

## Minutes of the Aurora Public Library District Board of Trustees

### May 18, 2020 Meeting

The Aurora Public Library District Board of Trustees met on May 18, 2020, at the Aurora Public Library.

The meeting was called to order at 6:28 pm by Randy Dennis. In attendance were Board members Mary Fields, Angela Burkhart, Sue Manford, and Michelle Ryan. President Ben Turner attended electronically. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present.

**Board Meeting Minutes:** Manford made a motion to accept the minutes from the March 23, 2020 Board meeting. The motion was seconded by Fields, and the motion carried. There was no Board meeting held in April 2020 due to the Public Health Emergency declared by Executive Order 20-02 on March 6, 2020 and in accordance with Executive Order 20-04 issued on March 16, 2020.

### Librarian's Report

The Library District closed its doors due to the Public Health Emergency on March 16, 2020 and began the process of reopening on Tuesday, May 5<sup>th</sup>, with the return of staff to the buildings. During the period of closing, staff members did limited work from home, based on their access to internet and technology. Some of the types of work performed included reading book reviews and making suggestions for future purchases, participating in online training opportunities, professional reading, creating content for the web page or social media outlets, and working on future displays or programs.

The Business Manager worked remotely and also from the Aurora Public Library to ensure that all financial and maintenance functions were carried out during the closing, and she coordinated with the Board Treasurer when checks were needed to pay vendors or service providers.

Access to online services and resources were continued for patrons during the closing period. Social media posts were used to publicize the resources offered by the Library District as well as other free resources and activities offered by library organizations, book publishers, and other cultural institutions. Patron library accounts were kept current to allow for online access and to avoid the addition of late fees. The Indiana Digital Download Consortium began offering access to Overdrive's collection of e-books and audio-books based on mailing address for patrons who did not have a physical library card.

During the closing, community members continued to have access to the Library's free wi-fi from outside all three Library locations. This service was highlighted on social media, and the Aurora Public Library District was included as a public wi-fi access point as part of ongoing publicity released by the Indiana Library Federation.

On May 7<sup>th</sup>, the Library District began offering curbside pick-up of library materials, and community members began to place requests online and by telephone. During the week of May 11-16, patrons were allowed to enter the Library buildings for limited computer use or printing. As of May 18, 2020, individuals are once again allowed to enter the buildings to browse the shelves, but are asked to limit their time in the building and to practice social distancing.

Burkhardt made a motion to accept the Librarian's Report. Ryan seconded the motion, and the motion carried.

## **Old Business:**

**Staffing:** Shortly before the Stay-at-Home order was issued by Governor Holcomb, Donald Judd was hired as a Library Assistant – Student. He will be working primarily on Tuesday and Thursday evenings and on Saturdays, with additional hours during the summer school break. Ashton Richards has also been rehired as a Library Assistant – Student and will be with the Library District until she returns to college in August.

## **Maintenance Items:**

**Carpet Cleaning:** Professional Janitorial Services cleaned the carpets at both the Aurora and the Dillsboro Library buildings during April.

**Brumbley Gardens:** The spring clean-up and mulching has been done to maintain the landscaping at all three library buildings.

**Window Cleaning:** The windows were cleaned (outside only) at all three library buildings in May.

## **New Business**

**Signarama Purchases:** Social distancing signs and floor decals were purchased from Signarama for all three library buildings and were put into place before reopening the buildings to the public.

**Hygiene/cleaning contract:** The Library District has been given a proposal by Cintas to upgrade our hygiene and cleaning methods and supplies throughout the Library District. The proposal offers a way to consolidate the ordering of cleaning supplies, to ensure that appropriate chemicals are being used in the correct mixtures, and to upgrade to touchless dispensers in the bathrooms and kitchen areas. Cintas will provide dispensers, chemicals, and a monthly refill service at a lower or comparable price to our current provider. A motion was made by Manford and seconded by Burkhardt to accept the Cintas proposal. The motion carried.

**Water Fountains:** The water fountains at both the Aurora and the Dillsboro Public Library buildings have been disabled by Clark Mohr Plumbing for the duration of the Public Health Emergency.

## **Finances**

A certificate of deposit in the Barrott Memorial Fund, held by the former United Community Bank, matured on April 20, 2020. The principal of \$200,235.02 was used with the addition of \$5,256.22 in interest to purchase a new CD at Civista Bank..

**Claims:** A motion was made by Ryan and seconded by Manford to accept the following April claims: 001504-001512, 009684-009712, and 506598E-506638E totaling \$84,730.75. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

**Claims:** A motion was made by Manford and seconded by Fields to accept the following May claims: 001513-001518, 009713-009745, and 506639E-506652E totaling \$52,407.52. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

**Treasurer's Report:** The March 2020 Treasurer's Report was presented. A motion was made by Ryan and seconded by Manford to accept the report. The motion carried.


**Treasurer's Report:** The April 2020 Treasurer's Report was presented. A motion was made by Ryan and seconded by Fields to accept the report. The motion carried.

The next meeting is scheduled to be held at the Aurora Public Library on Monday, June 22, 2020 at 6:15 pm.

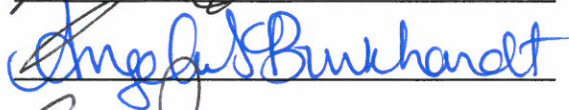
Manford made a motion to adjourn the meeting at 7:16 pm.

Respectfully submitted,

  
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Michelle Ryan, Secretary

  
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