

Minutes of the Aurora Public Library District Board of Trustees

December 17, 2018 Meeting

The Aurora Public Library District Board of Trustees met on November 26, 2018, at the Aurora Public Library. Vice President Dorothy Svava called the meeting to order at 6:01 pm with Sue Manford, Angela Burkhardt, Randy Dennis, Michelle Ryan, and Maureen Eller present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. President Benjamin Turner was unable to attend.

A motion was made by Manford and seconded by Eller to approve the November 26, 2018 Board Meeting minutes. The motion carried.

Librarian's Report

The Dillsboro Public Library hosted a training session on the 2019 Summer Reading Program on December 14th. Fifteen librarians from the area attended the program presented by Beth Yates of the Indiana State Library. Cathy Wilkymacky and Stephanie Siemer represented the Library District at the training.

Dean presented programs to fifth and sixth grade classes at Manchester School on how to use the Library District's on-line catalog and on-line resources.

The Library Board received a note from the Horton and James families, expressing their appreciation for support during their loss.

Holiday programs in 2018 included Jingle John's Reindeer Reserve at the Aurora Lions Club on two Sundays, a family program at both the Dillsboro and the Aurora Public Library, adult craft programs at both the Aurora and Dillsboro Public Libraries, a program for teens and tweens at the Aurora Public Library, and a showing of The Polar Express at the Local History Library. Judy Grady and Becky Wilhelm also provided a craft station at the Moores Hill School's family holiday event.

Shelby Austin will begin her maternity leave on January 1, 2019. Jessica Rowlett will be returning from maternity leave on January 10, 2019. Becky Wilhelm has ended her employment at the Moores Hill School and will be moving from part-time to full-time with the Library District as of January 7, 2019.

Old Business

Long Range Plan: Dean presented members with copies of the proposed Long Range Plan for the Library District.

Tillman – Wireless Telecommunications Letter of Intent: Dean shared additional information from the State Board of Accounts outlining steps to be taken to lease part of the Library District's land. A motion was made by Manford and seconded by Ryan to not proceed with this proposal. The motion carried.

Nativity Sign: Dean informed the Board that a sign is in progress.

New Business

Board Member terms: The Board terms for Sue Manford and Angela Burkhardt will expire on January 5, 2019. They have both agreed to serve an additional four-year term. Their names have been submitted to County Commission and approval is expected at the January 2, 2019 Commission meeting. This will be term 3 for both Manford and Burkhardt. Turner's second term expires in May of 2019. County Council will be considering Turner's reappointment for a third term at their January 2019 meeting.

2019 Board of Trustees Officers: A motion was made by Manford and seconded by Dennis to accept the following slate of Officers for 2019. The motion carried.

President: Benjamin Turner

Secretary: Maureen Eller

Vice President: Dorothy Svava

Treasurer: Angela Burkhart

2019 Hours of Operation: Dean requested the Board approve the same Library District Operating Hours for 2019.

<i>Aurora Public Library</i>	<i>Monday, Wednesday, Friday</i>	<i>10:00-6:00</i>
	<i>Tuesday and Thursday</i>	<i>10:00-8:00</i>
	<i>Saturday</i>	<i>10:00-3:00</i>
<i>Dillsboro Public Library</i>	<i>Monday – Friday</i>	<i>10:00-6:00</i>
	<i>Saturday</i>	<i>10:00-2:00</i>
<i>Local History Library @ the Depot</i>	<i>Tuesday, Wednesday, Thursday</i>	<i>10:00-5:00</i>
	<i>Closed</i>	<i>12:30-1:00</i>
	<i>First/Third Saturday of the month</i>	<i>10:00-3:00</i>

A motion was made by Ryan and seconded by Eller to accept the proposed Operating Hours. The motion carried.

Dennis and Ryan left the Board meeting at 6:21 p.m.

Crossroads Grant through the Indiana Humanities Council: The Dillsboro Public Library has been selected to host a traveling exhibit in the Fall of 2019. The exhibit is called "Crossroads: Change in Rural America" and is provided by the Smithsonian's Museum on Main Street program. The Dillsboro Public Library will be the first of six Indiana locations to host the exhibit. This grant was made possible through the Indiana Humanities Council, and the grant was written by Cathy Wilkmacky, the Dillsboro Public Library Branch Manager. The exhibit will also include a minimum of three programs and will involve partnerships with local organizations.

Directors & Officers Insurance: 2019 insurance policy through Gallagher's is in process.

History in Your Own Backyard Video: Dean presented information about a proposal to have a video filmed about the history of the Aurora Public Library. A local sponsor has offered to fund \$500 of the cost, leaving the Library District to pay \$399. The video will be available to view online and can be posted to our web page. A motion was made by Manford and seconded by Burkhart to have the video produced. The motion carried.

Personnel Handbook revision: Dean presented the Board with a proposed revision of the Personnel Handbook.

Finances

Dean presented the following informational items:

- The Library District has received the Fall payout from property taxes in the amount of \$366,148.97.
- The Library District received payments of \$1,705.57 from the Financial Institution Tax (FIT) and \$1,625.00 from the Commercial Vehicle Excise Tax.
- The Library has been notified that US Bank will be closing the branch on 2nd Street in Aurora on March 15, 2019.

Cost of Living Adjustment: A motion was made by Manford and seconded by Burkhardt to provide employees with a 2.5 % Cost of Living Adjustment (COLA) beginning with Pay Period 1 of 2019. The motion carried.

Authorization to pay bills through December 31, 2018: A motion was made by Eller and seconded by Burkhardt to authorize the Library District to pay bills through December 31, 2018. The motion carried.

Resolution to Pay Bills with Prior Approval 2019: Dean presented the Board with a Resolution authorizing the payment of certain bills with prior approval in 2019. A motion was made by Burkhardt and seconded by Eller to approve the Resolution. The motion carried.

Claims: A motion was made by Manford and seconded by Eller to accept the following claims: 001374-001381, 008977-009013 and 506142E-506167E totaling \$48,369.79. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

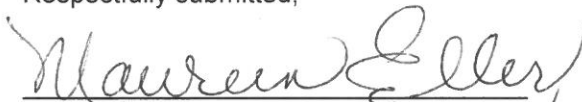
A motion was made by Eller and seconded by Burkhardt to approve the November Treasurer's Report. Motion carried.

2019 Board of Finance: A motion was made by Burkhardt and seconded by Manford to establish January 28, 2019 as a meeting date for the Board of Finance. The motion carried.

The next meeting will be at the Aurora Public Library on Monday, January 28, 2019 at 6 p.m.

Eller made a motion to adjourn the meeting at 7:00 pm.

Respectfully submitted,



Maureen Eller, Secretary

