Minutes of the Aurora Public Library District Board of Trustees

September 23, 2019 Meeting

The Aurora Public Library District Board of Trustees met on September 23, 2019, at the Aurora Public Library.

The meeting was called to order at 6:08 PM by President Ben Turner. In attendance were Board members Randy Dennis, Angela Burkhardt, and Michelle Ryan. Brenda Watts was in attendance and was sworn in as a Board member. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Unable to attend was Sue Manford.

Brenda Watts: The first item on the agenda was the swearing in of Brenda Watts to complete the remaining portion of Dorothy Svara's term.

Election of a replacement Vice President and a replacement Secretary:

The Aurora Public Library District Board bylaws direct the election of replacement officers at the next regular meeting of the Board when a vacancy occurs. A motion was made by Burkhardt and seconded by Ryan to elect Dennis as Vice President. The motion carried. A motion was made by Burkhardt and seconded by Dennis to elect Ryan as Secretary. The motion carried.

Board Meeting Minutes:

A motion was made by Ryan and seconded by Dennis to approve the August 26, 2019 Board Meeting minutes. The motion carried.

Librarian's Report

The opening night reception for the Crossroads Exhibit at the Dillsboro Public Library was held on September 6th with approximately 90 people attending. In attendance were many leaders of the Dillsboro community, APLD Board members, State Representative Randy Frye, Dearborn County Commissioner Jim Thatcher, and representatives from Indiana Humanities and the Indiana Office of Community and Rural Affairs. Community businesses that supported the event were the Blue Willow House, J & J Liquors, Flowers and Gifts of Love, and Krogers. Since the opening of Crossroads, 482 have toured the exhibit, including school groups from St. Mary's and Dillsboro Elementary Schools. This week we will host school groups from St. John's, Aurora Elementary, and Rising Sun Schools.

On September 14th, the Local History Library hosted an informal “Share Your Aurora History” program as part of the city of Aurora’s One Weekend in September activities. Forty people dropped by the Local History Library for coffee and donuts and to talk about their memories of Aurora. That same day, Roy Lambert also provided a talk on Dr. Jacob Ebersole.

The Library District received a donation of a beautiful photograph taken by Josie Hufford. The photograph will be hung by the upstairs elevator door in the Aurora Public Library.

Old Business

Staffing: The position of Public Services Team Leader has been filled by Bobbie Gates and the position of Technical Services Team Leader has been filled by Jessica Rowlett. Both job changes were effective on September 16, 2019. Both employees were given a pay raise to go with their new positions.

Aurora Public Library Doors: The replacement doors for the lower level of the Aurora Public Library are still in the manufacturing stage.
New Business

Farmers Fair Hours: The Aurora Public Library and the Local History Library will observe special operating hours during the 2019 Farmers Fair. On Wednesday, October 2nd through Friday, October 4th, the buildings will close at 4:00 pm. The Aurora Public Library will be hosting the King and Queen contestants on October 2nd. On Saturday, October 5th, both of these buildings will be closed. The Dillsboro Public Library will maintain normal hours during the Farmers Fair.

Columbus Day (October 14th): The first half of the day will be spent with staff training. After lunch, we will be working to relocate the Aurora Public Library Teen area to the west wing.

Landscaping at the Aurora Public Library: Joe Cigolotti of Brumblay Gardens has notified us that the weeping cherry in front of the Aurora Public Library is probably in its last year. He would like to replace it with another weeping cherry. A motion was made by Dennis and seconded by Burkhardt to replace the weeping cherry tree. The motion carried.

Patron Incidents: We have had two incidents at the Aurora Public Library with some of our juvenile patrons. On both occasions, the patrons involved were given a two-week ban from the library buildings. Staff members have tried very hard to be understanding of typical adolescent behavior, but Dean felt this response was necessary. All the patrons involved have had their library privileges restored. It was suggested that Dean prepare a policy that spells out increasing consequences when multiple incidents involve the same juvenile patrons.

Future topics for 2019 Board Meetings: Dean presented the following list of items to be addressed at the remaining 2019 Board Meetings:

- Building Hours of Service for 2020
- Elimination of overdue fees for children’s materials – Dean will gather information about the number of juvenile library accounts blocked due to overdue fees.
- Vacation/Leave Policy
- Salary Schedule for 2020
- Holiday Schedule for 2020
- Board Meeting dates for 2020
- Health Incentives for employees

Finances

Snow Removal: Joe Cigolotti has approached the Library District about receiving the snow removal contract for the winter of 2019-2020. A motion was made by Burkhardt and seconded by Watts to contract with Joe Cigolotti of Brumblay Gardens for snow removal.

Dillsboro Public Library Maintenance Items: Friendship Insurance Company has identified four facility items that need to be addressed at the Dillsboro Public Library.

- Have the roof inspected and repaired
- Remove tape from inside the electrical panel
- Open breaker slots in the electrical panel should be inspected and properly covered
- Signage needed next to the elevator: “Do not use elevator in case of fire.”

Memorial Donations: The Library District has received memorial donations in memory of James Utter, Dorothy Svara, and Jane Vorbroker. At the request of his family, the James Utter memorials were spent on children’s books for the Dillsboro Public Library. The memorials for Dorothy Svara and Jane Vorbroker are still in progress.

Resolution to create a Thelma Laaker Memorial Fund: The Aurora Public Library District currently has a Savings Account at Civista Bank (formerly United Community Bank) with a balance of $101,656.70. These funds were received from the Thelma Laaker Estate and are to be used for the Dillsboro Public Library. Dean recommended closing the account (# 618171229) and
creating a Thelma Laaker Memorial Fund with $11,656.70 placed in a cash account and $90,000.00 used to purchase a certificate of deposit. A motion was made by Burkhardt to accept this recommendation to create the Thelma Laaker Memorial Fund. The motion was seconded by Dennis. The motion carried.

**PFS Community Foundation Grant:** The Library District has received a grant in the amount of $3,000.00 from the Peoples Federal Savings Community Foundation. Dean would like to use these funds for renovation of the Teen area at the Aurora Public Library. A motion was made by Ryan and seconded by Burkhardt to spend the PFS Community Foundation Grant on renovation of the Teen area. The motion carried.

**Investment Accounts updated:** The investment accounts formerly held by United Community Bank and been updated to reflect the current bank name of Civista Bank.

**CD interest has been updated on the CD for the following accounts:**

- **Fund 11 (First Financial Bank):** MJ Markwalter Memorial Fund
- **Fund 13 (Civista):** Mr. & Mrs. Telford Walker Fund
- **Fund 14 (Civista):** Mabel Long Fund
- **Fund 15 (Civista):** Aurora Lions Club Fund

**Claims:** A motion was made by Ryan and seconded by Dennis to accept the following September claims: 001449-001455, 009386-009424 and 506418E-506441E totaling $65,608.63. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

**Treasurer’s Report**

The August 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, October 28th, 2019 at 6 p.m. This will include a vote to approve the 2020 Library Budget.

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

Respectfully submitted,

Michelle Ryan, Secretary

[Signatures]

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