Minutes of the Aurora Public Library District Board of Trustees

January 28, 2019 Meeting

The Aurora Public Library District Board of Trustees met on January 28, 2019, at the Aurora Public Library. President Ben Turner called the meeting to order at 6:18 pm with Sue Manford, Angela Burkhardt, Randy Dennis, Dorothy Svara and Maureen Eller present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Michelle Ryan was unable to attend.

Reappointments to the Board of Trustees

Burkhardt and Manford have been appointed by Dearborn County Commissioners for third terms on the Board of Trustees. Burkhardt and Manford took the Oath of Office.

Board Meeting Minutes

A motion was made by Manford and seconded by Dennis to approve the December 17, 2018 Board Meeting minutes with one correction. The motion carried.

Librarian's Report

The Staff Training Day on January 21, 2019 was used to emphasize the skills needed for excellent customer service and for handling Reference and Readers’ Advisory questions. Reference skills and customer service will continue to be stressed throughout 2019. The staff participated in a scavenger hunt to locate safety items in the Aurora Public Library and staff members viewed a webinar produced by the Public Library Association on “Preventing Violence in Public Libraries.” Laura Priebe made a presentation to the staff about the literacy services offered by the Hoosier Hills Literacy League. Staff members also completed a self-assessment of technology skills which will be used to identify the best staff members to offer technology training to patrons.

Stephanie Siemer has been offering monthly Storytimes for the Dillsboro Elementary School kindergarten classes and the Dillsboro Head Start classroom. Siemer also provided a program at the Wee Wonders Preschool in Moores Hill.

Jessica Rowlett has returned to work following her maternity leave. Shelby Austin began her maternity leave on January 2, 2019 and will remain on leave through February. Sarah Brown resigned from her position as Library Assistant – Part-Time on January 3, 2019. Rebecca Wilhelm moved from Part-Time Library Assistant to Full-Time Library Assistant on January 7, 2019.

Jessica Rowlett has expressed interest in learning to catalog for the library and she was given the opportunity to participate in six hours of online training in Copy Cataloging of Monographs. Stephanie Siemer attended a webinar about Make and Take activities for the 2019 Summer Reading program.

Dean has been conducting an evaluation of our Adult Biography collection at the Aurora Public Library and out-of-date materials are being removed.

The Library District received a thank-you letter from the Indiana Correctional Industrial Facility at Pendleton for books we had donated to their library.

A motion was made by Eller and seconded by Burkhardt to accept the Librarian’s Report. The motion carried.
Old Business

Crossroads Exhibit

Dean, Cathy Wilkmack, Judy Grady and Dillsboro Economic Development Director Susan Greco attended a two-day training session at the Indiana Humanities Council in Indianapolis. Costs for the training were covered by Indiana Humanities. There will be a two-day installation workshop at the Dillsboro Public Library during the first week of September. Staff from all Indiana host sites will attend the installation workshop along with Indiana Humanities staff members, and during this training the Dillsboro Exhibit will be erected. Dean is requesting that the Board approve Sunday Hours during the time of the Crossroads Exhibit on the following days:

- September 8, 2019: 1-4 pm for the public, 12:45-4:15 for staff
- September 15, 2019: 1-4 pm for the public, 12:45-4:15 for staff
- September 22, 2019: 1-4 pm for the public, 12:45-4:15 for staff
- September 29, 2019: 1-4 pm for the public, 12:45-4:15 for staff
- October 6, 2019: 1-4 pm for the public, 12:45-4:15 for staff
- October 13, 2019: 1-4 pm for the public, 12:45-4:15 for staff
- October 20, 2019: 1-4 pm for the public, 12:45-4:15 for staff

A motion was made by Burkhardt and seconded by Manford to approve these Sunday hours for the duration of the Crossroads Exhibit. The motion carried.

Long Term Plan

Following the December 2018 Board Meeting, Eller and Dean made some minor corrections to the proposed Long Term Plan. A motion was made by Svara and seconded by Eller to approve the corrected Aurora Public Library District Long Term Plan for 2019-2023. The motion carried.

Revised Personnel Handbook

A motion was made by Manford and seconded by Eller to approve the 2019 Personnel Handbook presented at the December 2018 Board Meeting. The motion carried.

New Business

Dean reported that a donation of $75.00 was received from Susan Sutton and Jonathan Bricker. The money was used to purchase new books for the library collection.

Dean reported that the State Board of Accounts 100R and the Indiana State Library Annual Report are both in progress.

2019 Fee for No-Resident Library Card

Dean recommended setting the 2019 fee for a Non-Resident Library Card at $55.00 based on the 2018 Operating Expenditure per capita for the Library District. A motion was made by Dennis and seconded by Burkhardt to approve this fee for 2019. The motion carried.

Turner stated that the City of Aurora is searching for a location to use computers for training for city employees. Dean stated that she would be willing to make library computers available for this training, and Turner agreed to pass this information to the City Manager.

Finances

Surety Bond

President Turner administered the Oath of Office to Treasurer Burkhardt. The bond was signed by Turner and Burkhardt and will be filed at the Dearborn County Recorder's Office.
Health Reimbursement Account

Dean reported that two staff members are requesting reimbursement for medical expenses incurred during the months of September through December 2018 when the Library Board had put a Health Reimbursement Account in place to help employees transition to a higher deductible.

2019 Salary Schedule

Dean presented a proposed 2019 Salary Schedule. A motion was made by Manford and seconded by Svara to approve the following Salary Schedule for 2019. The motion carried.

2019 Salary Schedule

<table>
<thead>
<tr>
<th>Position</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian</td>
<td>50,000.00 – 110,000.00</td>
</tr>
<tr>
<td>Librarian I-V</td>
<td>20.00 – 40.00</td>
</tr>
<tr>
<td>Specialist II</td>
<td>20.00 – 40.00</td>
</tr>
<tr>
<td>Library Assistant Full-Time</td>
<td>10.00 – 20.00</td>
</tr>
<tr>
<td>Library Assistant Part-Time</td>
<td>10.00 – 12.50</td>
</tr>
<tr>
<td>Library Assistant Student</td>
<td>7.50 – 9.00</td>
</tr>
<tr>
<td>Library Student Event Staff</td>
<td>6.00 – 7.25</td>
</tr>
</tbody>
</table>

2019 Pay Schedule

The schedule of 2019 Pay Periods was presented. A motion was made by Dennis and seconded by Burkhardt to approve the Pay Schedule for 2019. The motion carried.

2019 Mileage Rate

Dean requests the Board adopt the 2019 Federal Mileage Rate of $0.58 per mile. A motion was made by Dennis and seconded by Eller to approve this mileage rate for 2019. The motion carried.

Claims: A motion was made by Dennis and seconded by Manford to accept the following claims: 001382-001391, 009014-009062 and 506168E-506205E totaling $91,960.07. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

Treasurer’s Report

The December Treasurer’s Report was tabled until the February 2019 Board Meeting.

The next meeting will be at the Aurora Public Library on Monday, February 25th, 2019 at 6 p.m.

Eller made a motion to adjourn the meeting at 6:53 pm.

Respectfully submitted,

Maureen Eller, Secretary

[signature]

Michelle Papa

Dwight Svara

Sue Manford

Benjamin