aye, Swihart – aye, Maggart – aye, Murphy – aye. The motion passed with all ayes.

The new board member is Ellen Cattin-Harvey, appointed by county council. She is here to observe until all her paperwork is finished. She cannot vote yet but will be able to participate in discussions.

APPROVAL OF PREVIOUS MINUTES

February Minutes

Due to the secretary, Reed, resigning, Paul had looked over the minutes instead. Maggart motions to accept the minutes as written and Murphy seconded. The vote was as follows: Swihart – aye, Maggart – aye, Murphy – aye, Paul – aye, Brindle – aye. The motion passed unanimously.

FINANCIAL STATEMENTS

Swihart, the treasurer, said everything looked fine in the financials. Farnham added that the new vouchers would be in the board packets handed out at the meeting. Paul commented that the desk receipt amounts pile up. The bank balances are also in order. Maggart asked about the Overdrive outstanding check, for eBooks, and a few others were also clarified. Paul asked why Wells Fargo is still included on the list of banks when there is no money in the account. Farnham states that she will take it off at the next audit. Cottage Watchman was discussed, with Farnham saying they have probably deposited the check by now, just not when the report was run. Swihart motioned to accept the financial statements, claims, and bank and deposit statements and Maggart seconded. The vote was as follows: Paul – aye, Swihart – aye, Maggart – aye, Murphy – aye, Brindle – aye. The motion passed.

ANNOUNCEMENTS

Indiana Community Foundation was present, represented by Wright and Jay Albright. They passed out some sheets containing quick facts about the organization and pointed out who their board members are. They talked about what they did this year, how much they have grown over the past few years, and then discussed the library funds. They then presented a check for \$7,035 to President Paul. They gave an overview of what the organization does then. Wright asked if there was anything we needed, and Farnham mentioned the story walk and had Spangler describe it. After describing it, Spangler also said the library has already received a \$1,000 grant for it and she is currently filling out a request for some funds from the Indiana Community Foundation. Farnham spoke about it a bit further and Spangler broke down the total funding needed for the story walk. Paul mentioned ways of engaging the community engagement as well. Swihart had a few financial questions for Wright and company before they left, regarding another group she is involved with. Paul thanked them for the check, and they left then. Murphy asked how the amount for the check is determined, so this was discussed, as well as where the funds go and what communication is involved in the process. Murphy also asked about all the funds not earmarked for books. Farnham said they are accumulated into the Sharp or the Miller-Fetter fund. Any funds that are specifically for books will go to the Miller-Fetter fund, while the rest can go into the Sharp fund. The size of the check from NICF was discussed as well, as everyone thought it was higher than the year before. Swihart asked how the funds go to what they are ear marked for. Farnham clarified the process. She also explained that the money does not go into the operating fund but instead under special revenue. She shared with the board where to find the financial information in their board packets. She mentioned eBooks also counting as books and how that works practically as well.

AGENDA

DIRECTOR'S REPORT

Farnham opened by discussing the library's plans in response to Governor Holcomb's announcement. Because the public health emergency is still in effect, the library will continue as we have been doing until that is lifted. Farnham feels it is harder to go back to restrictions after people have been allowed not to worry about them, so keeping them in place is easier. She told the board nobody has been kicked out of the library for not wearing a mask and that everyone is served regardless, so that will simply continue. She said this is also what the State Library has recommended.

Farnham shared with the board an interesting survey by the State Library about fine-free libraries. She read off a list of statistics about Indiana and Evergreen libraries being fine-free. How it works for us was then discussed: when patrons are charged for late books, staff having an easier time with not telling people they owe overdue fees.

The microfilm machine was discussed next. We have been having issues with it, which isn't too surprising as it is ancient. The printer being proprietary complicates things as well. There was some discussion between Farnham and Spangler on how to pay for a new machine, due to the expense, and it was decided that it might perhaps parallel books due to the original content being newspapers. So they talked to NICF and got permission to use the Miller-Fetter book fund for this if the board approves. Farnham had gotten two estimates for new machines and the software for them, both of which are included in the board packets. Farnham went over the proposals, one from BP imaging and the other from Imaging Office Systems. After saying that she was told that digitizing all of our reels would cost over \$250,000, it seems getting a new machine is a better option.

The machines were discussed. Farnham felt the software option made a machine from BP imaging more appealing than the option from Imaging Office Systems. It would even allow us to start digitizing microfilm reels. While we might not be able to create a searchable database, but it would still be a searchable website with PDF files. It would be as close as we might ever be able to afford. Farnham said they will have to put someone on a special project to start converting the microfilm, but it will take a lot of time because there are 1400 reels, plus the process still needs to be figured out. Due to the size of the files, we may well have to purchase cloud space although at the beginning, we can probably link through our website. Brindle asked about getting an agreement with Family Search, as she said Kokomo and a few other libraries do. Paul asked if this would allow us to digitize the physical books or just the microfilm reels. Farnham clarified that the machine would just do microfilm. We can do the physical books using the copier/scanners we already have; it just takes time and someone to do it. She talked a bit further about how the machines would work when digitizing and saving files.

It was established that our current microfilm machine is old and in bad shape. Brindle also mentioned its location is not helpful either. Farnham mentioned that, due to size, the new machine could be moved away from the windows, solving the glare issues current patrons have to deal with. If the current machine, which is 25y old, were to break down totally, it likely could not be repaired. We are mandated to have a machine for archival access – unless they are all digital, which we cannot afford. Swihart enquired about the current set-up ink consumption. The current microfilm reader/printer has its own dedicated printer. Patrons pay for the copies they make but the ink cartridges are very expensive and because they are only available as refurbished cartridges, they have to be replaced more frequently as they no longer print thousands of copies as once possible. We also believe the sensor is defective which aggravates the printing problem. Farnham looked at machines at the library conference in 2019, but it was so expensive she did not even bring it to the board. She had been hoping this machine would hold out for a few more years. Desk receipts were brought up again. Farnham listed everything that is included under the heading: paying for copies, faxes, fees for books “chewed on by dogs”.

The conversation returned to the various options for a new microfilm machine. A printer will have to be purchased for it if a dedicated printer is desired. Farnham gave her preference, and why she preferred the BP’s options over Imaging Office System’s option. The board discussed the options to some length, as well as maintenance options. Farnham thought the three-year maintenance option would be best. She also clarified that the maintenance agreement pays for a technician to come out to the library if something happens. The higher cost option, from BP Imaging, would allow people to digitize their old color slides. The board thought it would create a whole new service area for the community. The current, old, microfilm reader is from Imaging Office Systems, which isn’t the preferred company for the new one, and she hopes some of the current maintenance fee would be refunded if BP was indeed selected instead. The possibility of networking the reader/printer to the network printer was considered if a dedicated one could not be purchased at this time. Maggart gave a rundown on the costs involved and suggested we might as well get the top end one that is most expensive. Swihart asked if there were time limits on the machine use and the library staff said one could be implemented if we ended up needing it, but we have not needed to yet.

Maggart motioned that we purchase the ST ViewScan 4 - 18 megapixel microfilm machine using the Miller-Fetter book funds. Murphy seconded.

Swihart asked why we needed the NCIF’s permission to spend the funds from them once it was in our hands. Farnham explained that it was respectful, nice, and a good way to make sure funds were being

spent appropriately so that everything goes smoothly. When Farnham presented it to NCIF, it was clarified that the library board was the one who would have to approve it. Paul agreed with going for 'the bigger bang for the buck'. Maggart mentioned that we have the money, so it just makes sense. Farnham said that the operating fund could absorb the maintenance fees as well. Paul asked about the timeline on getting the machine, and Farnham said it would not be more than a couple of weeks, but then we would have to wait to unbox it until they could get here to set it up and train us. There was further discussion regarding NCIF funds and wanting to make sure everything was above board and clear. Maggart asked about what the rental section of the budget pays for, and if it could be used to pay for maintenance. Farnham said it could, as there is normally extra – especially since we no longer have some of the rentals, such as the postage meter. She also hoped that Imaging Office Systems would refund some of the old maintenance fee and use it for the new microfilms reels instead. The maintenance versus warranty was discussed, including what standard maintenance happens yearly. When Farnham talked to the person from BP Imaging, it was encouraging that he was not a sales representative but would be the person doing the maintenance. Fort Wayne's library also uses this machine but has several of them, as do several other libraries. Paul pointed out that they are the largest genealogy research area east of the Mississippi. The delivery timeline was mentioned again. Farnham said it would probably take longer to schedule him to come to set it up and train us on it than the actual delivery of the equipment. They also had no limit on how many people they would train, so it is going to be quite a group for that. Swihart asked if the resolution could be scaled back on some scans, to save file size. Farnham did not know, but pointed out that any scans would not be staying on the machine but would be going onto an external hard-drive and probably cloud storage as well. Multiple copies would be preferred. Farnham is not sure what is saved on the microfilm machine, but assumed it automatically cleared itself off. We do not have a server, everything – wi-fi, security, ILS – is web-based and things the staff want to save is on each computer or on a thumb drive. ENA does provide a cloud product, as does AVC, so could potentially use either of them to purchase more cloud storage. Therefore, we do not know what additional costs there will be with storage, as it's uncharted territory as Paul called it. Limiting the use of the digitized files to card holders was mentioned, as was just getting a grant to pay for it. It was clarified that people do not need library cards to use our computers and that limiting remote access to the files might actually cost more.

Maggart restated his motion at this point, saying that he motioned that we purchase the ST ViewScan 4 – 18-megapixel microfilm viewer, using the Miller-Fetter book fund, for \$12,990. Murphy had seconded it and Brindle called the roll for the vote, which was as follows: Paul – aye, Brindle – aye, Swihart – aye, Maggart – aye, Murphy – aye. The motion passed with all ayes.

Farnham received a quote of \$4,900, from Cottage Watchman, to add in the 4 additional security cameras where we wanted them. Drilling through limestone is the reason for the high cost. Farnham emailed him again about putting another security camera with a 180-degree view on Huntington St, as a compromise location so we could at least see that whole side and the end of the alley. She has not heard back yet.

Regarding the insurance for the amphitheater, she is still waiting on the underwriter information.

Reed resigned, so a new committee member is needed for the employee handbook committee. There is not a bunch to do, mostly just tweaks. Brindle agreed to fill in there. Once Farnham sends it out, the committee will contact each other and figure out what to do. A zoom meeting was preferred.

A grant for \$1,000 for the story walk was received, and Spangler is going to contact the NCIF next. If they say no, she will go on to Duke's.

The receipts for the CARES ACT grant of \$1,400 was approved and Farnham is now working on the \$2,000 grant amount. The receipts are due at the beginning of April and she went over what receipts she is turning in for this.

The new board member, Ellen Cattin-Harvey was introduced and welcomed. Paul shared that Farnham is going to send a letter to the City council asking if they can wait to appoint Reed's successor until June, so it is a full term. Cattin-Harvey's term will end in 2022, due to being a partial-term. Swihart asked if Reed had informed the city she resigned. No one was sure, even about if she had to, but Paul directed Farnham to forward the resignation letter on to them.

On renovations, there had been no more roof leaks. The lightbulbs out front were replaced and the thermostat in the computer room had also been replaced. They are still waiting on rain to see if the leaks are actual leaks or just from snow. Farnham is going to have the maintenance man, Ken Einselen, replace the ceiling tiles once they are sure it is not actively leaking.

OLD (UNFINISHED) BUSINESS

Discussion was opened on the tabled topic of Township Service. Brindle asked if township halls were a thing. Paul asked where they met, and Weaver said they meet at each other's homes. Murphy asked if we are wanting to send basic letters to everyone or just a few and what details should be included. All the library board has to do is provide the paperwork and submit the initial paperwork, the rest is on them. Paul thought it was best to leave it at a basic "This is involved, timed, and will result in a tax". Swihart suggested the wording to be "the township trustee board will need to be responsible for the process as the Peru Public Library Board is not allowed to be part of this". She thought it should be very transparent that they have to do it.

Then: "if the petition succeeded, a library tax would need to be calculated then added to the property tax form" could be "if the petition succeeds, a library tax would cause an increase in your taxes". Swihart just wanted to make it very simple for them to understand. She agreed with Paul that we did not need to explain it out step-by-step but did think we needed to make it clear to them that they would be the ones doing the work.

Maggart feels the letter will just be a chance to put out feelers, to see if any township is interested in having library service. If they are not interested, then we do not need to discuss it further with them. We let them know in a letter, if they are interested, it is going to take some work on their part – that work could be as easy as the trustees voting for it. His theory is that we have not if we ask not. He thinks we could send the letter to all the townships and wait to see who responds. Alternatively, we could contact just the townships with the most patrons and see if they are even interested. If one township replies, we know there is an interest, if none does, we are no worse off.

Farnham pointed out that Converse has a library, and so if we sent one to their township/area, we should talk to their board and director. Andy Horner, the Converse library director, is very concerned about becoming a county library and thus, paying two taxes. Another local library, Walton, does this in Cass County. Maggart reiterated focusing on the top-use townships, and said maybe to just start with them. If the townships show an interest, we can get together with them and further discuss the process.

Farnham suggested letting the state library make the same presentation they gave us last summer. Maggart agreed.

Murphy composed the beginning of the letter. Paul asked her to type it up and send it to Farnham for inclusion in the next board packet. Adding taxing district to it, so it was clear without saying it, was mentioned. Paul feels like we have an obligation to do this, based on previous conversations.

Weaver was asked about the interlocal agreement at this point. It is a line item on the budget but they have not contacted the library. Weaver thought it might go through if the library sent in the old contract. Paul questioned how it would work since the County lawyer said it was illegal. Weaver was not sure about that. The board asked if she could check on that.

The intermodal agreement signed by McKaig was sitting there for the county to sign but Weaver had no idea where it would be. It would probably have to be updated. Maggart discussed that some.

Swihart asked how the census tied in and when the numbers would come through. Weaver said it was a piece of the whole pie and the pie is affected by the numbers. It was thought that for the CEDIT funds to be used for this, the margin needed on the census was around 34-36 thousand. So, if Weaver could check and get back to the library board on that, the board could just update the agreement, sign it, and send it back. Weaver thought the other two commissioners would come around now.

A timeline on getting the cards distributed was discussed. So was how respectful the patrons were with self-limiting who got cards. Weaver commented that it is not the commissioner's job to tell us how to do our job. Farnham asked Weaver if there was any way to streamline the verification process and Paul asked if it could be a continual thing and not something to revisit every year.

It was agreed that Murphy would hold off on typing up her notes and Paul motioned to table further discussion on expanding library service. Swihart seconded. The roll was as follows: Brindle – aye, Maggart – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed with all ayes.

Weaver told the board she would just talk to the other commissioners and investigate first.

NEW BUSINESS

The board agreed to keep the non-resident fee the same, especially in light of the potential positive outcome of the interlocal agreement. Maggart motioned to accept the \$75 fee for a year non-resident card and \$20 for a 3-month non-resident card and Murphy seconded. The roll followed: Paul – aye, Brindle – aye, Swihart – aye, Maggart – aye, Murphy – aye. The vote was unanimous and the motion passed.

Maggart motioned to accept the EFT approval and Murphy seconded. The vote was as follows: Paul – aye, Brindle – aye, Swihart – aye, Maggart – aye, Murphy – aye. The motion passed with all ayes. The document was passed around and signed by all.

There being no further business on the agenda, the meeting was adjourned by President Paul at 8:28 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
