

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

### July 26, 2021 Meeting

The Aurora Public Library District Board of Trustees met on July 26, 2021, at the Aurora Public Library.

The meeting was called to order at 6:15 pm by President Ben Turner. In attendance were Board members Brenda Watts, Sue Manford, Angela Burkhardt, Randy Dennis, and Michelle Ryan. 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 June 28, 2021 Board meeting. The motion was seconded by Dennis, and the motion carried.

### **Librarian's Report**

The 2021 Summer Reading Program came to a close on Saturday, July 24<sup>th</sup>. Our first experience with using Beanstack to track participation had a few hiccups, but was successful, for the most part. We had 212 people participate through Beanstack and another 26 people used the paper logs to participate. Storytime registrations were generally at our maximum for providing social distancing between family groups. Eight staff members also participated in a Staff Challenge on Beanstack, and this challenge was used to become familiar with using Beanstack to conduct drawings for prizes. The Silly Safari Programs at the Dillsboro Public Library and the Aurora City Park were very well attended and included some community members who are not regular library users. Enthusiastic comments were received from several of the families in attendance.

Overall library usage during June and July 2021 has been up from the same months in 2020 in terms of patrons coming in, items checked out, and computer usage. However, we still have a way to go to get back to the 2019 rates of library usage.

The Library District added 82 new members during June and July and we hope to keep that trend going. The marketing team is planning to focus on memberships during September for National Library Sign-up Month.

A Teen Non-Fiction book collection has been created at the Aurora Public Library. The same thing will be happening at the Dillsboro Public Library after we weed and shift the adult Non-Fiction.

In the next month, Dean will be working with our web designer, Michaela Hoffman, to integrate our new subscription to Niche Academy into the Library District web site. Niche Academy will feature portals for both library patrons and staff and will provide a variety of tutorials for using our online resources and for common computer applications. The staff tutorials will be integrated into our staff training program.

The Library District has 4 staff members ready participate in the Hillforest Trivia Night on August 7, 2021, but the event has been cancelled.

A motion was made by Ryan and seconded by Burkhardt to accept the Librarian's Report. The motion carried.

### **Old Business:**

**Air Conditioning unit at the Dillsboro Public Library:** Tom Thiemann completed the installation of the new air conditioning unit at the Dillsboro public Library on Monday, July 19<sup>th</sup>.

**Dillsboro Public Library sign:** Peggy is meeting Mike from Signarama at the Dillsboro Public Library on Thursday morning to discuss options for an outdoor sign at the corner of Library Lane and Lenover Street.

**Result of On-line Auction:** Olivia Bowers put together an adult and a child gift basket containing books, games, and other items for the Fill the Pool Online Auction.

**Moving of Funds to Civista Bank:** By the end of this week, the Operating Fund will be the only fund left in the US Bank Checking account. That fund will be emptied and the account will be closed once all US Bank checks have cleared.

## **New Business**

**New State Law concerning cyber security incidents:** As a Public Library, we are now required to report the following events within 24 hours:

- Ransomware
- Business Email Compromise
- Vulnerability Exploitation
- Zero-Day Exploitation
- Distributed Denial of Service
- Website Defacement

**Indiana State Standards for Public Libraries:** The Aurora Public Library District has received notification that the District was in compliance with Public Library Standards in 2020.

**Concrete Steps at the Aurora Public Library:** The steps to the upper level at the Aurora Public Library need to be repaired. The Aurora City Manager recommended Knippenberg Concrete, but the company has not returned calls made by the Director.

## **Finances**

**Revenues Received:** Local Income Tax (LIT) Distribution of \$23,143.42

### **Insurance Renewals:**

- Renewal for the Hastings Mutual Insurance Company policy that covers the Aurora Public Library and the Local History Library. **The annual premium for 8/8/21 – 8/8/22 is \$5,862.** The premium has been \$5,335 for the past three years. A motion was made by Ryan and seconded by Manford to renew this policy. The motion carried.
- Renewal for Workman's Compensation Policy (Hastings Mutual): The renewal date is 08/19/2021 and the annual premium will be \$541.00, an increase from the last premium of \$440.00. A motion was made by Dennis and seconded by Watts to renew this policy. The motion carried.

**Claims:** A motion was made by Dennis and seconded by Manford to accept the following July 2021 claims:

- From US Bank: 000129E-000136E, 010295-010303, and 507010E-507033E. These claims totaled \$2,651,444.17 and included funds transfers to Civista Bank.
- From Civista Bank: 000001E, 010314 – 010344 for a total of \$67,402.42

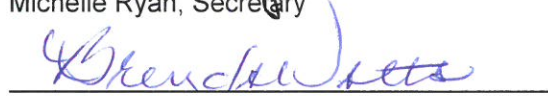
These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

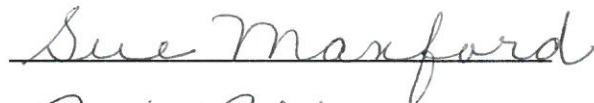
**Treasurer's Report:** The June 2021 Treasurer's Reports were presented. A motion was made by Ryan and seconded by Dennis to accept the reports. The motion carried.

Burkhardt made a motion to adjourn the meeting at 6:44 pm. The next meeting will be held at the Aurora Public Library on August 23, 2021 at 6:15 PM and will include the Public Hearing for the 2022 Budget.


Respectfully submitted,

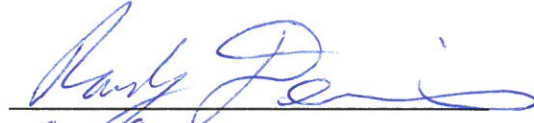
  
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Michelle Ryan, Secretary

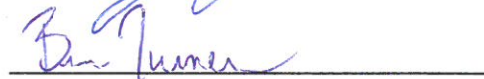
  
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