

Minutes of the Aurora Public Library District Board of Trustees

June 25, 2018 Meeting

The Aurora Public Library District Board of Trustees met on June 25, 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, and Dorothy Svava present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Angela Burkhardt and Maureen Eller were unable to attend.

A motion was made by Ryan and seconded by Svava to approve the May 21, 2018 Board Meeting minutes. The motion carried.

Librarian's Report

Libraries Rock, our Summer Reading Program is in full swing, with kids enjoying a variety of programs at the Aurora Public Library and the Dillsboro Public Library. June 26th will be the first adult program of the summer, with folk singer Judy Cook returning to the Library District with a presentation of "One Man's Civil War."

The Silent Auction put on as a fundraiser for the Hoosier Hills Literacy League brought a steady stream of community members into the Aurora Public Library and gave staff members the opportunity to talk about our upcoming programs. The auction raised over \$350 for the Hoosier Hills Literacy League.

A charging station for multiple devices was purchased for the Aurora Public Library and was placed in the West Wing for patron use.

Tammy Wohlfrom has been hired to join the staff as a full-time employee starting on July 12th. She has many years of experience within the South Dearborn Community School Corporation, most recently as a Library Aide at Manchester School.

We have added a link on the Library web page that provides access to a group of Health and Medical databases that have been curated by the Public Library Association. This is part of an initiative to help libraries meet library patrons' medical information needs.

A motion was made by Dennis and seconded by Manford to approve the Librarian's Report. The motion carried.

Old Business

Waiver for the APLD Long Range Plan: The waiver has been approved for the Long Range Plan that is required as part of Indiana Library Standards (IAC 590). The waiver is good until the end of 2018, and Dean is working on this in accordance with the timeline discussed at the April 23, 2018 Board Meeting.

Technology Update: The project to increase our Internet band width at all three locations has been completed. The staff computer workstations have been upgraded at the Dillsboro Public Library, and all computers within the Library District are now operating on Windows 10.

New Business

Air Conditioning Unit at Dillsboro Public Library: The present air conditioning unit at the Dillsboro Library has only been functioning at partial capacity since June 9th. Tom Thiemann of T.S. Repair Service, Inc. is recommending a total replacement of this 20-

year-old unit. He has submitted a quote of \$19,440.00 for the project. This quote includes Crane lifting equipment and labor which will be provided by Air Tech Mechanical Services, Inc. A motion was made by Ryan to accept the quote from Tom Thiemann. The motion was seconded by Dennis, and the motion carried.

Closing for the A/C replacement: The A/C replacement work will take place on a Monday-Wednesday, and there will be no A/C during that time. Dean is requesting that the Dillsboro Public Library be closed during those days and that staff be reassigned to work at other buildings. A motion was made by Ryan and seconded by Dennis for the Dillsboro Public Library to close for up to three days during the installation of the new A/C unit. The motion carried.

Sidewalk Construction Project: Dean would like authorization to close the Aurora Public Library to patrons if the sidewalk construction makes entry to the building unsafe. Staff members would still work as scheduled, but would be reassigned to other buildings. A motion was made by Manford to approve this closing, if necessary. The motion was seconded by Ryan, and the motion carried.

Staff Notification for Changing Insurance Package: Dean would like to send all staff members a letter on July 1st explaining that they should be aware that medical insurance benefits will be changing at the beginning of 2019. A motion to authorize this letter was made by Manford and seconded by Ryan. The motion carried.

Finances

Dean is scheduled for a budget meeting with a representative from the State Board of Accounts on July 26th.

The Library District received the May 2018 tax distribution.

General Property Tax:	\$505,663.55
License Excise Tax:	<u>\$45,862.25</u>
total amount	\$551,525.80

A motion was made by Ryan and seconded by Svava to accept the following claims: 001328-001335, 008695-008750 and 505968E-505994E totaling \$93,342.72. 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 May Treasurer's report. Motion carried.

The next meeting will be at the Aurora Public Library on Monday, July 23rd, 2018.

Manford made a motion to adjourn the meeting at 6:48 pm.