Minutes of the Aurora Public Library District Board of Trustees

December 16, 2019 Meeting

The Aurora Public Library District Board of Trustees met on December 16, 2019, at the Aurora Public Library.

The meeting was called to order at 6:35 pm by Sue Manford. In attendance were Board members Brenda Watts, Mary Fields, and Michelle Ryan. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were present.

Mary Fields was sworn in for her first term as Board member of the Aurora Public Library District. Her appointment was made by Dearborn County Council and expires on January 23, 2022. This completes the term vacated by Maureen Eller.

Board Meeting Minutes:

A motion was made by Watts and seconded by Fields to approve the November 25, 2019 Board Meeting minutes. The motion carried.

Librarian’s Report

The Aurora Public Library District kicked off our 2019 holiday programming on December 7th with Christmas cookies and stories at both the Aurora and the Dillsboro branches and with a “Create Your Own Gift Tag” program at the Local History Library. Other holiday programs were a 3-D Snowflake craft program, the annual Reindeer Reserve at the Aurora Lions Club and performances of Jolly Old St. Nicholas, held at the St. John’s Lutheran School. Stephanie Siemer also shared Christmas cookies and stories with the residents of The Waters in Dillsboro. Siemer represented the Library District at the Moores Hill Elementary School holiday program for families and shared a reindeer craft with 175 people.

In addition to staff-provided programs, both branches are seeing increased use of the library by small groups of community members for activities like tutoring or supervised visits.

The amount of Inter-Library Loan items the Library District is handling has seen a dramatic increase in 2019, requiring more staff time to place and process requests. The number of items the district has loaned to other libraries through the SRCS program has increased by 21% to 449 items so far in 2019. The number of items our patrons have requested has increased by 43% to 1,234 items. In addition, we have loaned 77 book sets to schools or other libraries in Indiana in 2019.

Old Business

Staffing: An additional Part-Time Library Assistant has been hired. Jamie Haney will be starting with the Library District on January 6, 2020.

Memberships: Juvenile memberships were deleted if the patron had been inactive for longer than 3 years. The number of juvenile memberships went from 2,614 to 1,028. Another 240 juvenile cards are still being used by patrons who are now over 18. These records are being marked by staff with a note to update the patron to an adult membership.

Fitness Incentives: Dean is proposing a revised program of staff fitness incentives, without a level of staff competitiveness.

- The purchase of one Fit-Bit HR device for any staff member who wants to track their physical activity. The device will remain as Library property, but would be signed out to an individual.
• Beginning in December of 2020, full-time employees will receive a gift-card with a value of $20 for each month they have maintained a silver status with Humana Go 365 during the current calendar year. The gift cards will be given at the time of the last payroll of the year to staff members currently enrolled in the Humana Health Insurance. This program may be discontinued if Humana revises the guidelines for Go 365.

• Promotional materials will be shared with staff members to educate them on the various ways they can participate in Humana Go 365.

A motion was made by Ryan and seconded by Watts to approve these fitness steps to promote staff wellness. The motion carried.

New Business

Cans for Fines Program: Dean recommended that the Library District use the month of February 2020 to hold a fine reduction program. Patrons will receive a $1.00 reduction in fines for each can of food they bring to the Library. Food collected will be donated to local food pantries. A motion was made by Watts to accept this proposal. Ryan seconded the motion and the motion carried.

2020 Library Board Officers: The election of 2020 officers was tabled by consensus until the January 27, 2020 meeting.

2020 Public Library Access Card (PLAC) fee: The Library received notification from the State of Indiana that the 2020 PLAC fees are set at $65.00. This is the same fee set for 2019.

Computer and Internet Use Policy: At the November Board meeting, a Circulation policy was approved which lowered the printing fee for color copies from $1.00 to $0.50. Dean requested the Computer and Internet Policy be updated to reflect the reduction of the fee for color printing. A motion was made by Ryan and seconded by Fields to approve this revision. The motion carried.

Finances

2020 Budget: The 1782 Notice for the 2020 Aurora Public Library District Budget was received on November 26, 2019. The budget was accepted with no adjustments.

State Board of Accounts Audit: The Field Examiner and supervisor who performed our audit provided the following guidance concerning the use of LIRF funds when Mary Alice Horton retired: "We would recommend that they make a correcting entry to pay this out of either Operating or Rainy Day. Of course, they need an appropriation to pay it out of either fund – they can contact DLGF for an additional appropriation. Also, for Rainy day, the resolution establishing the fund would need to allow for payment of operating-type expenses." In the response to the Audit, Dean informed the State Board of Accounts that this would be done in 2020.

Board of Finance Meeting: Dean requested that the date for the Board of Finance meeting be set as January 27, 2020 at 6:15 pm. A motion was made by Fields and seconded by Ryan to set the Board of Finance meeting on this date. The motion carried.

Certificate of Deposit: Dean reported that Certificate of Deposit # 59155 matured at The Friendship State Bank on December 1, 2019, with $7,701.70 earned interest. The CD principal and interest were reinvested into a CD with a rate of 1.57 and a yield of 1.58 which will mature on December 1, 2021.

Tax Distributions: Dean reported that the Library District received tax distributions in the following amounts:

• Fall tax settlement in the amount of $381,320.82.
• Commercial Vehicle Excise Tax (CVET) distribution of $1,978.00
• Financial Institutions Tax (FIT) distribution of $2,605.65.
The State Technology Grant reimbursements for non-E-rate costs for funding year July 1, 2019 through June 30, 2020 have been calculated. The deposit of $17,694 is expected around January 10, 2020.

Dearborn Community Foundation Grant: The Library District has received a proactive grant of $1,000.00 from the Dearborn Community Foundation to support the general operations of the Library District. The grant was recommended by Dearborn Community Foundation Board member Fayla Nanz.

Resolution to Pay 2020 Bills with Prior Approval: A motion was made by Watts and seconded by Ryan to approve a Resolution to Pay 2020 Bills with Prior Approval, according to the terms stated in Indiana Administrative Code 36-12-3-16(a)(1-18). The motion passed. The resolution will be filled with the Board minutes.

Claims: A motion was made by Ryan and seconded by Manford to accept the following December claims: 001471-001477, 009522-009549, and 506491E-506514E totaling $43,134.60. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

Treasurer’s Report: The November 2019 Treasurer’s Report was presented. A motion was made by Ryan and seconded by Watts to accept the report. The motion carried.

The next meeting will be at the Aurora Public Library on Monday, January 27, 2020 immediately following the Board of Finance meeting.

Ryan made a motion to adjourn the meeting at 7:16 pm.

Respectfully submitted,

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Michelle Ryan, Secretary

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