

Minutes of the Aurora Public Library District Board of Trustees

August 27, 2018 Meeting

The Aurora Public Library District Board of Trustees met on August 27, 2018, at the Aurora Public Library. President Ben Turner called the meeting to order at 6:06 pm with Sue Manford, Randy Dennis, Michelle Ryan, Angela Burkhardt, and Maureen Eller present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Dorothy Svava was not present.

A motion was made by Ryan and seconded by Manford to approve the July 23, 2018 Board Meeting minutes. The motion carried.

The Public Hearing of the 2019 Budget was held with no one from the public present. The proposed 2019 Budgets are as shown below.

<u>Budgets</u>	<u>Operating/General</u>	<u>Rainy Day</u>	<u>Library Improvement Fund</u>
<u>Amounts</u>	<u>\$ 1,216,021.00</u>	<u>\$125,000.00</u>	<u>\$150,000.00</u>

A motion was made by Ryan and seconded by Eller to proceed to Budget Approval on October 22, 2018 without any amendments to the 2019 Budget. The motion carried.

Librarian's Report

Dean represented the Library District at a Block Party sponsored by SEIOC at the Aurora Community Center on July 24th. Over 80 community members stopped by the Library table to get information about our Library services. Dean and Librarian Assistant Stephanie Siemer took a basket of goodies to each local school at the end of July to welcome teachers back to school and to drop off flyers explaining the services that the Library offers teachers. They were also able to represent the Library District at the Aurora Elementary School "Meet the Teacher" event. The event was very well attended, and Dean and Siemer had the opportunity to visit with many of the families. Siemer also attended the Youth Services Conference sponsored by the Indiana Library Federation this month and returned with lots of ideas for programs and services.

Jim Deaton will be presenting a program on Dillsboro History on Saturday, September 15th as part of the Dillsboro Heritage Festival. The presentation will be held during Library operating hours in the Dillsboro basement. The Library District also contributed to the Dillsboro Heritage Festival by laminating some of the signs needed for the celebration. Cathy Wilkymack will be attending the monthly meetings of Dillsboro Community Partnership to learn more about ways the Library District can work together with other community organizations.

Staff members are beginning to sign young children up for the 1,000 Books Before Kindergarten program. Dean has reached out to Register Publications to see if they will run an article about the program.

Local History Library staff have been working very hard with community members on the Bicentennial book about Aurora. The book has been fully funded by sponsors and most material has been submitted to the publisher.

The Library District now has access to digital magazine reading through our OverDrive consortium. The magazines are available for simultaneous use and can be read while using the internet browser on your device. There are 50 titles available at this time.

Old Business

Dillsboro Air Conditioning: The air conditioning installation was successfully completed and all is cool in the building.

Second Street Construction Project: The utility work and sidewalk/repaving projects along Second Street in Aurora are progressing well. It was not necessary to close the Aurora building during the sidewalk construction.

Phone System: The phone system has been changed to an auto-attendant system which routes calls to all three locations in the Library District. It is now possible to reach the Business Manager or the Director without going through the circulation staff.

Long Range Plan: During July staff meetings, the staff was given the opportunity for input into the strategic planning process by using a framework of Strengths, Weaknesses, Opportunities, and Threats. Completed surveys are being collected from Library patrons. Next steps include analyzing the survey results and meeting with a select group of community members.

Health Insurance: Dean clarified that with the Humana Basic Health Insurance Plan approved at the July Board meeting that the \$1000 deductible will be in effect on September 1st. However, deductibles run by calendar year, so staff would need to meet the \$1000 deductible again beginning in January of 2019. Dean requested the Board consider establishing a Health Reimbursement Account (HRA) for September through December 2018. Under the HRA, the Library District would reimburse staff for 80% of incurred deductible expenses between \$250 and \$1000. A motion was made by Manford to approve the HRA during the months of September - December 2018. The motion was seconded by Ryan and the motion carried.

Family and Medical Leave Policy: The policy approved during the July Board meeting does not address the question of whether full-time staff would be paid for holidays during their leave of absence. Dean recommends that the policy be amended to include a statement that employees will not receive pay for any paid holidays that fall within their leave of absence. A motion was made by Burkhardt and seconded by Dennis to approve the revision. The motion carried.

Jessica Rowlett has submitted a request to use twelve weeks of unpaid Family Leave following the birth of her baby (due date October 15, 2018). A motion was made by Dennis and seconded by Eller to approve this unpaid leave of absence. The motion carried.

New Business

Staffing: In the past month, two additional staff members have been hired. Sarah Brown joined the staff on August 13th as a Public Services Library Assistant (part-time). Judy Grady will begin her employment with the Library District on September 4th as a Public Services Library Assistant (full-time). As of July 31st, Joey Black is no longer on the staff as a Student Library Assistant. Joey graduated from high school in May 2018 and has moved on to a different job.

Maintenance: There have been some maintenance issues within the Library District. An electrical conduit attached to the Depot soffit came loose and was dangling. R.J. Lewis was asked to remove all of the inactive conduit from the outside of the building. The Library District will need to have repair work done on the Local History Library soffit in the future. During work on the sewer system, Aurora Utilities dug a trench in the parking lot at the Local History Library and had to remove part of the raised flower bed around the building. The trench was filled with gravel and will be patched after settling. Dean has been in contact with Randy Turner about this and he stated that the flower bed would be repaired after the pavement is patched.

Weeding: Dean has begun the process of weeding out-of-date non-fiction titles from the Library collection. Juvenile non-fiction will also be placed in a different collection for better accessibility to children. Audiobooks on cassette tape are being removed from the collection, as well.

Patron Issue: Dean briefed the Board on a complaint made by a library patron on August 16, 2018. The incident involved an adult male's interactions with two adolescent boys. Although the incident led to unwelcome publicity for the Library District on social media, the incident has been

investigated by local law enforcement with no action taken. Dean has spoken to both of the adults involved and believes no Library action is necessary at this time.

Finances

Check Summary Register from July 23, 2018 Board meeting: Dean did not get this signed at the July meeting. The document was signed by Eller, Ryan, and Burkhardt, but still needs a signature by Svara.

A motion was made by Dennis and seconded by Ryan to accept the following claims: 001343-001352, 008802-008845 and 506023E-506063E totaling \$90,754.61. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

A motion was made by Manford and seconded by Dennis to approve the July Treasurer's Report. Motion carried.

The next meeting will be at the Aurora Public Library on Monday, September 24th, 2018.

Eller made a motion to adjourn the meeting at 7:21 pm.

Respectfully submitted,

Maureen Eller, Secretary

