

## **Minutes of the Aurora Public Library District Board of Trustees**

### **March 26, 2018 Meeting**

The Aurora Public Library District Board of Trustees met on March 26, 2018, at the Aurora Public Library, APL. President Ben Turner called the meeting to order at 6:05pm with Angela Burkhardt, Sue Manford, Randy Dennis and Dorothy Svava present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall Loudon were also present. Michelle Ryan and Maureen Eller were unable to attend.

A motion was made by Dennis and seconded by Manford to approve the February 26, 2018 meeting minutes. The motion carried.

#### **Librarian's report**

Dean informed the board that the Indiana State Library Annual Report has been submitted for 2017. The Library District is currently non-compliant under Indiana Public Library Standards concerning a long-range plan of service (590 IAC 6-1-5 (j) (6)). The 2017 Public Library Standards require a more comprehensive plan to address community needs. Dean will have more to report at the April Board Meeting.

Staffing is the next big issue that Dean is addressing. Several interviews have been scheduled for this week. We have had a good selection of applications submitted for the Library Assistant position which was posted on Eaglecountryonline.com and widely shared on Facebook. Interviews have been scheduled for the Library Event Staff positions.

Other staff members have stepped up to take some of Dean's previous responsibilities. Kim Batchelor will be conducting the Moores Hill Between the Lines Book Discussions. Cathy Wilkymacky is doing the children's Storytimes. Bobbie Gates and Shelby Austin have been increasing our presence on social media. Jessica Rowlett has taken over a Walking Book patron and other staff members have volunteered in other areas.

The District Dispatch has been mailed and is available to view on the library web page. Another edition will be published in May with information about all of our Summer Reading Programs.

Kim Batchelor and Peggy Dean have met twice with Main Street Director Nancy Turner and other members. The Aurora Public Library District will be working with Main Street on the publication of a book about Aurora to be available for the town's 2019 Bicentennial.

A motion was made by Burkhardt and seconded by Svava to accept the Librarian's Report. The motion carried.

#### **Old Business**

Copies of the leave hour cap policy adopted at the February 2018 meeting were distributed to board members.

Hall Loudon gave an update of the progress of the Exit signs installation.

## **New Business**

President Turner administrated the officiating oath for the Treasurer's Bond for Treasurer Angela Burkhardt.

Dean explained the process for establishing the Library's individual nonresident fee.

Indiana Code 36-12-2-25(c) requires that an individual nonresident fee be established for a local library card. The minimum fee that the Library Board may set under the statute is the greater of the following: (1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries" or (2) Twenty-five dollars (\$25). Based on our 2017 statistics and increase in operating fund expenditures, A motion was made by Burkhardt and seconded by Svara to pass the Resolution for Nonresident Fee setting the 2018 fee at \$60.00. Motion carried.

## **Finances**

The Annual Financial Report for the Indiana State Board of Accounts has been completed and filed in the Gateway, the Attestation Page signed and submitted and the Cash and Investment Report will appear in the Dearborn County Register on March 29, 2018.

The library district has received 2017 E-rate funds in the amount of \$17,614.88 from the State of Indiana. The funds will used to offset internet connectivity cost for 2018.

A motion was made by Manford and seconded by Dennis to accept the following claims 001301-001312, 008551-008598, 505897E-505920E totaling \$68,139.74 listed on the Check Summary Register and file for audit. The motion carried.

A motion was made by Dennis and seconded by Svara to approve the January and February Treasurer's report. Motion carried.

Next meeting will be at the Aurora Public Library on Monday, April 23, 2018.

Manford made a motion to adjourn the meeting at 6:45pm.