

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

### October 26, 2020 Meeting

The Aurora Public Library District Board of Trustees met on October 26, 2020, at the Aurora Public Library.

The meeting was called to order at 6:16 pm by President Ben Turner. In attendance were Board members Brenda Watts, Mary Fields, Sue Manford, Michelle Ryan, Randy Dennis, and Angela Burkhardt. 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 September 25, 2020 Board meeting. The motion was seconded by Dennis, and the motion carried.

### **Librarian's Report**

Dean attended the Library Trustee training provided by the Indiana State Library at the Lawrenceburg Public Library. Copies of the PowerPoint presentations were distributed to all Board members.

On Columbus Day, staff members received training on INSPIRE, Novelist, Ancestry.com, Readers Advisory, and customer service. Although social distancing due to COVID required some creative thinking about the day's format, we were able to do a mixture of group activities and self-directed learning.

Stephanie Siemer has been providing kids with a Take-It and Make-It Halloween craft and we have had a pumpkin seed guessing contest at both the Aurora and the Dillsboro branches. Winners of the guessing contest will get a gift certificate to be used with a local merchant.

On October 27<sup>th</sup>, the Aurora Public Library will be the location for a community outreach by the Indiana State Attorney General's office. Personnel from the AG's office will be in the Library to help community members with activities like claiming lost funds and filing consumer complaints.

### **Old Business:**

**Staffing:** Due to personal issues, Ashton Richards has stepped down from her Full-Time position and has resumed her Part-Time position as a Library Assistant.

### **Update on Holiday Programming:**

- The Aurora and the Dillsboro Public Libraries will serve as collection points for donations of items for We Care packages to be sent to US troops.
- Take-It and Make-It crafts will be distributed during the weeks before both Thanksgiving and Christmas.
- The Library District has made a contribution to the town of Moores Hill of 150 paperback copies of *The Night Before Christmas*, to be distributed with Christmas stockings to children on December 5<sup>th</sup>. The Library's contribution will be acknowledged with a sponsor sign.
- On December 5<sup>th</sup>, the town of Dillsboro will be hosting a Hometown Christmas at various locations. The Dillsboro Public Library will offer outside activities: a Vintage Christmas Photo-Op, a free copy of *The Night Before Christmas* to the first 100 children, a Take-It and Make-It Craft, and a chance to enter a drawing for a Christmas Gift.
- On December 12<sup>th</sup>, in conjunction with Miracle on Main Street, the Aurora Public Library will offer outside activities: a Vintage Christmas Photo-Op, a free copy of *The Night Before Christmas* to the first 100 children, a Take-It and Make-It Craft, a chance to enter a drawing for a Christmas Gift. The City of Aurora will be locating the Nativity Set at a different location to allow plenty of room for the outside Library activities.

- Jingle John's Reindeer will be present in front of the former US Bank location on 2<sup>nd</sup> Street on both December 12<sup>th</sup> and December 13<sup>th</sup> from 1-4 pm.
- The Library District is offering opportunities for families to watch 3 different virtual storytelling sessions. The links will be available on Nov. 18<sup>th</sup> (Thanksgiving stories), Dec. 2<sup>nd</sup> (Christmas stories) and on Dec. 16<sup>th</sup> (Christmas stories).
- Judy Grady will be offering unique gift wrapping tips in a virtual event on Dec. 9<sup>th</sup>.
- "We're in the Spirit" Christmas Gift Giveaway will encourage community members to come into the Library and enter a gift drawing. Entries will be accepted at Aurora and Dillsboro branches from November 30<sup>th</sup> through December 12<sup>th</sup>.

### **New Business**

**Indiana Public Library Standards:** At the September meeting of the Indiana Library & Historical Board, the Aurora Public Library District was found to be in compliance with the state standards for 2019.

**2021 E-Rate Resolution:** Dean presented a resolution allowing the Library District to join the Indiana State Library Consortium for Public Library Internet Access and to receive the federal e-rate. A motion was made by Dennis and seconded by Ryan to approve the resolution joining the Consortium. The motion carried.

**2021 Library Board meeting dates:** Dean asked the Board to consider a list of meeting dates and times for 2021. By consensus, the Board agreed that continuing to meet on the fourth Monday of each month at 6:15 pm was acceptable. A motion was made by Manford to meet on each fourth Monday in 2021 with the exception of December of 2021. The December meeting will be held on the third Monday. The motion was seconded by Fields, and the motion carried. A list of 2021 Board meeting dates will be filed with the minutes.

### **Library Maintenance**

**Aurora Public Library elevator:** Vertical Systems has been called to the Aurora Public Library twice to investigate problems with the elevator. Although the elevator is operating at the present time, the repair man feels the voltage coming into the building is too high. He has proposed adding a series of 2 transformers in the elevator maintenance area to step down the voltage. He is estimating a cost of \$1,200.00 to \$1,400.00 to accomplish this. Board members suggested that Duke Energy be contacted to investigate the voltage problem.

**Outdoor Signs:** Dean reported that Restricted Area signs were installed on the back gate enclosing the air conditioning units at the Aurora Public Library and on the gate surrounding the Lift Station at the Dillsboro Public Library.

### **Finances**

**2020 Library Budget:** Dean requested the Board adopt the following amounts for the 2021 Library District Budget.

<u>Budgets</u>	<u>Operating/General</u>	<u>Rainy Day</u>	<u>Library Improvement Fund</u>
<b>Amounts</b>	<b>\$ 1,261,858.00</b>	<b>\$125,000.00</b>	<b>\$150,000.00</b>

A motion was made by Burkhardt to accept the 2021 Budget as presented. The motion was seconded by Ryan, and the motion carried.

**Local Income Tax Revenue:** The Library District received a Local Income Tax Distribution (LIT) in the amount of \$22,321.50.

**Claims:** A motion was made by Ryan and seconded by Manford to accept the following October claims: 001550-001556, 009933-009970, and 506770E-506795E totaling \$62,370.87. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

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

Next meeting will be at the Aurora Public Library on Monday, November 23<sup>rd</sup>, 2020 at 6:15 pm.

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

Respectfully submitted,

Michelle Ryan  
Michelle Ryan, Secretary

Sue Manford

Angelis Burkhardt

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