



## BOARD MEETING MINUTES:

December 22, 2022

### CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, December 22<sup>nd</sup>, 2022. The meeting was called to order at 6:38 PM, with President Alison Paul presiding.

### ATTENDEES

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

MEMBER APOLOGIES: *Leslie Murphy and Rebekah Slack.*

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

November Minutes

Maggart motioned to accept the minutes and Swihart seconded. The motion passed with all ayes.

### FINANCIAL STATEMENTS

Swihart stated that's everything in the reports lined up and looked good.

Farnham had additional remarks:

1. The library received the property tax distribution, which will show up next month under the December receipts. It totaled \$168,660.73, so would be \$384,623.64 in property tax distribution for the year.
2. The 2023 budget was approved.
3. She was sending around a November claim to be signed again as there hadn't been final payroll yet last month.

Maggart motioned to accept the financial statements, claims, and bank and deposit statements and Brindle seconded. The motion passed unanimously.

### AGENDA

#### DIRECTOR'S REPORT

Farnham discussed Carla's retirement party and thanked the board members who attended. Carla's last day was the Tuesday following the board meeting, and was also her last story time. The board commented on the nice article in the Kokomo Tribune. While it is not standard practice, Carla's remaining sick time was paid out and included in the last paycheck. Going forward, only Farnham and Spangler will be receiving paid sick time.

In January, the library is required to certify that all board members and staff have taken the internal controls video training. McDowell's would be done by January. Slack would have her signed form in to Farnham by then too. This training doesn't need to be redone, just audited every year to ensure no one has been missed.

The basement hallway is done. The electrical part of the project in the office is just waiting for the walls to be up to finish the wall outlets and it will be completed. That will hopefully all be done in January.

Future maintenance will have to include some general items, such as repainting the Psi Iota Xi room.

## OLD (UNFINISHED) BUSINESS

Paul read through the list of the library board's requirements to comply with the open door laws. Farnham gave a few examples. The board expounded on a few of the topics:

- email addresses,
- ADA accommodations,
- minutes requirement of each committee meeting.

The board by-laws will need to be updated in 2023 to reflect these changes and updates to the open door laws.

## NEW BUSINESS

Renaming of two library funds:

1. The state required change of **#276 State Technology Grant Fund** to **Broadband Technology Grant Fund**. Paul read the resolution as follows:

*The Peru Public Library Board of Trustees resolves to change the name of the Special Revenue Account #276 from State Technology Grant Fund to Broadband Technology Grant Fund on this day the 22<sup>nd</sup> of December, 2022.*

This resolution was passed around and signed by all members present.

2. **#228 Reading Program Fund**.

The board agreed with Farnham's proposed name change to **Library Discretionary Fund**. This was then entered into the resolution, which Paul read aloud:

*The Peru Public Library Board of Trustees resolves to change the name of the Special Revenue Account #228 from Reading Program Fund to Library Discretionary Fund on this day the 22<sup>nd</sup> of December, 2022.*

The resolution was passed around for signatures and signed by all present.

The transfer of funds from Operating to Unemployment of \$650 is normal, as is the transfer of funds from Operating to LIRF of \$5,000. Swihart motioned to transfer \$650 from Operating to Unemployment and Maggart seconded. The motion passed with all ayes. Maggart motioned to transfer \$5,000 from Operating to LIRF and Brindle seconded. The motion passed unanimously.

More transfers may occur in January but additional appropriations may not be needed.

The next meeting is on January 26<sup>th</sup>, 2023, at 6:30 PM.

**There being no further business on the agenda, the meeting was adjourned by President Paul at 7:18 PM.**

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

**SECRETARY APPROVAL:**

*(Signature & Date)* \_\_\_\_\_

**Peru Public Library**