Minutes of the Aurora Public Library District Board of Trustees

October 28, 2019 Meeting

The Aurora Public Library District Board of Trustees met on October 28, 2019, at the Aurora Public Library.

The meeting was called to order at 6:02 pm by President Ben Turner. In attendance were Board members Angela Burkhardt, Brenda Watts, Sue Manford, and Michelle Ryan. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were present, as were staff member Cory Lyon and community member Mary Fields. Unable to attend was Board member Randy Dennis.

Board Meeting Minutes:

A motion was made by Manford and seconded by Ryan to approve the September 23, 2019 Board Meeting minutes. The motion carried.

Librarian's Report

The Crossroads Exhibit completed its stay at the Dillsboro Public Library on Sunday, October 20th. Over 1200 visitors viewed the exhibit, including 11 groups from schools or other local organizations. In addition, local residents volunteered 135 hours to assist with the exhibit.

Stephanie Siemer has been providing monthly story-times for children at the Aurora Head Start location and at the Dillsboro Elementary School. In addition, she has been providing two programs a month for the combined 1st and 2nd grades from St. John’s Lutheran School, and she provided a workshop for homeschool families on October 10th.

The staff training day on October 14th provided valuable time for training on internal controls, circulation procedures and other office procedures. We were able to have productive conversation on some of the staffing issues we have experienced. Time was also spent working together to relocate the non-fiction, adult fiction, and teen collections.

The Local History Library was a stop on the October 19th Indiana Landmarks Tour and welcomed 91 visitors to the building.

On October 24th and 25th, the Library District sponsored 6 performances of Thumbelina, provided by the Virginia Repertory Theatre Company. The performances were held at the Aurora Lions Club and were attended by a total of 417 people.

Old Business

Landscaping: Joe Cigolotti has removed the weeping cherry tree near the Aurora Public Library lower entrance and has replaced it with a new tree of the same type for a fee of $995.00. He was also asked to remove the stone bench by the lower entrance. He has performed the seasonal upkeep of the Aurora Public Library landscaping and will perform the seasonal cleanup for the Dillsboro Public Library and the Local History Library in November.

Lower Doors at the Aurora Public Library: The outside doors were replaced at the lower entrance and an automatic opener was installed on one of the outer doors.
**Juvenile Behavior Issues:** Library staff are still dealing with a variety of behavior issues concerning unsupervised juveniles in the library buildings or on the library premises. Dean requested that the Standards of Library Behavior be revised to address these problems. The revision includes procedures for addressing unruly or destructive behavior by unsupervised minors. A motion was made by Burkhardt and seconded by Ryan to approve the revised Standards of Library Behavior. The motion carried.

Dean also requested that the Computer and Internet Policy be revised to set a limitation of four hours of computer use per day for patrons under the age of 18. A motion was made by Ryan and seconded by Watts to approved the revised policy.

Both of these changes in policies will be effective immediately, and copies of the new policies will be filed with the Board Minutes.

**New Business**

**Library Hours of Service for 2020:** Dean presented a proposal for Library service hours for 2020 that would bring the hours at the Dillsboro Public Library and the Local History Library closer to the hours at the main branch. Manford made a motion to approve the changes. The motion was seconded by Ryan. The motion to approve the 2020 Service Hours shown below carried.

<table>
<thead>
<tr>
<th>Library Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora Public Library</td>
<td>Monday, Wednesday, Friday 10:00-6:00</td>
</tr>
<tr>
<td></td>
<td>Tuesday and Thursday 10:00-8:00</td>
</tr>
<tr>
<td></td>
<td>Saturday 10:00-3:00</td>
</tr>
<tr>
<td>Dillsboro Public Library</td>
<td>Monday – Friday 10:00-6:00</td>
</tr>
<tr>
<td></td>
<td>Saturday 10:00-3:00</td>
</tr>
<tr>
<td>Local History Library @ the Depot</td>
<td>Tuesday, Wednesday, Thursday 10:00-6:00</td>
</tr>
<tr>
<td></td>
<td>Closed 12:30-1:00</td>
</tr>
<tr>
<td></td>
<td>First/Third Saturday of the month 10:00-3:00</td>
</tr>
</tbody>
</table>

**2020 Aurora Public Library District Holidays and Closings:** Dean presented a recommendation for Holidays and Closings for 2020. Burkhardt made a motion to accept the dates. The motion was seconded by Manford. The motion carried and the schedule will be filed with the Board Minutes.

**2020 Library Board Meeting Dates:** Dean presented a proposed list of Library Board Meeting Dates for 2020. The proposal included a recommendation to change the monthly meeting time to 6:15 p.m. Burkhardt made a motion to accept the dates. Ryan seconded the motion, and the motion carried.

**Finances**

**2020 Library Budget:** Dean requested the Board adopt the following amounts for the 2020 Budget.

<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>$1,199,913.00</td>
<td>$125,000.00</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

A motion was made by Ryan and seconded by Watts to approve this budget for 2020. The motion carried.

**Claims:** A motion was made by Ryan and seconded by Manford to accept the following October claims: 001456-001462, 009425-009478 and 506442E-506465E totaling $76,026.84. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.
Treasurer’s Report

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

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

Burkhardt made a motion to adjourn the meeting at 7:02 pm.

Respectfully submitted,

Michelle Ryan
Michelle Ryan, Secretary

[Signatures]

[Signatures]