



BOARD MEETING MINUTES:

November 18th, 2021

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, November 18th, 2021. The meeting was called to order at 6:31 PM and was presided over by President Alison Paul.

ATTENDEES

MEMBERS PRESENT: *Regine Brindle, Ellen Harvey, Regina McDowell, Bryan Maggart, Leslie Murphy, Deb Swihart, and President 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 PREVIOUS MINUTES

October Minutes

The secretary, Brindle, had corrected and approved the minutes. Maggart motioned to accept the minutes as written and Murphy seconded. Brindle called the roll for the vote: Brindle – aye, Harvey – aye, McDowell – aye, Maggart – aye, Murphy – aye, Paul – aye, and Swihart - aye. The motion passed unanimously.

FINANCIAL STATEMENTS

Maggart motioned to accept the Financials. Paul asked the treasurer, Swihart, if she had any comments. Swihart said that there was one report in the board packet that was superseded and replaced by the new one handed out at the meeting. Farnham hadn't created a place for the donations from the Schwartz's to go yet, when the original report was printed. Maggart's motion to accept the financials was then seconded by Brindle. Roll was called: Brindle – aye, Harvey – aye, McDowell – aye, Maggart – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed with all ayes.

Claims were all normal, according to Swihart. Maggart motioned to accept the claims and McDowell seconded. The roll was as follows: Brindle – aye, Harvey – aye, McDowell – aye, Maggart – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed with all ayes.

Swihart said everything was good with the Bank Statements and Deposits, so Maggart motioned to accept the Bank and Deposit statements and Murphy seconded. Roll for the vote was as follows: Brindle – aye, Harvey – aye, McDowell – aye, Maggart – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed unanimously.

AGENDA

DIRECTOR'S REPORT

Farnham reported that she was setting up the exit interview for the SBOA examination for the first week of December, and that it would be with Paul and Swihart.

The 2022 Budget was approved, so there is a copy of the 1782 Notice in the board packets for all the board members.

The director's evaluation will be done just like last year's, with a special meeting being called for it. That will be on December 16th, at 5:30. The board will meet to discuss the evaluation for half an hour, then meet with Farnham to go over it with her, and then go to the regular, public, board meeting at 6:30. Farnham will need to send out a news release about this. It has been difficult to ensure the public is aware of the meetings. Faxing the news release is not working and the other options are not any more reliable. McDowell wanted to know if the Director's evaluation was an annual thing. Paul explained that it only seemed fair for the board to evaluate the director yearly since the director evaluates the staff. Farnham mentioned that staff evaluations have all been done and the evaluation bonuses will be included in the staff's December 7th paycheck. The director's evaluation rating system was also explained.

Farnham reminded the board that there is an Evergreen Indiana upgrade happening November 24th-27th. Things did not go well last year so she wanted the board to be aware of a possible repeat performance. There has already been some training over the changes.

Farnham has not heard back yet about the HVAC preventative maintenance for 2022.

Matt Chilcutt, called Farnham while she was unavailable and she has not had the chance to get back to him yet. With the holidays around the corner, she will not likely be able to meet with him till 2022.

Murphy asked about affording all the work that needs to be done. Farnham said that so far, the library is under budget and we should be able to put 10% into the Rainy Day fund. That would put the fund over \$100,000. She needs to talk to the library's DGLF contact and ask if we can get an additional appropriation out of the Rainy Day fund without budgeting for it. If not, it will have to be budgeted for 2023. The Rainy Day fund (public) is different from the Sharp fund (private). Farnham said we could pull money from the Sharp fund, but she prefers not to, unless absolutely necessary, because there is no guarantee of replenishing it. Bonding was suggested after Farnham explained that the Converse Public Library will be trying to go that route for their ADA compliance remodel, and she is curious to see how it goes for them.

There was a discussion on the AC giving out in 2022, regardless of whether or not we have the funds for it. Farnham said we would need to find out if we can do an additional appropriation from the DGLF and see if they will allow one out of the Rainy Day fund because it's emergency. Paul asked if that was something we could check on now, and Farnham said yes, but the DGLF contact, would want to know why we had not budgeted it for 2022. The library has done an additional appropriation before, but out of the operating balance. Farnham isn't sure they can do an additional appropriation out of a fund that isn't budgeted. If it had been budgeted, the library would have gone over the growth quotient and gone into binding review, meaning the city would have been in charge of approving the library budget. Maggart enquired about using the Sharp Fund again, if it could keep us from having to get an additional appropriation. Farnham said that in the case of an emergency, we would have to do what we had to do. She reiterated her preference in using public funds over private ones.

Swihart pointed out that now is a better time to be doing all of this, since we're so under budget. Paul said Farnham should go ahead and find out now if the library can do an additional appropriation, using the Rainy Day Fund. Maggart wanted to know the plan in place if the DGLF said no and the AC did go

out. Farnham didn't know. Murphy suggested acting now. We still need to bring in an engineer to look at the AC. Farnham was given the names of two engineering firms to check out, while at the library conference. Maggart wanted to know what fund would cover the cost for the engineer. Farnham said it would probably be maintenance and repair. The board discussed their views on where to get the engineer from and who it should be, as well as the difference between an independent engineer (one working for us) rather than working for another company. The final consensus was to ask MC Contractor's engineer to tell us if our ducts will work for any system. After that, see where it goes and what has to be done to fix the system. But starting sooner rather than later is important.

OLD (UNFINISHED) BUSINESS

The library has heard nothing regarding County Service. Brindle did ask Weaver about it last week. Weaver believes they would need to do an additional appropriation first of the year, but there has been no official word.

NEW BUSINESS

Farnham said there was good news about the ARPA Grant: she tried to submit the paperwork and got denied. When she looked at why, she discovered they had awarded us \$1000 more. The state asked for a resolution to create an ARPA Grant fund. The board voted yes unanimously by signing the resolution.

Final comments included that the staff Christmas party is on the 10th, starting at 6:30, and is being held here at the library. It is not paid for by tax payer funds, it is from the Friends of the Library funds.

The board was again reminded that the next meeting is on December 16th, at 5:30.

There being no further business on the agenda, the meeting was adjourned by President Paul at 7:11 PM.

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

SECRETARY APPROVAL:

(Signature & Date)

Peru Public Library
