Minutes of the Aurora Public Library District Board of Trustees

August 26, 2019 Meeting

The Aurora Public Library District Board of Trustees met on August 26, 2019, at the Aurora Public Library.

The meeting was called to order at 6:07 PM by President Ben Turner. In attendance were Board members Maureen Eller, Randy Dennis, and Michelle Ryan, and Angela Burkhardt. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Unable to attend were Dorothy Svara and Sue Manford.

Randy Dennis: The first item on the agenda was the swearing in of Randy Dennis for his second four-year term on the Aurora Public Library District Board of Trustees.

Board Meeting Minutes:

A motion was made by Dennis and seconded by Ryan to approve the July 22, 2019 Board Meeting minutes. The motion carried.

Public Budget Hearing: The Form 3: Notice to Taxpayers concerning the Public Budget Hearing was submitted on August 9th, 2019. At the meeting with the Department of Local Government Finance on August 8th, the 2020 Budgets were set at:

<table>
<thead>
<tr>
<th>Budgets</th>
<th>Operating/General</th>
<th>Rainy Day</th>
<th>Library Improvement Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts</td>
<td>$1,199,913</td>
<td>$125,000.00</td>
<td>$150,000.00</td>
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</tbody>
</table>

This proposed budget reflects the state approved Average Growth Quotient of 3.5%.

The 2020 Budget is scheduled to be approved by the Board on October 28, 2019.

A motion was made by Eller and seconded by Burkhardt to present this budget at the October 28, 2019 Board meeting for final approval. The motion carried.

Librarian’s Report

The Summer Reading Program for 2019 saw a total participation of 629 people with a total of 619 people attending programs throughout the summer. Stephanie Siemer distributed a survey asking staff and patrons for feedback and received many positive comments. In general, patrons liked the Tic-Tac-Toe Reading Challenge, but would like it revised next year for adults.

Enrollment in the 1,000 Books Before Kindergarten program is now up to 142 children. On August 2nd, we had the first child report they had completed the program!

Siemer continues to reach out to local educators and parents. She hosted a workshop for teachers highlighting our Educator resources. She attended the SIEOC Back-to-School Block party at the Aurora Recreation and Community Center and the Dillsboro Elementary School Meet the Teacher event.

Cathy Wilkmacky led a craft program for adults was held at the Dillsboro Public Library on August 20, 2019. Also on August 20th, Roy Lambert presented the story of Jacob Ebersole to a tour group at the Aurora City Hall.

Judy Grady and Ashton Richards have been creating wonderful displays as a way of promoting our resources to patrons, and the bulletin board created by Siemer is eye-catching, as well. The pirate book display near the Lower circulation desk at the Aurora Public Library had a surprise
guest last week with the arrival in the mail of a purple puppet named Dewey. He is making the rounds of Indiana libraries before returning to his home at the Oxford Public Library.

**Old Business**

**Door replacement at the Aurora Public Library:** The quotation from Your Automatic Door Company is for the amount of $7,470.00. This includes two new exterior doors in a dark bronze finish with an automatic opening feature on one of the doors. A motion was made by Burkhardt and seconded by Eller to accept the quote and proceed with the door replacement. The motion carried.

**Tree Service at Dillsboro Public Library:** Carey Tree Service removed dead trees, trimmed healthy trees and cleared brush from the back access to the Dillsboro Public Library. The work is complete and the company did an excellent job.

**Window Cleaning Service:** The Library District is now on a regular window cleaning schedule with the Ohio Window Cleaning Service, and the windows have been cleaned inside and out at all three locations.

**L.E.D. Light Replacement Project:** R.J. Lewis is continuing to replace incandescent and florescent bulbs with L.E.D. bulbs with work done in all three library buildings during the week of August 19, 2019.

**Crossroads Exhibit:** The truck with the crates for the Crossroads Exhibit will arrive at the Dillsboro Public Library on Tuesday, August 27, 2019. The timeline for the Exhibit is shown below:
- August 27, 2019: Delivery of the exhibit crates
- August 28, 2019: Docent Training by Cathy Wilkmacky
- September 3, 2019: Carol Harsh, Director of the Smithsonian Museum on Main Street Division will arrive to discuss the exhibit set-up.
- September 4-5, 2019: Indiana Humanities personnel and staff from other host sites will be at the Dillsboro Public Library for an installation workshop.
- September 6, 2019: Opening Reception and Ribbon-Cutting at the Dillsboro Public Library from 6-8 pm.
- September 7-October 20, 2019: The Crossroads Exhibit will be open to visitors.
- October 21, 2019: The exhibit will be disassembled and packed for pick-up.

**Staffing:** Rebecca Wilhelm resigned from the Library District. Her last day with the Library District was July 30, 2019. Brett Weaver has completed his student internship with the Library District.

**New Business**

**Board Members:**

Dorothy Svara has resigned from the Library Board due to health reasons.

This will be Maureen Eller's last meeting on the Library Board due to moving out of the Library District.
Revised Job Descriptions: Dean has revised the Job Description for Public Services Team Leader and has created a new job position of Technical Services Leader. A motion was made by Ryan and seconded by Burkhardt to approve these job descriptions. The motion carried.

Position Postings: Dean advised the Board she would like to post the positions of Technical Services Leader and Public Services Leader internally for current employees with a cut-off date of September 9, 2019. A motion was made by Ryan and seconded by Burkhardt to post these job positions for current employees. The motion carried.

Dean also recommends an external posting of the position of Dillsboro Branch Manager through local media, the Indiana State Library, and the Indiana Public Libraries list-serve, with an application deadline of September 23, 2019. A review of applications and interviews for the position will take place in October. A motion was made by Dennis and seconded by Ryan to make a public posting of the Dillsboro Branch Manager position. The motion carried.

Landscaping Projects at the Local History Library:
Carey Tree Service was hired to trim the large river birch tree on the east side of the Local History Library. Extensive pruning was done to remove the lower branches and thin the canopy. In addition, the shrubbery on that side of the building was pruned to improve parking. The cost was $1,200.00.

Brambley Gardens was hired to replace plants in the bed on the Second Street side of the Local History Library and to trim the shrubbery at the Aurora Public Library. These will be in addition to the regular seasonal maintenance of the landscaping.

Maintenance Projects at the Dillsboro Public Library: The building has been power-washed, lightbulbs have been replaced, and the front door has been repainted.

Resolution to join the Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2010-June 30, 2021: This commitment is required in order to receive the e-Rate discount on internet access. A motion was made by Eller and seconded by Ryan to approve the resolution as presented. The motion carried.

Resolution to Establish a Policy on Internal Control Standards: Training on Internal Controls is required annually for employees and for appointed officials. A motion was made by Eller and seconded by Ryan to establish the Policy on Internal Control Standards as presented. The motion carried.

Finances

State Board of Accounts Remote Audit: The Library District is undergoing a remote financial audit by the State Board of Accounts.

Merit Raise: Based on her superior organization, planning and execution of the Summer Reading program and other children’s programs, Stephanie Siemer was offered and has accepted the position of Youth Services Assistant with an hourly increase of $3.39 per hour.

Claims: A motion was made by Ryan and seconded by Eller to accept the following August claims: 001438-001447, 009336-009385 and 506373E-506417E totaling $82,779.85. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

Treasurer’s Report
The July 2019 Treasurer’s Report was presented. A motion was made by Dennis and seconded by Ryan to accept the report. The motion carried.
The next meeting will be at the Aurora Public Library on Monday, September 23, 2019 at 6 p.m.

Burkhardt made a motion to adjourn the meeting at 7:33 pm.

Respectfully submitted,

Janet Hall-Louden, Acting Secretary

Michelle Ryan

Angela Burkhardt